



UNIVERSITY  
of HAWAII®  
MĀNOA

Auxiliary Enterprises

February 17, 2009

Memorandum

To: Deans, Directors, and Department Heads

Via: Kathy Cushaw *Kathy Cushaw*  
Vice Chancellor for Administration, Finance and Operations

From: Wayne Fujishige *Wayne Fujishige*  
Director of Auxiliary Enterprises

Subject: Closed Circuit Television

The University of Hawai'i at Mānoa (UHM) is committed to providing a safe and secure campus environment. Plans are in motion for the use of closed circuit television (CCTV), a technology that can remotely monitor and record activity on campus, to deter crime and to assist local law enforcement in protecting the safety and property of the University community as funds become available.

It is important that existing uses of video monitoring and recording for security purposes are transparent and in line with the objectives of the University. In order for Campus Security to log the locations of existing CCTVs on campus, please complete and submit the attached form to Campus Security, Attention: Neal Sakamoto by Wednesday, March 28, 2009. Forms can be submitted via e-mail attachment to [nealos@hawaii.edu](mailto:nealos@hawaii.edu).

Below are guidelines on the use of CCTV at UHM which will be posted on the Campus Security website for easy reference. Legitimate academic use of video monitoring and recording for research and training are covered by other University requirements and policies and are excluded from this notice.

1. Information obtained through video monitoring shall only be used for safety, security and law enforcement purposes.
2. Any diversion of security technologies and personnel for other purposes would undermine the acceptability of these resources for critical safety goals and is therefore prohibited.

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3. Video monitoring shall not be used to monitor individuals based on characteristics of race, national origin, gender, ethnicity, sexual orientation, disability, or other classifications protected by the University's non-discrimination and sexual harassment policy, or for any other improper or unlawful purpose.
4. Video monitoring is permissible only in public areas and may not be used in any manner that would violate individuals' reasonable expectations of privacy as defined by applicable law. Video monitoring shall not occur in areas where there is a reasonable expectation of privacy, such as in public restrooms or dormitory rooms. In recognizing the enhanced expectation of privacy of students and faculty in University housing facilities, CCTV monitoring will generally be limited to entrances and exits and the building perimeter of such facilities, but monitoring of other public areas in housing facilities may be authorized when a specific safety/security risk exists.
5. Legitimate security purposes for video monitoring and recording of public areas include, but are not limited to the following:
  - a. Protection of individuals, including students, faculty, staff and visitors. Monitoring and recording pedestrian and vehicle traffic activity.
  - b. Protection of buildings and property. Areas that may be monitored include building perimeter, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, and cashier locations.
  - c. Monitoring of access control systems. Monitor and record restricted access entrances and exits to buildings and other areas.
  - d. Verification of security alarms. Monitor and record locations where intrusion alarms, security alarms and exit door controls are installed.
  - e. Monitoring of campus vehicles entrances and exits.
  - f. Video patrol of public areas. Monitor and record transit stops, parking lots, public streets, vehicle intersections and shopping areas.
  - g. Criminal investigation. Investigate robberies, burglaries, thefts and illegal activities.

6. Video monitoring systems shall not be used to view private rooms or other areas in which a reasonable expectation of privacy exists through windows or doors.
7. Video monitoring systems shall not be used for personal amusement or pleasure, to annoy or harass any person, or to spot and continuously view people becoming intimate or otherwise engaging in lawful private behavior in public areas.
8. Central monitoring equipment will be configured in an area that allows camera operations and monitors to be in plain view of others and prevents camera operators and monitors from tampering with or duplicating recorded information.

Attachment: UH Mānoa CCTV Log

c: Chief Neal Sakamoto, Campus Security  
Assist. Dir. Deborah Noji, Auxiliary Enterprises  
Admin. Dir. Carl Yamamoto, Auxiliary Enterprises

## UH Mānoa CCTV Log

Department:  
Contact Person:  
Telephone:  
E-mail:

Date:

BLDG #	TYPE OF SYSTEM	VENDOR	NO. OF CAMERAS	NO. OF ACCESS CARDS	OTHER IT SYSTEMS (e.g. Alarm)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					