

Procedure Title: Security Camera Usage
Procedure Number: 03-2009-0001
Board Policy Reference: IV.A.

Accountable Administrator: Director Human Resources
Position responsible for updating: Director Human Resources
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Purpose/Principle/Definitions:

Following several tragedies at college and university campuses, Blue Mountain Community College (BMCC) has authorized the use of security cameras as part of its security strategy. These cameras are meant to promote public safety and protect personal and College property. Because BMCC respects the privacy of the entire College community and the students' and staffs need to feel safe and secure, this policy has been developed to oversee the use of College-authorized security cameras on campus and to ensure that such cameras are used judiciously.

This policy applies to all College personnel involved in the use of College-authorized security cameras and their video monitoring and recording systems. Security cameras may be installed in situations and locations where the security 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. When appropriate, the cameras may be placed campus-wide, inside and outside buildings. Although the physical cameras may be identical, the functions of these cameras fall into three main categories:

- A. Property Protection: Where the main intent is to capture video and store it on a remote device so that, if property is reported stolen or damaged, the video may show the perpetrator
- B. Personal Safety: Where the main intent is to capture video and store it on a remote device so that, if an incident occurs, the video may show the perpetrator.
- C. Extended Responsibility: Where the main intent is to have the live video stream in one area monitored by a staff member in close proximity to the monitored area (testing center).

At a minimum, signage will be placed and maintained at the entrances to campus stating “This campus uses closed-circuit surveillance technology to monitor public areas. For questions or concerns, contact Human Resources (541-278-5850).”

Guideline:

Information obtained from the cameras shall be used exclusively for law and/or policy enforcement, including, where appropriate, College judicial functions.

- A. Breaches of this policy may result in disciplinary action, in accordance with applicable employment programs and union agreements.
- B. The places where these cameras may be installed may be restricted-access sites such as the chemical storage area for the swimming pool; however, they are not places where a person has a reasonable expectation of privacy. Cameras will be located so that personal privacy is maximized.
- C. The archive feature of the security cameras allow designated individuals the opportunity to replay portions of recording up to 21 days after the date the incident occurs.
- D. For Property Protection and Personal Security cameras, access to video from cameras should be limited to persons authorized by the President, or designee(s). For Extended Responsibility cameras, the live video can be monitored by the staff person; however, any video recorded must be stored remotely and access limited to the authorized person(s). If video is recorded, it is subject to the records retention policies (BMCC policy #).
- E. When an incident is reported, the incident report will identify the area in which the incident occurred. The security cameras will be reviewed to determine if the incident was captured. As circumstances require, the President may authorize others to review recordings. A security camera record log will be kept of all instances of access to and use of recorded material. Nothing in this section is intended to limit the authority of any law enforcement agency.
- F. Personnel are prohibited from using or disseminating information acquired from College-authorized security cameras except for official purposes. All information and/or observations made in the use of College-authorized security cameras are considered confidential and can only be used for official College and law enforcement business upon the approval of the President, or designee(s).
- G. All recording or monitoring of activities of individuals or groups by College-authorized security cameras will be conducted in a manner consistent with College policies and state and federal laws, and will never be based on the subjects’ personal characteristics, including gender, ethnicity, sexual orientation, disability, 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-authorized security cameras will be trained in the effective, legal, and ethical use of monitoring equipment.
- H. An audit of the location, use, and effectiveness of all College-authorized security cameras used for the recording or monitoring of public areas should be conducted by the Safety Officer on an annual basis and the results of that audit will be disseminated to the College safety committee. Concerns about the possible infringement of this policy should be

directed immediately to the President and Associate Vice President for Human Resources.

- I. The person on night administrative duty will have access to the security cameras through the computer located in room P107c. A universal log-in will be established and placed within the duty bag.