

VIDEO SURVEILLANCE POLICY

Statement of Policy:

The purpose of the video surveillance policy is to outline the rights and responsibilities of students, faculty and staff; to formalize guidelines on the acquisition and standardization of security cameras throughout the campus which is associated with video monitoring and recording systems on College property.

The Manager of Public Safety, along with the Vice President and Dean of Student Affairs and, as necessary, the College President will review all external (i.e., Police, Fire, FBI, etc.) requests to release records obtained through security camera surveillance for criminal investigation.

All recording or monitoring of activities of individuals or groups by campus security cameras will be conducted in a manner consistent with college policies, state and federal laws, and will not be based on the subjects' personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner. All personnel with access to college security cameras should be trained in the effective, legal, and ethical use of monitoring equipment.

General

- No audio shall be permitted.
- Unless being used for criminal investigations, all video camera installations should be visible.
- Signage posted on campus to give notice of recording.
- Video recordings may be used in code of conduct investigations and may become part of a students educational record.
 - Video surveillance records will generally not be released to the public, students, general employee, and parent or law enforcement agency. The content of the video is a student and College educational record subject to administrative regulations regarding confidential student records (see <https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa>). While College personnel will typically review the footage, the College reserves the right

to allow individuals to view video footage if that is a necessary action as part of an investigation of a crime, code of conduct violation, significant campus safety concern, or campus policy violation.

Placement of Cameras

The locations where cameras are installed may be restricted access sites such as a departmental computer lab; however, these locations are not places where a person has a reasonable expectation of privacy.

- Video camera positions and views of residential housing shall be limited to entrances, hallways, and common areas. The view of a residential housing facility must not violate the standard of a reasonable expectation of privacy.
- Unless the camera is being used for criminal investigations, monitoring by security cameras in the following locations is prohibited:
 - Student dormitory rooms in the residence halls
 - Bathrooms
 - Locker rooms
 - Offices
 - Classrooms (not used as a lab-scientific & electronic equipment)

Retention and Storage of Recordings

- No attempt shall be made to alter any part of any surveillance recording. Surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information, unless requested by Campus Security or law enforcement.
- Surveillance records shall be stored by individual departments and in coordination with Public Safety. All surveillance records shall be stored in a secure college centralized location for a period of two weeks and will then promptly be erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Manager of Public Safety.