

Category: Operations

Policy Title: Video Cameras & Administrative Use

Policy Statement: The purpose of this policy is to establish parameters for the authorized implementation and use of video technology on GCCC premises to enhance safety and security. The existence of this policy does not imply or guarantee that video cameras will be monitored in real time 24 hours a day, seven days a week.

I. Procedures: General Principles

- a. The purpose of the video technology is to deter crime and to protect the safety and property of the campus community. Safety and security purposes include, but are not limited to:
 - Protection of students, faculty, staff and visitors
 - Protection of college owned and/or operated property and buildings
 - Verification of alarms and access control systems
 - Patrol of common areas and areas accessible to the public, including parking lots, public streets and pedestrian sidewalks; and
 - Investigation of criminal activity and serious disciplinary activity
- b. Any diversion of security technology use for purposes other than the safety and security purposes described in this policy is prohibited.
- c. Camera security monitoring will be conducted in a professional, ethical and legal manner. Personnel involved in monitoring will be appropriately supervised in the responsible use of this technology. Violations may result in disciplinary action consistent with the rules and regulations governing employee conduct and may include, but not limited to, written reprimand, suspension, or dismissal for staff and suspension/expulsion for students.
- d. Monitoring will be conducted in a manner consistent with all existing college policies.
- e. Monitoring individuals based on race, gender, sexual orientation, disability, ethnicity, national origin, or religion is strictly prohibited.
- f. Monitoring shall be limited to uses that do not violate the reasonable expectation of privacy. Students have a greater expectation of privacy in their personal residential rooms.
- g. The existence of this policy does not imply or guarantee that cameras will be constantly monitored in real time.
- h. Employees and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or camera equipment. Violations will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with Board policies and may include, but not limited to, written reprimand, suspension, or dismissal for staff and suspension/expulsion for students.

II. Responsibilities

- a. The Vice President of Student Services in consultation with the Campus Police Chief and the Dean of Physical Planning and Facilities Management (IT Department) are authorized to oversee the use of video technologies monitoring for safety and security purposes at the college.
- b. Video surveillance systems installed or utilized for the purpose of ensuring the safety of persons and property on campus should only be installed and operated following prior review and approval by the Vice President of Student Services, and the Dean of Physical Planning. The Vice President and Dean should consult with the Campus Police Chief during this process.
- c. All requests for the release of information and results obtained through surveillance monitoring, or video/audio recording must be submitted in writing to the Vice President of Student Services or her/his designee.

III. Procedures

- a. All operators and supervisors involved in camera surveillance will perform their duties in accordance with this policy.

- b. Recordings shall be retained for a period of 7 days and will thereafter be erased, unless retained as part of a criminal investigation, litigation hold, or court order.
- c. Recordings will be retained in a secure location with access by authorized personnel only.
- d. All personnel monitoring security cameras will receive a copy of this policy.
- e. Personnel will not monitor individuals based on characteristics of race, gender, sexual orientation, disability, ethnicity, national origin, or religion.
- f. Security cameras will not be positioned to view directly into rooms, windows or other areas where an expectation of privacy exists.
- g. Portable covert cameras with recording capability may only be used for criminal investigation and employee misconduct matters by approval of the Vice President for Student Services and the Campus Police Chief.

IV. Signage

- a. Conspicuous public signage must be displayed at common surveillance locations. While surveillance installations may not necessarily be monitored on a regular basis, the signage should state:

This area may be subject to video surveillance and video/audio recording for security purposes, under the authority of Student Services and Campus Police

Contacts: Vice President for Student Services

Approved Date: 12/11/2019

Policy History:

Keywords: policy, manual, procedure

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