

<b>Video Surveillance</b>	<b>BOT Approved:</b> July 16, 2019
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**PURPOSE:**

The purpose of installing video surveillance systems at Garrett College is to support the ongoing efforts to provide a safe and secure environment for the campus community and to protect the assets and interests of the College. The College respects the privacy of the campus community and will make every reasonable effort to protect the privacy of the community as it considers campus safety issues. The primary use of video surveillance systems will be to record information that may be useful to College administrators in the event of a criminal act, property damage, or serious violation of campus policy. Video surveillance systems are not a guarantee of safety and security but are a tool to assist the Campus Security Department and administrators in their efforts to provide a safe and secure environment. Video surveillance also serves as a deterrent to property-related crime and provides real time information during emergencies.

**POLICY:**

The College reserves the right to place video surveillance cameras in situations and locations where the safety and security of either property or people would be enhanced.

## **PROCEDURES:**

### **Equipment Placement:**

Placement of video surveillance equipment shall be at the recommendation of the Coordinator of Safety and Security, in collaboration with IT, with the final authorization through the Vice President of Administrative & Financial Services. Once approved, all surveillance cameras must connect to the College's centralized surveillance system.

Video surveillance equipment shall not be placed in areas where privacy can be compromised such as private living areas, bathrooms, shower areas, locker rooms or changing areas or areas where a reasonable person might change clothing or private offices.

Clearly visible signage, identifying the use of video surveillance cameras must be installed at a building entrance and/or parking lots, and wherever else there are cameras.

This policy does not apply to covert cameras used by law enforcement for criminal investigations.

### **Access:**

Video may only be monitored by Campus Security staff.

IT system/network administrators will have access to the video surveillance system for configuration and maintenance purposes only.

Internal requests to release information obtained from surveillance cameras must be submitted in writing to the Coordinator of Safety and Security and approved by the Vice President of Administrative & Financial Services.

Video recordings may be requested and released to third parties in conformance with the requirements of a local, state, or federal law enforcement agency, and in accordance to college policy and Family Educational Rights and Privacy Act (FERPA).

### **Monitoring:**

Video surveillance shall be used exclusively for purposes of campus safety and asset protection. The primary use will be to record images for future identification of individuals in the event of legal or policy violations. Campus Security may use video in real time monitoring as an additional tool to ensure Campus Safety and Security. Real time monitoring will not be used as a means to replace foot or vehicle patrols by security personnel.

Real time video surveillance shall not be used to track any member of the campus community unless a threat to campus security has been received by College officials, or reasonable cause exists that a serious violation of campus policy or that a criminal act has been committed. In these cases, covert surveillance (i.e., hidden cameras without signage) should only be used when it is determined to be the only available option. Video surveillance will be used in a professional, ethical, and legal manner consistent with all existing college policies and local, state, and federal law.

### **Recordings:**

Surveillance cameras **will not** record or monitor sound in accordance with Maryland Courts and Judicial Proceedings section 10-402 which refers to the Maryland Wiretapping and Electronic Surveillance Act.

Video surveillance records shall be stored in a secure location with access limited to authorized personnel only. Generally, video surveillance records shall be stored for a period of not less than thirty (30) days, after which they will be promptly erased, unless retained as a part of a college judicial record, a criminal investigation, or court proceedings (criminal or civil).

No recordings shall be altered in any manner except when necessary to protect the privacy of non-participants.

### **Destruction or Tampering:**

Tampering with or destroying of video surveillance equipment may be prosecuted in the criminal courts or within the campus judicial process.