

## ***General Policy – Video Security Cameras***

### **Policy:**

Bismarck State College believes that safeguarding the safety and security of its students and employees is of paramount importance. In an effort to deter crime, assist in law enforcement investigations, and protect the safety and property of the campus community, selective use of video security is engaged at the campus. Any diversion of these security technologies undermines the intent of their use, and is prohibited by this Policy.

### **Procedures:**

The primary use of video security systems will be to record information that may be useful to BSC Safety and Security Office/administrators in the event of violations of laws and College policies and to assist with risk management. Video security systems are not a guarantee of safety and security but are a tool to assist the security department and administrators in their efforts to provide a safe and secure environment. Video security also serves as a deterrent to property-related crime and provides real time information during emergencies.

1. The Campus Safety and Security Manager will function as the coordinator and manage activities of the video security cameras.
2. Security cameras may be installed in situations and places where the security of either property or people would be enhanced. Any requests for additional cameras or movement of cameras are required to be in writing and submitted to the Campus Safety and Security Manager and must include an explanation in support of the request.
3. As appropriate, cameras may be placed campus-wide, inside and outside of buildings:
  1. Cameras will be used in a professional, ethical, and legal manner consistent with all existing policies.
  2. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.
4. Select personnel will be allowed to view camera footage/images upon authorization of the Campus Safety and Security Manager, and only for purposes of an investigation or enforcement of laws and policies. No unapproved persons may monitor or view camera or video images.

5. Any person who tampers with or damages or contributes to the damage of a video security camera or any part of the video security system may be subject to prosecution in the criminal and civil justice system, and may be subject to College disciplinary action.
6. Video images or other media will be stored in a manner that preserves their security; they will be locked and secured. Recorded video that does not document specific incidents shall be kept confidential and will be retained for a minimum of 30 days. Recorded video that documents specific incidents and which, in the opinion of the Campus Safety and Security Manager, merits retention for administrative or potential or actual legal uses will be maintained for 3 years. If recordings or images are used for investigation or prosecution of a crime, they shall be retained until the end of the court or judicial proceedings and appeal period, unless directed otherwise by a court.
7. No alterations of images or video may be performed, except that images of persons who are not of interest may be blurred for privacy reasons in the event a video or image is provided to the media in connection with an investigation or search by law enforcement. This provision is not intended to restrict the enhancement of images which is done in connection with an investigation.
8. Security camera data is not considered to be part of Directory Information and is subject to the confidentiality restrictions of the Policy, and may be subject to other restrictions, including FERPA requirements.

### **History of This Policy:**

First policy drafted November 12, 2013. Reviewed by the Operations Council on December 11, 2013 and approved by the Executive Council on December 13, 2013; October 21, 2016.