

WELLESLEY COLLEGE
Campus Safety and Security Policy

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1.0 INTRODUCTION AND PURPOSE

The purpose of this policy is to communicate the Wellesley College commitment and strategy to maintain a safe and secure campus environment that protects the College people, assets, and critical infrastructure enabling all members and visitors to learn, study, work, live, and thrive at Wellesley College.

2.0 POLICY STATEMENT

Safety and security are everyone's responsibility. Wellesley College is committed to establishing and maintaining campus safety and security through a comprehensive strategy that integrates:

- A.** Personal Responsibility
- B.** Safety and Crime Prevention Awareness and Education
- C.** Crime Prevention through Physical Security and Environmental Design
- D.** Identity Management and Access Control
- E.** Emergency Alert, Detection and Reporting Technology and Systems
- F.** Public Safety and Emergency Response and Assistance

3.0 SCOPE

This policy applies to all members of the Wellesley College community including students, faculty, staff, contractors, volunteers, visitors, and affiliates. It is intended to enhance campus safety and physical security including protection of life, critical infrastructure, critical research, and College assets.

4.0 AUTHORITY AND RESPONSIBILITIES

The Vice President for Finance and Administration and Treasurer is the Executive Sponsor and Senior Leader responsible for executive visibility and leadership support for this policy and related procedures. (See Section 7.0) The Director of Public Safety and Chief of Police is the functional owner of this policy and has primary responsibility for its implementation with coordination and support from the Assistant Vice President for Facilities Management and Planning and Chief Information Officer and Associate Provost. (See Section 8.0) The President and the Crisis Management Team (CMT) hold final authority and responsibility for oversight of this policy as well as for communicating this policy to the College community and integrating the policy into related programs, operations, procedures, and compliance systems.

5.0 OVERVIEW AND DEFINITIONS

Wellesley College utilizes a multi-faceted safety and security approach with emphasis on personal safety, accident and crime prevention and detection, and emergency alert and response systems with particular attention in high-risk locations. The Wellesley College integrated security strategy utilizes the following security measures:

5.0.1 Prevention and Awareness

Personal safety and crime prevention education is available to all campus members through:

- A. Student, faculty, staff, and volunteer onboarding and orientations.
- B. Online training (including the annual Cybersecurity Awareness Training that is required for all faculty, students, and staff to maintain access to Wellesley systems).
- C. [Student](#) and [employee handbooks and policies](#).
- D. Emergency and evacuation training and drills.
- E. Wellesley College Public Safety and Police Department [online](#) and in-person programs and resources, including in-person CRASE (Civilian Response to Active Shooter Events) training sessions offered to faculty, staff, and students and online ALICE (Alert, Lockdown, Inform, Counter, Evacuate) personal preparedness training.
 - a. **Employees** access the training [through Workday](#).
 - b. **Students** can locate the training in [Brightspace](#).
 - c. Pre-employment screening including interviewing, skills assessment, fingerprinting, background and reference checks, license verification, and/or other pre-appointment screening requirements for prospective employees and volunteers.
- F. Crime Prevention Through Environmental Design (CPTED) which is a process to minimize crime and fear of crime through effective and tactical design of the physical environment including building and landscaping design, lighting, natural and constructed access control, and other physical security features.

5.0.2 Physical Access Control

- A. **Barriers** are fencing, doors, gates, walls, bollards, some landscaping features, and other physical barriers used to direct, block and/or secure pathways and physical sites.
- B. **Wayfinding** includes designated pathways, signage, and location guides available and posted to guide visitors and campus community members to their destinations.
- C. **Locks and Keys** include manual and electronic locks, keys, and related facility access security management. (See Section 6.1.2 and 6.1.3)
- D. **Visitor Management** is the identification, verification, and management of visitor access to campus facilities and grounds including limitations, authorization process, and requirements. (See Section 6.0.1 and 6.0.6)
- E. **Identity Management** is the identification, verification, and management of Campus affiliates (including students, faculty, staff, volunteers, and authorized contractors, among others) and their authorized access to campus spaces. This includes photographic identification credentials, electronic key access authorization, and database management. (See Section 6.1.0 and 6.1.1)
- F. **OneCard** is the multifunction card issued to all trustees, students, faculty and staff and to approved contractors and contingent workers that serves as an identification card, authenticates the holder for certain transactions, and functions as an electronic key for swipe access to pre-authorized College facilities. (See Section 6.1.0 and 6.1.1)

