



CCTV Camera Standard Operating Procedures

Updated Summer 2018

Purpose

The purpose of this policy is to regulate the use of CCTV video cameras to monitor, record and review College property.

Scope

This policy applies to all College personnel in the use of video monitoring, recording equipment and all related systems.

General Information

The Rollins College Office of Campus Safety is committed to enhancing the quality of life of the campus community by integrating best practices of physical and electronic security with state-of-the-art technology. An important component of a comprehensive security plan using such technology is the use of video surveillance.

The primary purposes of video technology are to proactively deter crime and to assist security/ law enforcement personnel in investigating incidents that have occurred.

Unless rare, special circumstances present themselves, all video surveillance cameras are not monitored. In almost all situations, the use of these cameras will be to review footage to aid in investigations of incidents that are reported to Campus Safety. Any video monitoring or reviewing for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in the use of any video technology will be appropriately trained and supervised.

Information obtained through video recording and/or monitoring may be used for security or law enforcement purposes and for compliance with College policy. Information obtained through video monitoring or recording will only be released when authorized by the Assistant Vice President of Public Safety or his/ her designee. If, during the course of reviewing video footage, any other violation of College policy or State/ Federal law is witnessed, the information obtained will be forwarded to the appropriate department/ agency for further action.

Video monitoring/ recording, for the purposes of safety and security, will be conducted in a manner that is consistent with all existing College policies.

Video monitoring/ recording for security purposes at the College will be limited to locations that do not violate the reasonable expectation of privacy as defined by law.

The video surveillance equipment used by the College does not possess the capability of recording sound.



Responsibilities

The Rollins College Office of Campus Safety is the department authorized to oversee and coordinate the use of video surveillance equipment for safety and security purposes at the College. Campus Safety will work in conjunction with Information Technology on coordinating technical aspects and specifications of the equipment and Human Resources to ensure that monitoring/ recording is being done in a manner that is consistent with all College policies.

The AVP of Public Safety or his/ her designee will have the primary responsibility of supervising the use of video surveillance equipment at Rollins College. Decisions relating to the location, type and method of surveillance will be made in conjunction with a number of departments that have technical, policy or legal expertise. Should any department, faculty or staff member wish to use video surveillance on campus, they must provide a written request to the AVP of Public Safety, prior to installation. This request must clearly state the reason for the surveillance, financial support sources, privacy issues, length of intended surveillance, etc. If the request is academic in nature, the AVP of Public Safety will forward the request, with a recommendation, along to the Vice President of Academic Affairs/ Provost for a final determination. In situations where there is some question as to the exact nature of the request, the AVP of Public Safety will consult with the Vice President of Academic Affairs/ Provost and the Associate Vice President of Human Resources/ Risk Management.

The Rollins College Campus Safety, Information Technology and Human Resources Departments will monitor new developments in the relevant law and best practices to ensure that video monitoring and recording at the College are consistent with the highest standards and protections.

Procedures

All personnel involved in the installation, operation or maintenance of the video surveillance system will perform their duties in accordance with departmental and College policies.

College personnel are prohibited from using or disseminating any of the information acquired from the video equipment, except for official purposes. All information and/ or observations made in the use of video surveillance equipment are considered confidential and can only be used for official College and law enforcement business upon the approval of the AVP of Public Safety, his/ her designee or the Assistant Vice President of Human Resources & Risk Management.

Camera locations are determined by the AVP of Public Safety, in consultation with Residential Life, Information Technology, Facilities Management and Human Resources, before installation takes place.



Appropriate signage will be placed at various locations throughout the campus announcing the presence of CCTV surveillance cameras by the Facilities Management Department. Additionally, a specific link will be located on the Rollins College Campus Security web page describing the video monitoring system and this policy.

Recorded events are stored temporarily on a server/ hard drive, unless retained as part of an incident report, criminal investigation or court proceeding, or other bona fide use as approved.

The server/ hard drive will be capable of storing images up to 14 days, depending on the amount of recording taking place. The server/ hard drive will automatically record over the oldest images when it becomes full.

Cameras are not monitored under normal operating conditions, but may be monitored periodically for legitimate safety and security purposes that include the following: known high risk situations, at times and locations that have previously experienced violations and specific investigations upon reasonable suspicion. If monitoring is taking place, it will be done with the prior approval of the AVP of Public Safety or his/her designee and at least two staff members will be present during the monitoring.