

VIDEO SURVEILLANCE

The College reserves the right to place video surveillance cameras where necessary and appropriate.

See following pages for procedure.

Adopted March 8, 2010

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Purpose

The purpose of installing video surveillance systems at Western Wyoming Community College is to support the ongoing efforts to provide a safe and secure environment for the campus community and to protect the assets and interests of the College. The College respects the privacy of the campus community and will make every reasonable effort to protect the privacy of the community as it considers campus safety issues. The primary use of video surveillance systems will be to record information that may be useful to College administrators in the event of a criminal act, property damage, or serious violation of campus policy. Video surveillance systems are not a guarantee of safety and security but are a tool to assist the Protective Services Department and administrators in their efforts to provide safe and secure environment. Video surveillance also serves as a deterrent to property-related crime and provides real time information during emergencies.

Equipment Placement

Placement of video surveillance equipment shall be at the recommendation of campus administrators with final authorization by the College President.

Generally, video surveillance equipment shall not be placed in areas where privacy can be compromised such as private living areas (campus housing or adjoining off-campus private property), bathrooms, shower areas, locker rooms or changing areas, areas where a reasonable person might change clothing or private offices. Surveillance may assist in protection of individuals and critical assets such as money, records, supplies or equipment from tampering, theft or destruction.

Before final placement and regular operation of the camera(s), the areas covered by the cameras shall be reviewed by appropriate staff to verify the compliance with this policy.

The placements of empty “dummy” cameras or placebos are prohibited by this policy.

This policy also does not apply to covert cameras used by law enforcement for criminal investigations.

Monitoring

Video surveillance shall be used exclusively for purposes of campus safety and asset protection. As a general rule, real time monitoring will be limited to situations where an emergency requires the use of the system to gather needed information, or when a threat to campus security or property has been received by campus officials, or when Protective Services staff determines there is a need to scan campus property in lieu of vehicular or foot patrol. Video may only be monitored by campus Protective Services staff or those with the written authorization of a vice president or the College President. Viewing of recordings shall be used exclusively for the purpose of investigation of crime or serious campus policy violations and adjudication.

Video surveillance shall not be used to track any member of the campus community unless a threat to campus security has been received by College officials, or reasonable cause exists that a serious violation of campus policy or that a criminal act has been committed.

Recordings

Video recordings will be stored and transported in a manner that provides security. All recordings shall be kept in a secure location.

Recordings not related to or used for investigative purposes shall be kept confidential and destroyed regularly in accordance with prevailing records retention law. All recordings used for an investigation or prosecution will be retained until the end of the proceeding and appeal period unless directed otherwise by the civil court or senior campus administrator.

No recordings shall be altered in any manner except for non-participants in an incident to be blurred for privacy purposes in the event a video or still image is provided to the media.

Destruction or Tampering

Tampering with or destroying of video surveillance equipment may be prosecuted in the criminal courts or within the campus judicial process.

Adopted March 8, 2010