5.0.3 Detection

- A. **Personal Observation** is the mindful and alert observation of one's surroundings with alertness to suspicious behavior and/or activity and reporting such observations to the appropriate authority.
- B. **Alarms (four types) (See Section 6.4.0)**
 - a. **Fire alarms** are installed in occupied buildings per applicable fire code for the purpose of smoke and fire detection. When triggered, the alarm sounds locally to notify occupants and notice of alarm activation is routed to the Wellesley College Public Safety and Police Department and, in most buildings, also to the City of Wellesley Fire Department for emergency response.
 - b. **Intrusion alarms** are installed consistent with a site risk assessment and detect unauthorized and/or forcible entry into a controlled space. The alarm notification is received by the Wellesley College Public Safety and Police Department for emergency service response.
 - c. **Panic alarms** are installed consistent with a site risk assessment and are used to summon police quickly and surreptitiously in threatening situations when received by the Wellesley College Public Safety and Police Department for evaluation and dispatch of emergency services.
 - d. **Other specialized alarms** may be used by police for specific crime detection and interdiction.
- C. **Security Cameras (video security systems)** are video technology that records activity in order to detect, deter, prevent or investigate crime or other threats to campus safety and security. Video security systems on the Wellesley College campus are not actively monitored as surveillance cameras except in emergencies and are generally installed for personnel and asset protection and after-the-fact investigation of incidents such as violent crimes and property crimes. These cameras continuously record or are motion-sensor triggered and shall have no audio recording capability. (See Section 6.5.0)

5.0.4 Emergency Reporting

- A. **Emergency Blue Phones** are two-way call boxes strategically located on campus to provide direct-call access to the Wellesley College Public Safety and Police Department for emergency assistance to persons in need.
- B. The **Blue Aware Mobile App** is a mobile safety app that operates similar to a blue light phone, featuring a "Mobile Blue Light" button that alerts Campus Police and, when activated, identifies an individual's location on campus for an immediate response. Blue Aware is free to download on any smart device from the [Apple App Store](#) or [Google Play Store](#). For more details, please refer to the [Frequently Asked Questions](#).
- C. **Reports to Wellesley College Public Safety and Police Department** are made by calling the Wellesley College Public Safety and Police Department at 781-283-5555 (emergency) or 783-283-2121 (non-emergency), or in-person by flagging down any Wellesley College Public

Safety Officer on campus or reporting at the Wellesley College Public Safety and Police Department station.

- D. **Reports to other Campus Security Authorities** include non-emergency reports brought to Resident Hall Assistants, Student Affairs staff, coaches, faculty members, counselors, healthcare providers, and administrators including Human Resources and the Director of Nondiscrimination Initiatives among other Campus Security Authorities who will coordinate with Wellesley College Public Safety and Police Department as appropriate.
- E. For additional information, review the:
 - a. Emergency Action Plans
 - b. [Annual Security and Fire Safety Report](#)

5.0.5 Emergency Response

- A. **WC BlueAlert:** In the event of an emergency, the Wellesley College community will be notified via text message, email, and phone through WC BlueAlert, the College's emergency notification system. All community members are automatically enrolled in this system. Emails come from "WC BlueAlert," phone calls from 781-283-1000, and text messages from a five-digit short code. Community members are encouraged to update their contact details in Workday. This [guide](#) explains how.
- B. **Wellesley College Public Safety and Police Department** provides on-campus emergency dispatching and police services and is the primary public safety responder to campus emergencies, with support and backup from local municipal law enforcement, including the **Town of Wellesley Police Department**.
- C. **City of Wellesley Fire and EMTs** provide primary emergency fire and emergency medical services (EMS) to the campus community.
- D. **Wellesley College Emergency Operations Team** manages the College's response to an emergency event or incident consistent with the Incident Command System (ICS).
- E. **Wellesley College Crisis Management Team (CMT)** is the executive-level oversight and strategic decision-making body for Wellesley during a potential or actual crisis.

