

Policy Statement

Terra State Community College (TSCC) is committed to protecting the safety and property of the college while respecting the privacy rights of our faculty, students, staff and visitors. Cameras provide a visual deterrent to crime, assist with overall security measures and increase the potential identification and apprehension of person(s) who breach college policies and/or commit criminal acts.

Policy Details

Terra State Community College is committed to enhancing the quality of life of the campus community by implementing and integrating the best practices in safety and security technology. To ensure the protection of individual privacy rights in accordance with the law, as well as to preserve academic freedom and avoid discouraging the exercise of the first amendment rights, this policy is adopted to formalize procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination and destruction of surveillance records.

Surveillance cameras are not a guarantee of safety; however, they do serve as deterrents and can alert campus safety & security, of potential danger. The primary use of surveillance cameras is to record images for future identification of individuals and activity in the event of violations of law or policy. Cameras are not actively monitored. They are viewed only upon report of a crime or violation. This policy regulates the use of surveillance cameras to protect the legal and privacy interest of Terra State Community College and the community. This policy applies to all Terra State Community College persons and organizations in the use of surveillance systems and devices for monitoring and/or recording.

Video surveillance will be conducted in a professional, ethical and legal manner. Any diversion of surveillance records for purposes (e.g., surveillance of political or religious activities) are prohibited. Under no circumstances will the contents of any video recordings be exploited for purposes of profit or commercial publication, nor will such recordings be publicly disrupted except as may be required by law.

TSCC has instituted the following protocols regarding the use and administration of the surveillance camera system:

- (A) The Campus Safety & Security Department is the department authorized to oversee and coordinate the use of video equipment for security and safety purposes at the College.
- (B) The Director of Campus Safety & Security (or designee) has the responsibility to authorize the use of video equipment for security and safety purposes at the College. All new installations will follow the campus safety & security Department operating principles.
- (C) The Director of Campus Safety & Security (or designee) will monitor new developments in the relevant law and in security industry practices to ensure that video monitoring at the College is consistent with the highest standards and protections.
- (D) Any employee violating this policy may be disciplined, up to and including termination. Tampering with surveillance cameras or unauthorized access to or duplication of recorded video is strictly prohibited.

- (E) Video monitoring for safety and security purposes will be conducted in a manner consistent with all existing College policies, including the Non-Discrimination Policy, the Sexual Harassment Policy, and other relevant policies. The College prohibits video monitoring based on the characteristics and classifications contained in the Non-Discrimination Policy (e.g., race, gender, sexual orientation, national origin, disability, etc.). For more information please visit https://www.terra.edu/about_us/institutional_policies/title_ix_office.php
- (F) Video monitoring for areas for safety & security purposes at the College is limited to locations that do not violate the reasonable expectations of privacy as defined by law.
- (G) All college officials, that include staff, faculty, adjuncts, contract work, vendors, or outside services must seek written permission from the Director of Campus Safety & Security prior to the installation of any new CCTV surveillance and electronic system, or the re-activation or upgrade of an existing system, on TSCC property. Please contact the Director of Campus Safety & Security at 419-559-2389.
- (H) Information regarding student conduct may only be requested from the Dean of Student Success or Vice President for Innovation and Strategic Planning in written form stating the reason and totality of the incident to the Director of Campus Safety & Security to obtain video footage that may be related to a student conduct incident or investigation. Only the Director of Campus Safety & Security will be able to release video footage. To contact the Dean of Student Success 419-559-2416. To contact the Vice President for Innovation and Strategic Planning call 419-559-2355.

Procedures

- (1) All campus safety & security responders, and the Director of Campus Safety & Security involved in the use of video equipment and systems will perform their duties in accordance with Campus Safety & Security Department and College Rules and Regulations.
- (2) All information and/or observations made in the use of CCTV equipment are considered confidential and can only be used for official college law enforcement business upon the approval of the Director of Campus Safety & Security. Access to monitor or view recordings on video surveillance and electronic systems shall be limited to authorized personnel that is determined by the Director of Campus Safety & Security. Please contact The Director of Campus Safety & Security at 419-559-2389
- (3) Only the Director of Campus Safety & Security has the authority for installation of the cameras on the campus.
- (4) A written request may be submitted by a faculty, staff, or community education classes to the Director of Campus Safety & Security regarding concerns, location, and recommended strategy to determine if a surveillance camera is deemed necessary. Please contact The Director of Campus Safety & Security at 419-559-2389
- (5) The Campus Safety & Security Department will post signage at appropriate campus at that location.
- (6) Recorded events are stored temporarily on a Digital Video Recorder (DVR), unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Director of Campus Safety & Security.
- (7) The use of dummy or placebo cameras are prohibited on all owned Terra State property

- (8) The recording of audio for surveillance purposes is prohibited

- (9) The copying or retransmission of live or recorded video from a video surveillance or electronic system shall be limited to persons authorized by the Director of Campus Safety & Security.

- (10) This policy does not apply to the use of video for non-surveillance purposes, examples include
 - 1. The academic use of cameras for educational purposes
 - 2. Cameras used for research purposes, which are subject to appropriate institutional Review Board policies regarding human subjects
 - 3. Cameras used for journalistic purposes or classes
 - 4. Cameras used for capturing public events and performances
 - 5. Construction web cameras, or web cameras on terra owned computers
 - 6. Webcams used for purposes of communication between specific purposes such as teams or zoom.

Resources

Documentation

Definitions

Term Definition

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| <i>Dummy Camera</i> | A dummy camera is a non-functional surveillance camera that is designed to fool intruders and anyone who it is supposedly watching. |
| <i>Placebo Camera</i> | A placebo camera is a non-functional surveillance camera that is designed to fool bystanders, intruders or anyone who is supposedly watching to deter crime. |

Approval History

| <i>Date</i> | <i>Policy/Procedure or Entire Document</i> | <i>Notes (Types of Actions)</i> | <i>**Approved by</i> |
|-------------|--|--|--|
| 2019 | Policy | Issued | J. McLaney |
| 2/2023 | Entire Document | Reviewed, revised and transferred to new policy template | Acacia Hull, Director of Campus Safety and Security |
| 5/11/2023 | Policy | Approval – reviewed by AG’s office | Dr. Ron Schumacher, President |

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 2019

Next Review Date: March 1, 2026

Last Update: 8/15/2023 12:58 PM