2.25 Video Surveillance

Last Revised: January 2011

Policy Statement: The College may use electronic surveillance primarily for instructional purposes, as well as to promote the safety and security of students, faculty, staff and visitors; to protect College property; to deter and prevent criminal activities; and to enforce College policies.

Purpose/Definitions: Electronic surveillance encompasses video, audio, and digital components of multi-media surveillance.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Administrative Services has monitoring authority for this policy.

Procedure:

Video Monitoring on College Property
Camera Location, Operation, and Control

- College buildings and grounds may be equipped with video monitoring devices.
- Video surveillance may be placed in areas where surveillance has proven to be necessary as a result of threats, prior property damages, or security incidents.
- Cameras placed outside will be positioned only where it is necessary to protect external assets or to provide for the personal safety of individuals on College grounds or premises.
- Surveillance cameras located internally will not be directed to look through windows to areas outside the building unless necessary to protect external assets or to ensure personal safety of students or employees.
- Cameras shall not be used to monitor restrooms.
- The Vice President, Administrative Services will be responsible for managing and auditing the use and security of monitoring cameras, monitors, tapes, computers used to store images, computer disks, and all other video records.
- Only individuals authorized by the Vice President, Administrative Services in accordance with policy shall have access to video monitors or be permitted to operate the controls.

Notification

- Signs advising users of College video surveillance practices will be prominently posted in areas in which surveillance is conducted. The signs will indicate the specific purpose for the surveillance, the hours during which surveillance is conducted, the College employee(s) responsible for conducting surveillance, and the contact person who can answer questions about the surveillance system.
- All students, faculty, staff, and the general public shall be made aware of the College’s video surveillance guidelines and practices.

Use of Video Recordings
• Video recordings used for instructional purposes will be limited to commercially-produced recordings or recordings of pre-staged events. The use of video recordings produced pursuant to this policy shall be for security purposes as otherwise provided herein.

• A video recording made pursuant to this policy may be used by the College as evidence in any disciplinary action brought against students, faculty, staff, or the general public arising out of conduct in or about College property.

• Video recordings of students, faculty, staff, or others may be reviewed or audited for the purpose of determining adherence to College policies.

• The College may use video surveillance to detect or deter criminal offenses that occur in view of the camera.

• Video recordings may be released to law enforcement or others in the course of civil or criminal proceedings as required by law, e.g., subpoena or court order.

• The College or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student, faculty, or staff discipline.

• The College shall not use video monitoring for any other purposes without the express written authorization of the Vice President, Administrative Services.

Protection of Information and Disclosure, Security, and Retention of Recordings

• All video records not in use should be securely stored in a locked receptacle.

• All video records will include a notation of the camera site.

• The Vice President, Administrative Services must authorize access to all video records.

• A log will be maintained of all episodes of access to, or use of recorded materials.

• Video records will be retained for a minimum of 30 days and then erased or re-used. Video records that contain personal information used to make a decision directly affecting an individual, however, may be retained for a minimum of one year.

• The Vice President, Administrative Services will ensure that a tape release form is completed before disclosing tapes to appropriate authorities or third parties. Any such disclosure shall only be made in accordance with applicable law and the provisions of this policy. Such release form, Exhibit 2.25.01 (below), will indicate the individual or organization requesting the tape, the date of the occurrence, and when or if the tape will be returned or destroyed by the authority or individual after use.

• Use of video records for instructional purposes will require the supervision and control of the Director, Criminal Justice Program, to ensure that student access is limited only to those images pre-screened and approved for the specific instructional purpose.

Disposal or Destruction of Recordings

• All recordings will be disposed of in a secure manner. All recording media which is to be removed from regular use and is not otherwise required to be retained pursuant to other provisions of this policy will be shredded, burned, or degaussed.

Video Monitors, Viewing, and Disclosure
• Only the Vice President, Administrative Services or individuals authorized by him or her will have access to video monitors while they are in operation.
• Video monitors will be located in controlled access areas whenever possible.
• Video records may be viewed on an instructional or need-to-know basis only, in such a manner as to avoid public viewing.
• Recordings will not be disclosed except in accordance with this policy. Disclosure of video records will be on a need-to-know basis in order to comply with the College’s policy objectives, including instruction, the promotion of the safety and security of students, the protection of College property, the deterrence and prevention of criminal activities, and the enforcement of College policies.

Access to Personal Information

• An individual who is the subject of video monitoring has the right to request access to the recording in accordance with applicable law.

Legal Citation: N/A

History: Effective April 2005, Revised January 2011

Exhibit 2.25

PIEDMONT COMMUNITY COLLEGE VIDEO TAPE RELEASE FORM

Individual/Organization requesting videotape: ______________________________

Date of Request: _____________________________

Reason: ____________________________________________
Date/Time of Recording/Occurrence: ________________________________

General Location of Camera: ______________________________________

________________________________________

Authorizing Document (Please list type of documentation; i.e. subpoena, court order, and attach document to this release form for our records.)

________________________________________

Authorized by: ________________________________________________

(Signature) Vice President, Administrative Services) (date)

Videotape received by: _________________________________________

(Signature) (date)

Videotape received from: _________________________________________

(Signature) (date)

Acknowledgement of videotape return: ______________________________

Date of Return: ______________________________