6.0 PROCEDURES

6.0.1 Visitor Management

Wellesley College is a premier private educational institution serving its students, faculty, and staff and is also an historic local site. Visitors are welcome and yet access to Wellesley College grounds, pathways, facilities, and buildings are necessarily limited to ensure an optimal environment to accomplish its educational mission and to provide for the safety and security of its students, faculty, staff, volunteers, and visitors. Compliance with business hours, visitor policy and [campus time, place and manner rules](#) are required by all campus members and visitors.

6.0.2 Grounds and Pathways

Campus grounds and pathways are generally open to Wellesley neighbors. Dogs and other domestic animals on campus grounds and pathways must be on leash and under the owner's control at all times.

6.0.3 Campus Buildings

- A. There is no public access to campus buildings or restrooms. Campus buildings are closed to the general public and access is limited to members of the campus community, except that members of the College community may bring invited guests into select campus buildings consistent with the Visitor Check-in Procedures described in section 6.0.6 of this policy.
- B. Certain campus buildings, such as the Davis Museum, Bookstore, Global Flora, the Office of Admissions, Clapp Library, and some campus-sponsored [events](#), may be open to the public at specific days and times. Locations, days, and hours of public building access can be found [here](#).
- C. All other buildings, including all academic buildings and all residential facilities, are closed to the public and are Onecard access only at all times.

6.0.4 Sensitive Area Visitor Access - Limitations and Conditions

Some campus locations are restricted to only those persons specifically authorized due to the sensitive nature of the facility, its business purpose, and the inherent risks at the site. Residential housing, Science Center, research labs, vivarium, Clapp Library special collections and archives, health center, facilities maintenance areas, utility areas and access points, data centers, storage areas, Public Safety building and support areas, and food preparation areas are examples of sensitive locations with additional restrictions on visitors as specified in Section 6.0.6 below.

6.0.5 Visitor Parking

Parking on campus is limited and visitors are encouraged to park off-campus and walk when possible. Guests on College business may park at the Davis Parking Facility. On-campus visitor parking is limited to designated spaces in the [Distribution Center Lot #2](#). Vehicles that are not parked in visitor spaces and that do not have an authorized Wellesley College parking sticker are subject to citation and tow.

6.0.6 Visitor Check-in Procedures

Visitors are required to check in during business hours as follows:

- A. To visit the President's Office, executive offices, administrative offices: Visitors must coordinate in advance with the respective office reception (or the administrator they are meeting with) to schedule the appointment and make arrangements to be admitted to the building and escorted to the correct office.
- B. To visit classrooms and lecture halls: visitors are allowed in classrooms and lecture halls with pre-approval, must be escorted by the responsible faculty member, and are expected to check in with the responsible faculty member prior to entering the classroom.
- C. To visit sensitive areas (as defined in Section 6.0.4): Sensitive spaces are closed to the public and visitors are allowed only for bona fide business purposes with pre-approval and escort. Visitors

must coordinate in advance with the Department Head, building manager, and/or authorized host to schedule the appointment and be escorted while on-site. Advance appointment is required for access to Clapp Library Special Collections and Archives.

- D. Residence Halls are closed to the public and are accessible to authorized residents and personnel only. Students are permitted to host up to three guests in the residence halls for a maximum of three nights within a seven-day period with prior permission from any roommates. Guests must be escorted by their host at all times and the student host is accountable for guest conduct. Compliance with all [housing rules and policies](#) is required. Some Special Events may be open to the public by invitation and the related check-in process will be communicated with the invitation by the Campus host or may be found on the campus website.

6.0.7 Animals on Campus

Animals, including those belonging to students, employees, and guests, are prohibited inside campus buildings and facilities with the exception of:

- A. Campus-owned research animals.
- B. ADA approved service animals consistent with the [Student Service Animal and Emotional Support/Assistance Animal Policy](#) and the [Service Animal Policy for Employees](#).
- C. Student Emotional Support Animals (ESA) only while in the student owner's residential housing room with specific, written prior authorization of the Accessibility and Disability Resources Office consistent with the [Student Service Animal and Emotional Support/Assistance Animal Policy](#).

6.1.0 Identity Management

All members of the Wellesley College campus community including students, faculty, staff, volunteers, and authorized contractors are issued and required to carry Wellesley College OneCard identification while on Campus. The OneCard identification card serves as proof of authenticated identity, is used as an electronic card key for swipe or tap access privileges to campus buildings and spaces, meal plan transactions and library card checkout, and can be used for other campus privileges as well.

