

LINCOLN UNIVERSITY

Policy:	Recording Audio/Photography and Video
Policy Number:	HRM-133
Effective Date:	September 2024
Revisions:	
Next Review Date:	September 2025
Review Officer(s):	Office of Human Resources, Office of Residence Life, Vice President, General Counsel & Secretary to the Board of Trustees
Status:	Pending Approval of the LU Board of Trustees

I. Purpose

The purpose of this policy is to regulate the use of closed circuit television (CCTV) cameras to monitor and record public areas for the purpose of safety and security. Any use of cameras outside of these regulations is strictly prohibited. This policy also applies to personal use cameras utilized by non-law enforcement personnel in on-campus student housing and any other area in which there is an expectation of privacy. This policy applies to all properties owned or controlled by the Lincoln University.

II. Scope

This policy applies to all faculty, professional staff, students, visitors to the University, and members of the public utilizing University spaces.

III. Policy Overview

Recording and/or taking photographs of members of the University community and/or any persons on Lincoln University property without their knowledge and consent is not permitted.

Students with a registered disability that requires recording as an accommodation may record in their classes once the Office of Accessibility Services notifies the professor. Classmates do not need to be notified, nor can the professor deny permission to the disabled student with this approved accommodation. Please contact the Office of Accessibility Services for additional information.

Additionally, audio recording of private meetings for purposes of record-keeping or later reference (i.e. recording of interviews by reporters for student newspapers or students working on a project) is permitted only if all participants are fully informed that recording is planned, and consent is given by each participant.

Audio recording of certain student club/organization events and meetings may be permitted with the consent of the club/organization in accordance with its constitution, rules, and guidelines, and with permission from the Office of Student Life and Development. Certain events, such as performances, may be restricted on a case-by-case basis in accordance with the contractual obligations agreed between the University and the performer.

Authorized photographers, videographers, and others employed by the University and its Marketing and Communications areas may record certain events in coordination with event organizers and the campus Office of Student Life.

IV. Examples of Video Monitoring and Recording of Public Areas

Legitimate safety and security purposes include, but are not limited to the following:

- i. **Protection of Buildings and Property** - Building perimeter, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, cashier locations, etc.
- ii. **Monitoring of Access Control Systems** - Monitor and record restricted access transactions at entrances to buildings and other areas.
- iii. **Verification of Security Alarms** - Transit stops, marking lots, public streets, shopping areas, and vehicle intersections, etc.
- iv. **Criminal Investigations** - Robbery, burglary, assaults, arson, theft surveillance, etc.
- v. **Protection of Pedestrians** - Monitoring of pedestrian and vehicle traffic activity.

V. Personal Use Cameras

Personal use cameras, used by non-law enforcement personnel, utilizing audio and/or video in student housing, on campus or any area where there is an expectation of privacy, violates Pennsylvania and federal law ([18 Pa. Cons. Stat. § 5703](#)) therefore, these cameras are strictly prohibited. Charges, both criminally and civilly, can be imposed for violations. This applies to all Lincoln University owned or controlled properties.

The Commonwealth of Pennsylvania is a two-party consent state under the Pennsylvania Wiretap Law (18 Pa. Cons. Stat. § 5703), meaning that all parties involved in a conversation must give consent before any audio recording can take place. Failure to obtain consent from all parties may result in criminal or civil penalties, including imprisonment and fines.

VI. Videography

Videotaping people in a bedroom, bathroom, locker room, or other location where one expects the area to be private, is a violation of their rights. Recording people where there is an expectation of privacy violates their 4th Amendment rights. Videotaping is prohibited in every part of the residence halls. You may request permission in writing in advance from the hall Resident Director for special circumstances. Please see the Office of Residential Life handbook for the campus for more information.

In Pennsylvania, audio recording people without their consent is a violation of the [Wiretapping law](#) which could result in felony charges. Criminal and civil charges may be filed if found in violation of this policy and the law. Imprisonment and fines could result from violation.

Limited filming may be permitted in the Student Union Building's non-food service/dining areas and in Ware Center Theater with the express written permission of the Associate Vice President, Dean of Students.

Limited filming and videography may be permitted in the University Hall non-food service/dining areas with the express written permission of the Executive Director of Student Life. Organized filming and videography by students and/or student organizations is not permitted in any food service or dining areas at Lincoln University.

Filming, photography, and videography on Lincoln University property by any outside entity is permitted only with the express written permission of the Associate Vice President of Student Success.

VII. Violations

Knowingly recording any violation of University Regulations, the University Code of Conduct, and/or Residential Life policies is prohibited. Publication, distribution, or posting of recordings of members of the Lincoln University community and/or any persons on Lincoln University property online or via social media is prohibited unless the intention to do so is made clear prior to recording and only if consent is given by all participants.

Notwithstanding the following, the University will consider whether the recording was made in connection with the prevention of a crime, violation of law, or violation of an express University policy in deciding whether or not to consider the content of the recording or whether to implement conduct proceedings against the individual who made the recording.

This policy also does not apply to cameras used by University staff in conducting investigations into alleged code of conduct violations nor to activities of the University for marketing and publicity purposes.

Lincoln University reserves the right to amend or revoke its policies at any time. The policies found on this Web site are not conditions of employment and do not create a contract between the University and its employees.