

<b>Policy Title:</b>	<b>Security Camera Policy</b>
<b>Initial Action Date:</b>	April 10, 2017
<b>Last Revised Date</b>	Policy: Procedure: December 6, 2022
<b>Last Reviewed Date</b>	December 6, 2022
<b>Changes Effective Date</b>	December 6, 2022
<b>Next Review</b>	December 6, 2025
<b>Responsibility:</b>	Public Safety

## **I. POLICY**

Cecil College values the safety and security of the college community. The College utilizes security cameras to visually record public areas for the purpose of safety and security. Cameras serve to deter crime and protect the safety and security of all Cecil College students, faculty, staff and guests and their property.

This Policy establishes guidelines for the use of cameras while protecting the reasonable expectations of privacy held by those in the Cecil College community.

## **II. CAMERA LOCATIONS**

The reasonable expectation of an individual’s privacy will act as a guiding principle when determining camera placements. Cameras will be deployed in public areas and not in locations where there is a reasonable expectation of privacy. No recording shall occur within restrooms, locker rooms or private offices.

Cecil College may post signage at appropriate locations stating, “this area is subject to video surveillance,” unless Public Safety determines not to post such signs for specific safety or security reasons. Video viewing and recordings will be conducted by Cecil College Public Safety and Special Police Officers only, as authorized by the Director of Public Safety. Camera placement will be reviewed and approved by the Director of Public Safety.

### **Video recording include, and is not limited to the following:**

- Building perimeter, entrances and exit areas, parking lots and roadways
- Lobbies, corridors and building hallways
- Service receiving dock areas
- Cashier locations
- Fitness Center and gymnasium areas
- Recording of access control systems:
  - Record restricted access transactions at entrances to buildings and other areas

- Video patrol of public areas:
  - Parking lots, vehicle intersections, roadways and courtyard areas
- Protection of pedestrians:
  - Recording of pedestrian and vehicle traffic activity

### **III. Camera Retention, Release and Viewing**

Images and video obtained by security cameras may be viewed live by Cecil College personnel or law enforcement officials if deemed necessary for safety and security by the Director of Public Safety. Recorded video or images will be retained for no longer than 60 days unless:

1. They are necessary for ongoing or anticipated civil, criminal, judicial or administrative investigation or,
2. They have a bona fide use as approved by the Director of Public Safety.

Recordings will be stored in a manner that prevents access by unauthorized personnel. Recording equipment will be configured to prevent tampering with or duplication of recorded information. The Director of Public Safety **may** share recordings with others as he/she deems appropriate or necessary. This may include members of other police agencies, Human Resources, or Senior Staff.

Recorded materials will be treated as confidential and will not be used or disseminated except for safety or security purposes. Only the College President, Vice President of Finance and Administration or Director of Public Safety may authorize personnel to view live or recorded materials. Request for the release of materials must be submitted to the Director of Public Safety. He/she may, in their discretion, decide to grant or deny any such access.

### **IV. Verification of Security Alarms and Video Camera Maintenance:**

- Motion alarms, exit door controls and burglar alarms.
- All video surveillance recording equipment will be serviced, maintained and repaired by authorized personnel.