

Revision Responsibility: Chief of Security

Responsible Executive Officer: Vice President for Financial & Administrative Services

Source / Reference: NA/TBR Legal Guidance

PURPOSE

To provide guidelines for the purchase, placement, and operation of security cameras, the purpose of their use, and the storage and use of video and image data from security cameras at Columbia State and ensure that security camera surveillance equipment is used in accordance with state and federal law and TBR policy.

POLICY

I. General

Columbia State operates security cameras to create a safer campus environment for students, faculty, staff and campus visitors. Security cameras will be strategically placed to meet specific needs of departments and to assist the Security Department in deterring crime, managing emergency response situations and investigating suspected criminal behavior.

All electronic video surveillance equipment used by Columbia State will be used in accordance with local, state and federal law and TBR policy. Equipment will be used in a manner that provides for appropriate personal privacy considerations but allows access to surveillance camera video and image data for security purposes. Surveillance camera video and image data will be treated as records of a law enforcement unit as defined by the Family Educational Rights and Privacy Act, 34 C.F.R. § 99.8.

II. Prohibited Activity

Security camera use will be conducted in a professional, ethical, and legal manner. Security cameras will not be used in areas where there is a reasonable expectation of privacy. Video monitoring shall not be used to harass, intimidate, or discriminate against any individual or group.

III. Public Notification

Security cameras will be marked in a conspicuous manner to inform the public that the area is under video surveillance.

IV. Monitoring

A. Limited Access

Access to Columbia State's surveillance cameras and any associated stored data shall be limited to the Chief of Security and the Associate Vice President of Information Technology or to a designee of the Associate Vice President of Information Technology. Access by Information Technology staff shall be limited to access required for technical support and assistance. All other access must be granted in accordance with approval from the TBR Office of the General Counsel.

B. Access Window

The availability of surveillance footage will be limited to a two-hour window at a single specified camera location. The increase of the access window or the addition of camera locations will be granted only if deemed appropriate by the Chief of Security or by the TBR Office of the General Counsel.

C. Access Requests

1. Employees and Law Enforcement Personnel

Employees of Columbia State or law enforcement personnel who want access to camera surveillance footage must make the request in writing to the Chief of Security. Requests are to include a two-hour designated surveillance window and a specified camera location.

The Chief of Security may give law enforcement access to all security cameras for use during a campus emergency.

2. Public and Other Agency Requests

Any requests for recorded video images that come from non-Columbia State employees will be promptly submitted to the Chief of Security and may be granted only after consultation with the TBR Office of General Counsel. Every reasonable effort should be made to preserve the data requested until the request has been processed by the Office of General Counsel. Public and media requests for video images captured by security cameras will be made available only to the extent required by law.

D. Media Storage Guidelines

Only individuals authorized by the Chief of Security will have access to stored security camera video and images. Security camera video and images should be stored for a period of not less than 14 days and thereafter may be erased, if not otherwise required for any related investigation, claim, or other college need.