6.1.1 Administrative Responsibility for Access Management

Every member of the Wellesley community including all students, faculty, staff, volunteers and approved vendors and contractors will be issued Wellesley College OneCard identification. LTS, in consultation with the Wellesley College Public Safety and Police Department, is responsible for the issuance and management of Wellesley College OneCard identification cards, activation of approved access, and database management.

Approval, denial, and revocation of individual access privileges is determined by:

- A. Demonstrable and ongoing business need to access the controlled space
- B. Consideration of the space's security risks
- C. Authorization of the Department Head with approval by Chief Information Officer and Associate Provost, consulting with the Director of Public Safety and Chief of Police and/or the Vice President of Finance and Administration as needed.

The Access authorization process for individual access privileges includes:

- A. Access authorization request is made by a supervisor, authorized by the Department Head and sent to the Chief Information Officer and Associate Provost for final approval, consulting with the Director of Public Safety and Chief of Police and/or the Vice President of Finance and Administration as needed.
- B. Upon approval by the Chief Information Officer and Associate Provost, the access is documented in the Identity management database and a record of access authorization assignment is made.

The Access authorization process for events open to the public includes:

- A. Access authorization request is made by the Events office and sent to the Chief Information Officer and Associate Provost for approval, consulting with the Director of Public Safety and Chief of Police and/or the Vice President of Finance and Administration as needed.
- B. Any event that has a duration around one hour will generally be approved for opening the building without One Card access for a period of three hours, typically one-two hours prior to the start of the event and one hour after the event.
- C. If an event space is required to be open for longer than five hours, the Chief Information Officer and Associate Provost will send the request to the Vice President of Finance and Administration (or other designated Senior Leadership member of the Crisis Management Team) for authorization and approval.
- D. Upon approval, the period of public access is documented in the Identity management database and a record of access authorization is made.

The Chief Information Officer and Associate Provost must seek approval of the Vice President for Finance and Administration and Treasurer before making changes to overall building swipe access limitations listed [here](#). The Vice President for Finance and Administration shall consult with the President and the Crisis Management Team (CMT) on these questions as needed.

6.1.2 Manual Key Control and Accountability

While use of manual keys is discouraged in favor of electronic access keycards whenever possible for improved access control and key management, manual keys are necessary for some purposes, including usage for internal doors on individual offices and residence hall rooms. The Facilities Management and Planning Department is responsible for manual key control including security and management of master keys and individually issued keys. Electronic master key lock boxes are strategically located among campus facilities for accessibility and use by authorized Residential Life, Facilities Management and Planning Department, and Library and Technology Services staff only.

6.1.3 Lost Key Reporting and Replacement

Individuals are responsible for maintaining the security of all keys issued to them. In the event of a lost key, every reasonable and prompt effort shall be made to locate the missing key. Should the key be determined to be lost, a [Lost Key Report](#) must be filed with the Wellesley Public Safety and Police Department and the Facilities Management Department. Replacement keys must be re-authorized by

the Department Head and person responsible for the space prior to issuing a replacement key. The individual responsible shall be subject to sanctions for careless key management including disciplinary action. Further, the responsible department may be charged for necessary re-keying expenses.

Guidance for students regarding residence hall keys and lockout procedures are [here](#).

6.2.0 Security Assessment and Mitigation Approval Process – All Measures

Requests for review of physical security strategy, site assessment, site improvements, and technology additions and upgrades will be evaluated following an appropriate risk assessment and development of recommended mitigation measures and strategy through the following process:

- A.** Department Head submits a request for a security site inspection first to the member of the Senior Leadership team overseeing that department, and with approval of the senior leader, then submits the request to the Director of Public Safety and Chief of Police.
- B.** The Director of Public Safety and Chief of Police or designee conducts a Crime Prevention Through Environmental Design (CPTED) site assessment, with support from the Facilities Management and Planning Department and LTS, that considers the nature, type, design, function, location and other factors and risks related to the site, facilities and protection of occupants and assets and makes recommendations for security strategy, risk mitigation, and improvements.
- C.** The CPTED report will be reviewed and vetted for viability, consideration of alternatives, concurrence, and costing by a project team including designees from Facilities Management and Planning Department, LTS, Public Safety and Police Department, and the requesting Department and senior leader. Implementation decisions, budgeting, and scheduling will also be recommended by the project group.
- D.** Final approval of the security strategy and measures is the responsibility of the Vice President for Finance and Administration and Treasurer, who will seek the review and concurrence of the CMT and the Campus Renewal Executive Committee (CREC) as may be appropriate.
- E.** All administrative and academic departments are required to comply with this process and no department is authorized to install its own independent security system.

