

# **SAF009. Security Camera Video Surveillance and Usage**

**Procedure Category:** Safety

**Subject:** Campus Security and Public Safety Department

**Procedure Owner:** Executive Vice President of Business Services

**Related Procedures:** All

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## **I. Scope**

These procedures apply to all personnel and departments of Cowley College, students, and public in the use of security cameras and their video monitoring and recording systems. Security cameras may be installed in situations and places where the security and safety of either property or persons would be enhanced. Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. Where appropriate, the cameras may be placed campus-wide, inside and outside buildings as deemed appropriate by the Director of Campus Security and Public Safety and as approved by Administration. Although the physical cameras may be identical, the functions of these cameras fall into three main categories:

**Personal Safety:** Where the main intent is to enable video to be available and stored so that if a person is assaulted or personal safety is otherwise affected, the video may show the perpetrator.

**Property Protection:** Where the main intent is to enable video to be available and stored so that if property is reported stolen or damaged, the video may show the perpetrator.

**Extended Responsibility:** Where the main intent is to have live or recorded video stream monitored or reviewed by Campus Security and Public Safety personnel as possible to detect and deter violations of college rules and/or any unlawful acts according city, state or federal law.

The principles of security camera video surveillance are to enhance the health and safety of the campus community and help protect campus property; respect the privacy of members of the campus community and guests; support the mission of the Campus Security and Public Safety Department and of the College; and to provide transparency in the use of video camera technology in achieving a safe and secure campus environment.

These procedures do not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week. The College supports the use of video cameras on the campus as a means of enhancing the ability of Campus Security and Public Safety personnel to monitor and maintain a safe campus for students, employees and guests, as well as to safeguard property.

## **II. Procedure Purpose**

Cowley College is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the utilization of security and safety camera systems. The

surveillance of public areas is intended to assist in the detection and deterrence of violations or unlawful activities and to assist in protecting the safety and property of the Cowley College community. These procedures address the college's safety and security needs while respecting and preserving individual privacy. To enable these objectives, the college will utilize formalized procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records.

Procedures for Security Camera Video Surveillance and Usage will:

1. Protect personal safety – Students have to cover a lot of ground when navigating their way through campus. This often involves traveling by foot, and sometimes the journey takes place late at night. Video surveillance is a valuable tool in observing such traffic.
2. Maintain secure facilities – The College features a variety of buildings, each with their own security needs. Campus security personnel shall utilize cameras in addition to patrolling the campus, inside and outside facilities, to observe for suspicious behavior and unauthorized access.
3. Protect College property including buildings, grounds, equipment, and other assets of the College, as well as non-college property located temporarily or permanently on College grounds.
4. Deter crime – Campus security cameras can serve as a visual deterrent to crime such as theft and break-ins.
5. Prevent vandalism – With campus security cameras, the threat of vandalism to school and/or personal property is lessened.
6. Monitor parking lots – Security cameras can help prevent and deter criminal activity and theft in parking lots throughout a campus community. Cameras should enhance, not substitute as a replacement for, patrols by Campus Security and Public Safety personnel.
7. Help in investigations – Archived surveillance footage may be used to identify individuals who have committed crimes or breached school policies or violated city, state or federal laws.
8. Support other college policies – Campus security cameras may monitor campus activity, working to ensure that college policies are properly followed.
9. Have remote access –Footage from cameras throughout the campus may be viewed remotely from computers, tablets, smartphones, etc. with an internet connection and access to the network.
10. Provide for a process to verify all cameras and the storage devices are functioning appropriately. The IT department shall strive to ensure that the network and related hardware or software is up-to-date and working as needed for the security camera video systems to operate correctly.
11. Be reviewed annually by the Site Safety Committee to ensure that these procedures continue to be the best practice for the College community.
12. Assist in enforcing the College's policy of zero tolerance for violence.

### **III. Definitions**

*College Grounds:* College grounds are property owned, maintained and/or operated by the College. This includes interior or exterior of any and all buildings and/or structures, sporting facilities, parking lots, streets, sidewalks, and thoroughfares.

*Public Areas:* Areas accessible to the general public, students, and or employees of Cowley College.

