

# Mu Chapter

## Sigma Pi Board of Directors

### Policy on Video Surveillance System

**Purpose:** This policy is intended to describe the use of video surveillance systems at Sigma Pi fraternity located at 730 University Avenue, Ithaca, New York (the “House”). The purpose of the video surveillance system is to enhance the security of the House and safety of its members; as well as allow for investigation of damage and vandalism to the House, or inappropriate / illegal behaviors on Sigma Pi property. Video surveillance cameras are primarily used to provide surveillance of the exterior of the House as well as the kitchen and dining areas and other areas as may be deemed necessary by the Board of Directors.

This Policy shall be included in the new member training program and be made part of the Mu Chapter Handbook.

**Video Surveillance Monitoring:** Use of the video surveillance system shall be guided by the need for security of the property, safety of occupants and visitors, protection of Sigma Pi's reputation, reduction of potential liability of the Corporation, and the legitimate privacy interests and concerns of the members of the fraternity while inside of the House. Since all of the area outside of the House is visible from the Sigma Pi property boundary, and essentially all of the property is visible from public streets, sidewalks and/or nearby buildings there should be no expectation of privacy on the property surrounding the House. As the kitchen and dining area (including the Learning Commons) is a common area of the House, there should only be a limited expectation of privacy in those areas. Use of the system to view the internal premises of the House besides the kitchen and dining areas (including the Learning Commons) is only permissible after receiving the approval of the President or the Vice President of the Alumni Corporation Board of Directors (“Board Officers”) who shall consult with the Head of the Legal Committee of the Board.

The system and recorded data should not be continuously or routinely monitored. However, monitoring may be authorized by the Board Officers, in consultation with the Head of the Legal Committee at any time, with or without notification of such to the active membership. The full Board of Directors should be informed of the conditions for taking this action as soon as is appropriate.

The video surveillance system may be monitored in connection with investigations of vandalism, damage, security or other incidents that may harm the physical structure or personal property contained in the House, or otherwise pose a safety issue for the occupants of the House or visitors, or may damage the reputation of or pose a potential liability to the Corporation but shall only be monitored for a bona fide purpose to further the purpose of this policy.

System operation is checked about once per week to verify each camera is operating, and the video recording system is recording for each camera. This involves viewing live and recorded images for a short period of time. {Unusual conditions / inappropriate behaviors identified during such checks will be further investigated using the system. Results should be sent to the Board Executive Committee for corrective actions.}

The following should have remote access to the system via laptop / computer with capability to view live images, play back recorded images, copy 'snapshots' and save videos from the playback system to separate storage media:

- Resident Advisor, and an undergrad – appointed by the Sage who should verify system is operating about weekly while classes are in session, and recover info from the system as necessary.
- Chair of the Board Technology Committee or his designee designee - who should verify system is operating about weekly while classes are not in session, and occasionally throughout the year, and recover info from the system if necessary.

#### Release Of Recorded Material To External Organizations

Requests for recordings related directly to a criminal investigation, subpoena, or arrest are to be provided immediately to the Board President who will consult with the Head of the Legal Committee and other Board members as appropriate. A second copy shall be made and provided to the Legal Committee. The Board President and Legal Committee shall be informed of the request as soon as practical.

Requests for release of recorded data other than described above, must be submitted in writing to the Board President for review and approval with the Legal Committee. To prevent the system from overwriting the requested material during that review, the requested recorded information should be copied from the system to separate storage media as soon as practical and made available to the Legal Committee.}

**Management of the System:** The Technology Committee Chair or his designee (“Tech Chair”) shall be responsible for the management, review and maintenance of the video surveillance system.

**System Additions/Changes:** The Tech and Facilities Chair, as , appropriate should present proposed planned additions / changes to the system, including new cameras or significant changes in positioning of existing cameras to the Board of Directors for approval prior to implementation

**Signage:** Conspicuous public signage should be displayed at surveillance locations or at entrances to the House.

**Other:** The use of and maintenance of video surveillance cameras/equipment in contravention of this policy is prohibited. Any exception to this policy must be approved one of the Board Officers. This policy shall be reviewed periodically by the Tech Committee to determine if any updates should be made.

Dated: April 15, 2019