



# ALMA COLLEGE

## Alma College Security Video Policy

Alma College is committed to promoting a safe and secure campus environment. Security video is an important tool for achieving this objective. The surveillance of public areas is intended to assist in protecting the safety and property of the Alma College community. This policy addresses safety and security needs while respecting and preserving individual privacy. The policy formalizes procedures for the installation and management of surveillance equipment, and the viewing, retention, and release of surveillance video.

### **Scope**

This policy applies to all departments and individual members of the campus community using video surveillance technology. Video cameras used for research, public performances and events, and video conferencing are excluded.

### **Responsibilities**

The Vice President of Finance and Administration will approve equipment installation requests, authorize surveillance system access, and authorize the release of video recordings. Campus Safety is responsible for the day-to-day operation of the surveillance system in accordance with college policy under the supervision of the Director of Facilities and Services Management. System support, security administration, and the technical review of new surveillance equipment requests, will be performed by the Alma College Information Technology Services department.

### **Guidelines**

#### **Camera Placements**

Cameras will not be used where there is a reasonable expectation of privacy as defined by law. All new requests for surveillance equipment must be submitted to the Safety Committee. Proposals must include a description of the security goal, location information, and a funding source. The committee will evaluate the request and forward a recommendation to the Vice President of Finance and Administration for approval.

#### **Retention and Release of Video**

Not all live video will be recorded. All video that is recorded will be kept in a secure ITS managed storage pool. Most video recordings will be retained for 30 days, however, recorded video of student housing entryways will be retained for 120 days and recordings related to active investigations should be retained until the investigation is complete.

All video data and operator observations are considered confidential and may only be used for official college and law enforcement purposes. Requests for the release of video must be submitted to the Vice President of Finance for approval.

**Audio**

Surveillance equipment will not be used to transmit or record audio.

**Signage & Hidden Cameras**

Signs advertising the presence of security cameras will not be routinely posted. Covert video cameras will not be used, except as part of a criminal investigation.

**Camera Monitoring**

Video monitoring will be conducted in a professional, ethical, and legal manner. Real time video feeds will not be continuously monitored. Live and recorded video may only be accessed by authorized personnel.

Policy approved by the Alma College Executive Staff on October 11, 2016.

Revised September 12, 2017.