*Private Areas:* Areas that are assigned to or controlled by an individual or a select group of individuals such as private offices, semi private offices, or work areas.

*Security camera:* A camera used for monitoring or recording public areas for the purposes of enhancing public safety, monitoring restricted areas or equipment, to discourage theft and other criminal activities, and for preventing, investigating, and resolving incidents.

*Security camera monitoring:* The real-time review or watching of security camera feeds.

*Security camera recording:* A digital or analog recording of the feed from a security camera.

*Security camera systems:* Any electronic service, software, or hardware directly supporting or deploying a security camera.

*Surveillance:* The act of watching, listening or tracking live action through the use of electronic devices.

#### **IV. Procedure**

College Procedures for security cameras and surveillance are:

1. The Campus Security and Public Safety Department has the authority to select, coordinate, operate, manage, and monitor all campus security surveillance systems pursuant to these procedures.
2. All departments and/or personnel using camera surveillance are responsible for implementing and complying with this procedure in their respective operations. Information obtained from the cameras shall be used exclusively for campus policy enforcement, including, where appropriate, student judicial functions or to assist local law enforcement. Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure.
  - a. Authorized personnel with full access to all live and recorded video available for all facilities at all campus locations shall include all personnel from the Campus Security and Public Safety Department.
3. All appropriate measures must be taken to protect an individual's right to privacy and hold college information securely through its creation, storage, transmission, use, and deletion.
4. All camera installations are subject to federal and state laws.
5. A log shall be maintained by the Campus Security and Public Safety Department of all instances of access to or use of surveillance records.
6. The Campus Security and Public Safety Department is the only authorized department that may store or save recorded footage or print still image photographs from the security cameras. All other operators or personnel authorized to access recorded video footage shall be limited to viewing previously recorded video only. Stored or printed images may only be used to document violations or incidents which may be appealed or

- where a similar action may be taken, to assist in identification of affected individuals or property, or upon request by law enforcement to assist in an investigation.
7. Camera positions and views of residential housing shall be limited. The view of a residential housing facility must not violate the standard of a reasonable expectation of privacy.
  8. Security cameras shall not be used in private areas including residence hall sleeping rooms, bathrooms, shower areas, locker and changing rooms, areas where a reasonable person might change clothes, private offices, and rooms for medical, physical, or mental therapy or treatment.
  9. Where security cameras are permitted in private areas (private offices, semi-private offices, or work areas), they will to the maximum extent possible be used narrowly to protect money, real or personal property, documents, supplies, equipment, or pharmaceuticals from theft, destruction, or tampering.
  10. Unless being used for criminal investigations, all video camera installations should be visible.
  11. The installation of "dummy" cameras that do not operate is prohibited.
  12. The exact location, number and function of all cameras will generally be considered confidential for security purposes and not be released to the general public, guest or employee.
  13. Security camera use on campus for non-instructional purposes is considered appropriate when it enhances:
    - a. the protection of individuals, equipment, property, and facilities
    - b. the monitoring of public areas
    - c. the monitoring of building entrances and exits
    - d. the investigation of criminal activity
  14. Security camera use on campus is considered inappropriate when it entails:
    - a. infringement on a person's reasonable expectations of privacy
    - b. filming as a means of surreptitiously evaluating employee performance
  15. All recording or monitoring of activities of individuals or groups by college security cameras will be conducted in a manner consistent with college policies/procedures, 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.
  16. College security cameras shall not generally be monitored continuously under normal operating conditions but may be monitored as needed or possible 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, special events, maintenance purposes, functionality purposes and specific investigations authorized by the Director of Campus Security and Public Safety or the President.
  17. When an incident is reported, the personnel responsible for the area in question may request the Campus Security and Public Safety Department review the images from the camera. As circumstances require, the Director of Campus Security may authorize others to review images, typically only for assistance in identifying an unknown person or personal belonging.
  18. Personnel are prohibited from using or disseminating information acquired from college security cameras, except for official purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for

official college and law enforcement purposes upon the approval of the Director of Campus Security and Public Safety or the President.