6.3.0 Adoption of Security Measures and Technology

The Director of Public Safety and Chief of Police has primary responsibility for developing proposals for Campus security requirements, strategy, measures, and technology with support, input, and vetting from the Facilities Management and Planning Department and LTS. The proposed security strategy and recommended technology may be reviewed with the Safety and Security Working Group (SSWG) and the Advisory Committee on Library and Technology Policy for input as appropriate. The overall strategy and standards will be approved by the Vice President for Finance and Administration and Treasurer, who will seek the review and concurrence of the CMT and CREC as may be appropriate.

The Director of Public Safety and Chief of Police, with support and participation from Facilities Management and Planning and LTS, will develop, and maintain general security measures and

technology standards for the campus for consideration in new and retrofit/remodel construction projects as well as localized departmental security improvement projects. All projects require an advance site security survey to review, assess and recommend specific strategies and measures unique to the individual site, facility purpose, occupancy, use, and threats. All recommendations must be fully vetted by the capital project team under the direction of the Assistant Vice President of Facilities Management and Planning, the space user and CREC prior to implementation.

Existing security installations must be brought into compliance with current hardware and technical requirements as soon as possible.

6.4.0 Alarms Management

6.4.1 Purpose, Scope and Guiding Principles

Four types of safety and security alarms are supported on the Wellesley College campus (as described in Section 5.03) for the purpose of ensuring safety and security of people and property:

- A. Fire alarms.
- B. Intrusion alarms.
- C. Panic alarms.
- D. Other specialized alarms that may be used by police for crime detection and interdiction.

All alarms must be consistent with a site risk assessment that is guided by the following principles:

- A. Risk-based, not convenience-based, deployment.
- B. Clarity of response (alerts must drive action).
- C. Integration over fragmentation (avoid standalone solutions).
- D. Equity and consistency across campus.
- E. Sustainable and supportable solutions only (ensure devices can be supported by existing resources, staffing and budget).

6.4.2 Authority and Governance

The Director of Public Safety and Chief of Police is responsible for the management of the safety and security alarm systems including site risk assessments and approval of alarm installations, connection of the alarm monitoring software with the computer-aided dispatch system (CAD), alarm monitoring and emergency dispatch, emergency response triggered alarms, alarm testing and database management.

The Assistant Vice President of Facilities Management and Planning is responsible for supporting the Director of Public Safety and Chief of Police through assisting with the selection by assessing technical feasibility, integration and support requirements, installation, maintenance, cost, and repair of physical alarms, including low voltage systems.

The Chief Information Officer and Associate Provost is responsible for supporting the Director of Public Safety and Chief of Police through assisting with the technology selection by assessing technical feasibility, integration and support requirements, systems integration and security, installation, and maintenance, including CCure configuration.

Costs for alarm services are included in departmental operating and capital budgets and reviewed annually.

The Director of Public Safety and Chief of Police is responsible for ensuring that all alarms are tested annually and for reporting to the President and the Crisis Management Team (CMT) annually on or before June 30. (See Section 6.6.0).

6.5.0 Policy on the Use of Video Security Systems on Campus

6.5.1 Purpose of Policy

Wellesley College seeks to provide its community with a safe, secure and welcoming environment for students, faculty, staff and visitors. Video security systems are a critical component of the College's comprehensive approach to campus safety, crime prevention and risk mitigation. When successfully deployed, video security systems (security cameras) deter crime, assist in the detection and investigation of incidents, and support the protection of people and property.

This policy establishes standards and procedures for the planning, installation, operation and monitoring of video security systems and the retention, access and release of video security recordings at Wellesley College.

The College recognizes its responsibility to take appropriate steps to protect personal privacy and civil liberties when it operates video security systems. Video security systems will be used in a manner consistent with all College policies, including the [Policy Against Unlawful Discrimination, Harassment and Retaliation](#) and the [Electronic Content Stewardship Policy](#), and with applicable law.

