

## **Policy on Video Cameras Installed on College Premises for Safety and Security Purposes**

The purpose of this policy is to regulate the use of video cameras to monitor and record College premises

### **I. Scope**

This policy applies to all college personnel in the use of video monitoring and recording equipment and systems.

### **II. General Information**

- A. The Department of Security is committed to enhancing the quality of life of the campus community by integrating the best practices of public and private security with state-of-the-art technology. A critical component of a comprehensive security plan using state-of-the-art technology is video surveillance.
- B. The primary purpose of video technology is to deter crime and to assist the security officers in protecting the safety and property of the College community.
- C. Video monitoring for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in the use of video equipment will be appropriately trained and supervised in the responsible use of this technology.
- D. Information obtained through video recording and/or monitoring will be used for security and law enforcement purposes and for compliance with college regulations. Information obtained through video recording/monitoring will only be released when authorized by the College President or College General Counsel according to the procedures established in this policy.
- E. Video monitoring for security purposes will be conducted in a manner consistent with all existing College policies, including the Non-Discrimination Policy, the Sexual Harassment Policy and other relevant policies. The College prohibits video monitoring based on the characteristics and classifications contained in the Non-Discrimination Policy (e.g., race, gender, sexual orientation, national origin, disability, etc.)
- F. Video monitoring of areas for security purposes at the College is limited to locations that do not violate the reasonable expectation of privacy as defined by law.
- G. Except as indicated below, all video camera installations will be visible.
- H. The equipment used by the College does not possess the capability of recording sound at any time.

### III. Responsibilities

- A. The Department of Security is the department authorized to oversee and coordinate the use of video equipment for safety and security purposes at the College.
- B. The College General Counsel, and or his designee, has the responsibility to authorize the use of video equipment for safety and security purposes at the College. All new installations will follow the Department of Security operating principles.
- C. The Department of Security will monitor new developments in the relevant law and in security industry practices to ensure that video monitoring at the College is consistent with the highest standards and protections.

### IV. Procedures

- A. All operators and supervisors involved in the use of video equipment and systems will perform their duties in accordance with Department and College Rules and Regulations.
- B. Security Officers are prohibited from using and or disseminating any information acquired from the video equipment. All information and/or observations made in the use of CCTV equipment are considered confidential and can only be used for official College and law enforcement business upon the approval of the Director of Security.
- C. Camera locations are discussed with the Executive Deans and/or their designee on each Campus before installation takes place.
- D. The Department of Security will post signage at appropriate campus entrances. Signage will state: **THESE PREMISES UNDER VIDEO SURVEILLANCE.**
- E. Recorded events are stored temporarily on a Digital Video Recorder (DVR), unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the College General Counsel.
- F. The DVRs are capable of storing images up to 30 days, depending on the amount of recording taking place. The DVRs automatically record over the oldest image when the hard drive is full.
- G. Periodically, the College experiences patterns or criminal activity, both to persons and property. Much of the problem has been confined to acts of vandalism such as graffiti or theft of office equipment. In an effort to combat these problems, either by deterring the activity or apprehending violators, the College may use video equipment for covert surveillance purposes. As previously noted, the cameras will not be installed in any area that would violate the reasonable expectation of privacy as defined by law. No further announcement will be made prior to the actual placement of video equipment.
- H. Cameras are NOT monitored under normal operating condition, but may be monitored periodically for legitimate safety and security purposes that include, but are not limited to the following: high risk areas, restricted access areas/locations, in response to an alarm, at times and locations that have

previously experienced violations, special events, specific investigations upon reasonable cause.

- I. Should monitoring reveal activity that violated laws or policy, an investigation will be initiated.

***Approved by Executive Council  
May 2003***