19. The use of mobile or hidden video equipment may be for criminal investigations, typically only in cases of theft.
20. Exceptions to these procedures are:
  - a. These procedures do not apply to cameras used for academic purposes. Cameras that are used for research, communications, journalism or broadcasting, class projects or other academic department organizations would be governed by other procedures involving human subjects and are, therefore, excluded from this policy.
  - b. These procedures do not address the use of student/employee personal cameras, Webcams, video recorders or live streaming of events for general use by the college. This policy also does not apply to the use of video equipment for the recording of public performances or events, interviews, or other use for broadcast or educational purposes. Examples of such excluded activities would include videotaping of athletic events for post-game review, videotaping of concerts, plays, and lectures, live stream activity or videotaped interviews of persons.
  - c. Automated teller machines (ATMs), which may utilize cameras, are also exempt from these procedures.
21. Departments, programs, or campus organizations requesting security cameras will be required to follow the procedures outlined in these procedures.
  - a. Individual departments, programs, or campus organizations which desire the installation of additional video surveillance equipment shall submit a written request to their appropriate supervisor or vice president describing the proposed location of surveillance devices, acquisition costs, funding resources available, on-going maintenance costs, and justification for the proposed installation. The Campus Security and Public Safety Department and the Information Technology (IT) Department are responsible for advising other departments, programs, or organizations on appropriate applications of surveillance technologies, for providing technical assistance preparing proposals for the purchase and installation of security camera systems, and assessment of camera placement. The written request shall then be submitted to the Executive Vice President of Business Services to review the request and recommendation to the President, if appropriate.
22. The IT Department, in conjunction with the Campus Security and Public Safety Department, shall oversee the installation of all approved security camera systems and required networking components.
23. The Campus Security and Public Safety Department and IT Department shall monitor developments in the law and in security industry practices and technology to ensure that camera surveillance is consistent with the best practices and complies with all federal and state laws.
24. The Campus Security and Public Safety Department and the Site Safety Committee shall evaluate existing camera locations and incidents annually.
25. Camera control operators shall be trained in the technical, legal, and ethical parameters of appropriate camera use.
  - a. Video surveillance will be conducted in a manner consistent with all existing college policies. Camera control operators shall monitor based on suspicious

behavior, not individual characteristics. Camera control operators shall not view private rooms or areas through windows. All operators and supervisors involved in video surveillance will perform their duties in accordance with this procedure. Abuse of standard operating procedures or inappropriate camera control operations will result in disciplinary action.

26. No attempt shall be made to alter any part of any surveillance recording. Surveillance software and/or servers/recorders will be configured to prevent camera operators from tampering with or duplicating recorded information.
27. Any persons who tamper with or destroy video security equipment will be subject to criminal proceedings and/or campus disciplinary action.
28. Students, employees, and/or visitors in violation of college procedures or codes of conduct or any city, state or federal law captured on video shall be subject to appropriate disciplinary actions, including suspension, expulsion or termination. Others may be referred to law enforcement agencies.
29. All surveillance records shall be stored in a secure location for a period of up to 21 days and will then promptly be erased or written over, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Director of Campus Security and Public Safety.
30. The Director of Campus Security and Public Safety and/or the President will review all external requests to release records obtained through security camera surveillance. Consultation and advice shall be sought from college's legal counsel related to these requests prior to the release of any records. The only exception for external release is when requested by local law enforcement to assist in campus or local criminal activities/investigations.
31. The college shall notify staff and students through policies and/or handbooks or by other notices or means that video surveillance occurs on college property.
32. Concerns about the possible infringement of these principles or procedures should be directed immediately to the Director of Campus Security and Public Safety or the Executive Vice President of Business Services. Unresolved matters may be referred by the concerned party to the appropriate area vice president, associate vice president, or executive director for further review.
33. Video recordings may become a part of a student's educational record or a staff member's personnel record. The college shall comply with all applicable state and federal laws related to record maintenance and retention.

**V. Effective Date(s)**

This procedure first became effective 7/29/14. This procedure was reviewed \_\_\_\_\_.

**VI. Signature and Title**

This procedure is implemented by: \_\_\_\_\_

Title: EVP Business Services / Interim President