

COMMUNITY COLLEGE OF VERMONT CCV SECURITY CAMERA POLICY

July 1, 2019

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POLICY

This policy provides guidelines regarding the use of security cameras at Community College of Vermont. The policy outlines when 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 used.

The function of surveillance cameras is to assist in protecting the safety of the Community College of Vermont community and its property. 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. The College will not install cameras in non-public areas.

1. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.
2. Only members of the President's Council or designee will give staff permission to view camera surveillance.
3. This policy pertains only to cameras owned and operated by CCV, not cameras operated by other tenants of shared space.
4. Cameras can only be installed with the approval of the Dean of Administration or Dean of Academic Center Administration.

PROCEDURE

- 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.
- All requests for installing security cameras at the Community College of Vermont property must be routed through IT and the Dean of Administration. The IT department and the Assistant Director of Operations will then conduct a security assessment.
- Purchase, installation, and maintenance of camera equipment requires the approval of the Dean of Administration. All security camera equipment must comply with current College's standards for the equipment.

- Recorded images will not be routinely checked and will only be reviewed in the event the College has a need to review the recorded images.
- Information obtained through video monitoring will be used exclusively for safety, security, compliance with College policy and for law enforcement purposes. Should monitoring reveal activity that violates laws or policy, an investigation will be initiated. Any person who tampers with or destroys video security equipment will be subject to criminal prosecution.