

SOP-I-0019	DELTA Cameras
SOP Type:	<input checked="" type="checkbox"/> Internal SOP - DELTA-level that does not directly affect entities outside of DELTA <input type="checkbox"/> External SOP - DELTA-level that affects these entities: <input type="checkbox"/> Unit SOP - DELTA individual unit(s) affected:
Contact:	DELTA Business Office
Effective Date:	April 1, 2009 Last Revision Date: April 5, 2017

1. Introduction

For security purposes, DELTA has cameras installed in several locations at the Center for Technology & Innovation (CTI) and Venture IV and Cox Hall testing facilities. This procedure describes the expected use of those cameras.

2. Official University Regulation

NC State has an official regulation governing [Electronic Security Management System, REG 04.05.3](#) which governs the use and placement of cameras on campus. The Division of Environmental Health and Public Safety (EHPS) installed the DELTA cameras.

3. Types of Cameras

a) Informational

There are six cameras at CTI, which are designed for staff to use to observe the main door to suite 220, the two doors to suite 230, the door to the mini studio, and the east and west elevators.

b) Proctor monitoring

There are 54 cameras at Venture IV DELTA Testing Services and 20 cameras at 205 Cox Hall. The proctoring rooms in Venture IV and Cox Hall each have multiple stationary cameras that allow designated Distance Education (DE) Proctoring staff to observe students taking tests, and to watch for cheating or other violations of proctoring policy. Both testing centers also have cameras in the reception areas and hallways for security. Due to this level of access, DE Proctoring staff also have access to the archive (this is a technical limitation of the servers that may in the future be changed by a software upgrade). However, by policy, designated DE Proctoring staff should not access the archives of ANY cameras except for the ones within the Proctoring Room. Camera access is limited to the Assistant Director of Testing Services, and two proctors in the front lobby area. Recording will be continuous during normal proctoring hours, as well as motion-triggered after hours. Video files should be stored a minimum of three weeks for later review as necessary.

c) Safety & Security

All cameras are in place for the safety and security of the students, faculty and staff, and as a theft deterrent. The primary purpose of these cameras is to allow for investigation (examination of the archives after the fact) in the case of safety and security incidents. While the feed from these cameras can be seen live by campus police, it is very unlikely the feed from these cameras would ever be seen live unless such an unusual situation occurred.

The cameras at CTI were placed for accurate coverage in the hallways with minimal intrusion into offices and cubicles. No individual in DELTA (or, as explained previously, outside of DELTA) routinely watches camera feeds.

All the camera views are **fixed** and cannot be controlled. Cameras record activity when they sense motion in-frame. That clip of video is stored on a server in a data center for approximately one month. If there were a need to review the feeds, The Vice Provost of DELTA, or his designee would work with EHPS to review the clips around the time of an incident to assist in the investigation.

4. Camera Maintenance

Periodically, camera function will need to be tested. At least once every 6 months, the Vice Provost, or his designee, will test the camera functionality. In rare instances, if tests indicate a problem, The Vice Provost of DELTA, or his designee, may need to view a camera live during the diagnosis and repair process.

5. Camera Footage Review

Besides the uses described in 3 (a) and (b) above, there may be occasional need to review the archive of the cameras. There are two situations where requests to review the archive are acceptable.

a) Package Delivery

If you are expecting a package, and have proof it was delivered to the front desk, but cannot find your package, you can request a review of the archive around the time of delivery, to assist in identifying where the package is. This review will only be the CTI Suite 220 main door camera, and only for this specific need. Send an email request with the package tracking information and proof of delivery to the Business Operations Specialist.

b) All Other Needs

For ANY other review of the archive, you will need to contact EHPS and report a crime. Any review of the camera archives beyond the scope outlined above, will need to be coordinated with them.