

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 7036.1

TITLE: SECURITY VIDEO SURVEILLANCE

BASED ON POLICY: 7.03 SAFETY AND TRAFFIC CONTROL

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

I. Purpose:

To provide guidelines regarding the use of security cameras, including both Closed Circuit Television (CCTV) and internet-enabled cameras (Web cams), outlining where and how security cameras are to be installed, how images are to be stored and recorded, and the conditions under which stored images or video are to be viewed or released.

II. Procedure:

The function of surveillance cameras is to assist in protecting the safety and property of the college community. Cameras are not a guarantee of safety but are a tool to assist security and law enforcement personnel. The primary use of surveillance cameras will be to record images for future identification of individuals in the event of legal, criminal, or policy violations.

A. Definition of terms

1. Video Surveillance Camera: A camera device that is capable of capturing images (not audio), viewable by the naked eye and transferring such images to a data storage system. Image capture may use any technological format.
2. Public Area: An area open for public use where the expectation of privacy is not violated by what could normally be openly observed, such as an academic hallway, classroom, library study rooms, and all outdoor areas.
3. Private Area: Areas where an individual may have a reasonable expectation of privacy such as bathrooms, shower areas, locker/changing rooms, private offices, residences, or residence hall.

B. Operational guidance

1. Camera installation/placement

- a. SFSC's security department oversees the placement of the video surveillance cameras on all college owned/controlled properties.
- b. Video surveillance cameras used will capture images only. Should the camera(s) be equipped to handle audio, this function will be disabled.
- c. Video surveillance cameras may not be:
 - i. Installed in private area(s) of the campus without obtaining a warrant and are subject to appropriate legal authority;
 - ii. Directed or zoomed into the windows of any building including residence halls;
 - iii. Positioned in an upward direction in stair-wells; or
 - iv. Intentionally aimed towards restroom entry doors.
- d. The use of dummy or placebo cameras is prohibited.
- e. Non-authorized/non-compliant video surveillance cameras discovered will be immediately removed and/or turned over to law enforcement for criminal investigation.

2. Video surveillance camera use and non-use

- a. Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Monitoring individuals based on characteristics of race, gender, sexual orientation, disability, or other protected classification is prohibited.
- b. Cameras may be used to monitor students, visitors, and/or employees in public areas.
- c. Video surveillance cameras will not be used by the college to evaluate employee performance, to monitor the content of computer screens, or to track individual students, faculty, or staff.
- d. Prior consent will be granted from the affected instructional staff if a camera is used in a classroom or instructional laboratory.
- e. Privacy filters may be added to the camera viewing screen to restrict the image capturing area.

3. Equipment disclosure
 - a. Use of video surveillance cameras shall be accompanied by signage indicating use of such equipment or the video camera should be affixed in a manner that it is in plain view.
 - b. Unified signage will be used across SFSC's facilities to advise of video camera use.
4. Video surveillance camera monitoring
 - a. Camera images are not continuously monitored but may be reviewed as needed to clarify an incident or safety concerns. To enhance the security awareness at a facility, live camera footage may be discretely displayed on a monitor for open viewing.
 - b. Recorded video or camera images may be reviewed only by campus security or designated supervisory staff.
 - c. To aid in an active investigation, law enforcement may view live and stored images on the video recorders.
5. Video/still image release
 - a. A public records request must be submitted and approved prior to the release of any video or still images to the public (fees may apply).
 - b. Requests may be refused if exempt from public records disclosure laws (e.g. if the video/still images jeopardize a law enforcement investigation).
 - c. Video/still images may be released to law enforcement to further a criminal investigation or to comply with a warrant.
6. Video or other storage media
 - a. All new camera equipment purchases will be expected to conform to a recorded image retention minimum of thirty (30) days. Non-conforming cameras purchased prior to the implementation of this procedure will be granted a variance.
 - b. No recorded image shall be altered in any manner. The only exception allows for faces of nonparticipants in an incident to be blurred for privacy reasons in the event a video or still image is provided for release.
 - c. Recordings that document specific incidents and merit retention for administrative or potential legal uses must be maintained for 5 years after the end of the year to which they relate. This retention period

meets the statutes of limitation for personal injury litigation and for the initiating of criminal prosecutions for misdemeanors.

- d. All recorded images used for an investigation or prosecution of a crime shall be further retained until the end of the proceeding and appeal period unless directed otherwise by a court of law.
 - e. Recorded images that do not document specific incidents shall be kept confidential and destroyed on a regular basis.
7. Destruction or tampering with video surveillance equipment

Any person who tampers with or destroys video security equipment or recordings without authorization will be subject to criminal prosecution and/or college administrative action, up to and including termination of employment or expulsion from classes.

HISTORY: Adopted: 6/3/2014

Adopted: 6/3/14

Reviewed:

Revised: