



**F O R T ♦ P E C K**  

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**C O M M U N I T Y C O L L E G E**

**Video Surveillance Policy  
FPCC BOD Approved October 25, 2018**

## Video Surveillance Policy

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## **Section I – Policy Statement**

Fort Peck Community College Acknowledges its responsibility to promote a safe environment for all community members and to protect college property. Therefore, an electronic video surveillance system may be used at the college to gather useful information about the activities that occur on the college properties. This policy does not apply to legitimate uses of video cameras for college promotion, instruction or research purposes.

The purpose of the use of video surveillance is to:

- Promote a safe college environment by deterring acts of harassment or violence.
- Deter vandalism or theft of college property and to aid in the identification of individuals who commit such acts.
- Assist law enforcement officials in the investigation of any crime that may have been committed on college property.

## **Section II – Camera Location, Operation, And Control**

This procedure establishes guidelines and responsibilities for the electronic surveillance system at Fort Peck Community College.

- Fort Peck Community College buildings and grounds may be equipped with video monitoring devices.
- Video cameras may be placed in areas where surveillance has been deemed necessary as a result of threats to personal safety, prior property damages, or security incidents.
- Cameras placed outside shall be positioned where it is necessary to protect external assets or to provide for the personal safety of individuals on college grounds or premises.
- Cameras shall not be used to monitor private or semi-private rooms such as restrooms and offices.
- The Chief Technology Officer (CTO) shall manage, control, and audit the use and security of monitoring cameras, monitors, tapes, computers used to store images, computer discs, and all other video records.
- Only individuals authorized by the College President or the CTO shall have access to video monitors, or be permitted to operate the controls.
- Video surveillance cameras may have audio recording capabilities.
- Cameras may be placed in locations, on a temporary basis, for investigative purposes. The College President or CTO will authorize these placements.

## **Section III – Notification/Tampering**

Signs shall be posted to notify individuals that surveillance cameras are in operation.

Any tampering with recording equipment may result in eviction, expulsion and/or criminal prosecution.

**Section IV – Use of Video Recordings**

- Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to official Fort Peck Community College policies, Student Code of Conduct, and/or FPCC Board policies.
- The college may use video surveillance to detect or deter criminal offenses that occur in view of the camera.
- Video recording may be released to third parties such as, but not limited to, local, state or federal law enforcement
- The college or its administrators may use video surveillance and the resulting recording for inquiries and proceedings related to law enforcement, deterrence, and student discipline.
- The college may use video monitoring for other purposes authorized by the College President, CTO, Fort Peck Community College policy, or direction of the FPCC BOD.

**Section V – Protection of Information and Disclosure/Security and Retention of Recordings**

- Videos are initially recorded on a computer hard disk. Information on the hard disk is retained until such time that the hard disk becomes full and then the oldest video segments are overwritten by the newest segments.
- No attempt shall be made to alter any part of a video recording.
- Video recordings that may be relevant to the investigation of an incident will transferred from the computer hard disk onto removable media.
- All saved video records not in use should be securely stored in a locked receptacle.
- All video records that have been saved pending the final outcome of an incident investigation shall be numbered, dated, and retained in a location to be determined by the College President.
- The College President or CTO must authorize access to all video records.
- A log shall be maintained by the College's CTO of all instance of access to, or use of recorded materials.
- Video records that contain personal information used to make a decision directly affecting an individual must be retained for a minimum of one year and may be retained by the college indefinitely as part of a permanent archive.
- Fort Peck Community College will provide reasonable security measures to prevent unauthorized access to the electronics surveillance network.

**Section VI – Disposal or Destruction of Recordings**

Copies of surveillance recordings need not be kept by the college if there have been no identified incidents within view of the surveillance cameras. In these cases, there will be no permanent record of the recordings.

All saved recordings shall be disposed of in a secure manner unless they are archived as part of a permanent record as sated above.

**Section VII – Video Monitors and Viewing**

- Video monitoring for security purposes will be conducted in a professional, confidential, ethical, and legal manner.
- Only the College President, CTO, or individual authorized by the by said parties, shall have access to video monitors while they are in operation.
- Video monitors should be in controlled access wherever possible.
- Video records should be viewed on a need to know basis only, in such a manner as to avoid public viewing.
- All authorized individuals who have access to camera controls (such as pan, tilt, and zoom) will not monitor individuals based on characteristics of race, creed, color, sex, national origin, sexual orientation, marital status, disability, public assistance status, age, or inclusion in any group or class protected by state or federal law. Camera control operator will monitor activity based on suspicious behavior, not individual characteristics.



## Policy Approval Cover Sheet

Policy Name:	<u>Video Surveillance Policy</u>	
Action Requested:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Other; _____	
Policy Approval Process Dates		
POLICY PRESENTER:		
PRESENTER:	<u>[Signature]</u> Signature	<u>10/25/18</u> Date
BOARD OF DIRECTOR'S APPROVAL:		
Approval:		
BOD PRESIDENT:	<u>[Signature]</u> Signature	<u>10/25/2018</u> Date
PRESIDENT'S REVIEW & APPROVAL:		
Approval:		
FPC PRESIDENT:	<u>[Signature]</u> Signature	<u>10/25/18</u> Date
***After the policy owner receives approval, the digital policy is sent to Leigh Melbourne <a href="mailto:lmelbourne@fpcc.edu">lmelbourne@fpcc.edu</a> for formatting and integrating into the official policy book. The policy will then be sent to the IT Department to post the final version of the policy to the college's website.		