6.5.2 Scope of Policy

This policy applies to all video security systems installed or activated—permanently or on a temporary basis—specifically for purposes of enhancing campus safety and security on the Wellesley College campus, regardless of the specific video technology. Existing video security systems shall be brought into compliance with the procedures described as soon as practicable following the adoption of this policy.

This policy does **not** apply to cameras that are deployed for a primary purpose other than security:

- A.** Teaching, learning, or academic research activities involving video recording.
- B.** Video conferencing or recordings or livestreams of events, lectures and performances, athletic events, “you are here,” or animal interest such as bird-cams.
- C.** Construction monitoring.
- D.** Human subjects research.
- E.** Wellesley College Campus Police Department in-car and other cameras utilized for specific law enforcement purposes where relevant federal and state laws, statutes, and ordinances govern the use of electronic recording by law enforcement agencies.

6.5.3 Acceptable Use of Video Security Systems

Video security systems may be implemented in areas where their use enhances the safety and security of students, faculty, staff and visitors or the protection of property, including but not limited to the following:

- A. Campus perimeter, entrances and pathways.
- B. Building perimeters, entrances, exits, lobbies, and corridors.
- C. Classrooms, labs and common areas containing high value equipment or other assets.
- D. The Davis Museum.
- E. Parking lots, garages, walkways and exterior public spaces.
- F. Cash-handling areas where money is exchanged, such as ATMs and cashier locations.
- G. Common areas and areas accessible to the public.
- H. Buildings, rooms and labs containing hazardous materials.
- I. Monitoring and verification of security alarms and access control events.
- J. Support of criminal investigations and emergency response.

All requests for the installation of video security systems must follow the process in section 6.2.0 above.

6.5.4 Prohibited and Restricted Use

Video security systems shall not be installed in areas where there is a reasonable expectation of privacy. The following uses of security cameras are prohibited:

- A. Living quarters of residential facilities such as occupied student residence hall rooms and occupied faculty/staff housing units (except where necessary to capture traffic through exterior doors).
- B. Restrooms.
- C. Locker rooms and other changing facilities.
- D. Private offices.

The use of non-operational cameras is prohibited.

6.5.5 Access, Operation and Monitoring

Access to live or recorded video is restricted to authorized Public Safety personnel and other individuals expressly approved by the Vice President for Finance and Administration and Treasurer. All personnel authorized to operate or access video security systems must receive training on the technical, legal and ethical use of video security technology and acknowledge their understanding of this policy.

Recordings and all information obtained and/or observations made via the use of the video security system are considered confidential and sensitive institutional data and may only be used for official College and law enforcement purposes upon the approval of the Vice President for Finance and Administration and Treasurer, in accordance with the procedures set forth in the College's [Electronic Content Stewardship Policy](#).

Official purposes include:

- A. Criminal or administrative investigations.
- B. Incident response and emergency management.
- C. Compliance with legal obligations.

Personnel are prohibited from viewing, copying or disseminating information or images acquired from the College's video security system for personal or non-official purposes. Any misuse or unauthorized use of cameras or camera footage will be subject to disciplinary action, up to and including termination.

Video security systems on Wellesley College property are not actively monitored as surveillance cameras except in The Davis Museum and in emergencies such as: supporting first responders in the event of an emergency; monitoring the location of a crime; or confirming intrusion alarms in spaces. These video security systems continuously record or are motion-sensor triggered. Video security systems on the Wellesley College campus shall not enable audio recording.

As provided in the [Electronic Content Stewardship Policy](#), in the event of a health and safety emergency, it may be necessary to promptly access or disclose electronic content, including real time monitoring, from video security systems to local, state or federal emergency responders, or to officials involved with emergency response at the College. In these situations, live or recorded video may be accessed under direct authorization by the Wellesley College Director of Public Safety and Chief of Police. As soon as practicable, the Chief of Police or Chief Information Officer will notify the Vice President for Finance and Administration and Treasurer about what data was accessed and any other details relevant to the access or disclosure.

