

## 2.25 Electronic Surveillance

**Last Revised:** November 2024

**Policy:** Piedmont Community College (PCC) uses electronic surveillance 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:**

#### **Purpose**

The purpose of this policy is to outline use of electronic surveillance on college properties.

#### **Definition**

**Electronic surveillance**—the process of observing and/or recording using video, audio, and digital components.

---

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

---

### **Procedure:**

#### Section 1: Electronic Surveillance on College Property

- 1.1. College buildings and grounds are equipped with electronic monitoring devices.
- 1.2. Electronic surveillance is used in areas where monitoring might be necessary to protect external assets or to provide for the personal safety of individuals on college grounds or premises.
- 1.3. Cameras shall not be used to monitor the interior of restrooms.
- 1.4. The Vice President, Administrative Services/CFO or designee will be responsible for managing the use and security of electronic surveillance equipment.
- 1.5. Only individuals authorized by the Vice President, Administrative Services/CFO in accordance with policy shall have control of electronic surveillance equipment.

Section 2: Notification

- 2.1. Signs advising the use of electronic surveillance will be prominently posted on college properties.

Section 3: Use of Electronic Surveillance Material

- 3.1. A 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.
- 3.2. The College may use electronic surveillance to detect or deter criminal offenses.
- 3.3. Recordings may be released to law enforcement or others in the course of civil or criminal proceedings.
  - 3.3.1. The President reserves the right to withhold electronic surveillance material in the absence of a subpoena or court order.
- 3.4. The College or its administrators may use electronic surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student, faculty, or staff discipline.
- 3.5. The College shall not use electronic surveillance for any other purposes without the express written authorization of the Vice President, Administrative Services/CFO.

Section 4: Protection of Information and Disclosure, Security, and Retention of Recordings

- 4.1. All electronic surveillance records not in use are securely stored.
- 4.2. All video records should be time-, date-, and location-stamped.
- 4.3. The Vice President, Administrative Services/CFO must authorize access to all electronic surveillance records.
- 4.4. A log will be maintained of all episodes of access to, or use of video recorded materials.
- 4.5. Video records will be retained for a minimum of 30 days or until server capacity is reached, whichever occurs first.
  - 4.5.1. Video records used to make a decision directly affecting an individual, however, may be retained until the matter is resolved.

- 4.6. A completed release form (Exhibit 2.25) is required before disclosing material to appropriate authorities or third parties.

Section 5: Access to Personal Information

- 5.1. An individual who is the subject of electronic surveillance 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, August 2021, November 2024

**Exhibit 2.25**

**PIEDMONT COMMUNITY COLLEGE ELECTRONIC SURVEILLANCE RELEASE FORM**

Individual/Organization requesting material: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date/Time of Recording/Occurrence: \_\_\_\_\_

General Location of Camera(s), if applicable: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Authorized by: \_\_\_\_\_

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

Material received by: \_\_\_\_\_

(Signature)

(date)

Material from: \_\_\_\_\_

(Signature)

(date)