6.5.6 Storage, Retention and Release of Information

All recorded images generated by Wellesley College video security system must be stored in a secure location and configured to prevent unauthorized modification, duplication, or destruction. Secure storage of recorded images is the responsibility of the Chief Information Officer and Associate Provost, in consultation with the Wellesley College Director of Public Safety and Chief of Police and the Vice President for Finance and Administration and Treasurer.

Recorded images shall be retained for no more than 30 days unless there is a demonstrated and approved business need; evidentiary hold as part of ongoing criminal or civil court proceedings; open investigation; or other legal hold or court order. Video related to security or safety incidents may be flagged and archived. Retention of security camera images beyond 30 days must be approved by the Vice President for Finance and Administration and Treasurer or General Counsel.

Non-emergency requests for access to or release of recorded images must be forwarded to the Chief Information Officer and Associate Provost, who will review the request and consult with the Wellesley College Director of Public Safety and Chief of Police, the General Counsel and with the Vice President for Finance and Administration and Treasurer, who will make the final determination and ensure compliance with the College's [Electronic Content Stewardship Policy](#) and applicable law. No other personnel can make this determination.

Video security systems operators must maintain a log of all instances of access to and release of recorded material of an ongoing criminal or civil court proceeding, employment investigation, legal hold, or court order. The Wellesley College Director of Public Safety and Chief of Police is responsible for maintaining the master security camera inventory of all deployed security cameras.

6.5.7 Authority and Governance

The Vice President for Finance and Administration and Treasurer is the Executive Sponsor and Senior Leader with oversight responsibility for this Policy on the Use of Video Security Systems on Campus. The Director of Public Safety and Chief of Police and the Chief Information Officer and Associate Provost share functional ownership of this policy with specific responsibilities as stated in this policy.

The Chief Information Officer and Associate Provost, in consultation with the Wellesley College Director of Public Safety and Chief of Police, and the Vice President for Finance and Administration and Treasurer, shall provide periodic updates to the Wellesley College community about campus video security systems for enhanced transparency and shall biennially review this policy as provided in Section 10.0.

The Chief Information Officer and Associate Provost is responsible for ensuring that records that validate compliance with this policy are retained for a period up to two years. Compliance with this policy may be subject to review by institutional audit or compliance.

6.6.0 Inspection and Audit

The Director of Public Safety and Chief of Police will conduct an annual evaluation of the Safety and Security Strategy for review by the Vice President for Finance and Administration and Treasurer.

The Chief Information Officer and Associate Provost is responsible for conducting security database audits annually.

The Director of Public Safety and Chief of Police is responsible for ensuring that all alarms (see Sections 5.0.3 and 6.4.0), video security systems (see Section 6.5.0) and other systems will be tested annually.

Reporting on these inspections and audits must be provided to the President and the Crisis Management Team (CMT) annually on or before June 30.

6.7.0 Violations and Sanctions

Violations of this policy will be considered misconduct subject to institutional sanctions up to and including termination of appointment.

6.8.0 Annual Performance Metrics

Campus Departments are responsible for the inclusion of applicable safety and security performance metrics into departmental performance and budget reporting including accomplishment of required training, equipment inspections, and performance audits.

7.0 EXECUTIVE SPONSOR OVERSIGHT

The Vice President for Finance and Administration and Treasurer is the Executive Sponsor and Senior Executive responsible for executive visibility, funding, and leadership support for this policy and related procedures.

8.0 DEPARTMENT/FUNCTIONAL OWNER(S)

The Director of Public Safety and Chief of Police is the functional owner of this policy and has primary responsibility for its implementation with coordination and support from the Assistant Vice President for Facilities Management and Planning and the Chief Information Officer and Associate Provost.

9.0 POLICY EXCEPTIONS

Exceptions to this Policy are prohibited. Any request for exception will initiate a review of the policy for determination of necessary revision and will include the necessary review and approvals prior to revision adoption.

10.0 REVIEW AND REVISION

This policy will be reviewed for content and necessary revision biennially on or before June 30 by the Director of Public Safety and Chief of Police, with input from the Assistant Vice President for Facilities Management and Planning and the Chief Information Officer and Associate Provost, the Vice President for Finance and Administration and Treasurer, and the General Counsel. The Safety and Security Working Group and the Advisory Committee on Library and Technology Policy may provide input. Any revision recommended must be approved by the President and the Crisis Management Team (CMT) prior to implementation.