

Colorado College Surveillance Camera Policy

Responsible office: Campus Safety

Responsible party: Chief Operating Officer / COO

Last revision: September, 2023

Approved by:

Approval date:

Effective date:

Last review:

Additional references:

Scope

All financial and administrative policies involving community members across campus, volunteers, and the Board of Trustees are within the scope of this policy. If there is a variance between departmental expectations and the common approach described through college policy, the college will look to the campus community, volunteers, contractors, temporary staff, and the Board of Trustees to support the spirit and the objectives of college policy.

Policy

The goal of our surveillance camera system is to deter crime and increase safety for CC community members and property.

By these policy statements, we balance the need for surveillance of public areas with the need to protect individual privacy rights.

The college will inform employees when surveillance cameras are utilized in the workplace upon request.

Installation and Locations

- Surveillance cameras will not view private bedrooms, bathrooms, locker room dressing / showering areas, offices, classrooms not used as a lab, areas through windows, or other areas where there is a reasonable expectation of privacy.
- All surveillance camera installations will be visible, unless the Director of Campus Safety and Chief Operating Officer (COO) approve an exception.
- All surveillance cameras must connect to the main surveillance camera system, overseen by Campus Safety.
- Surveillance cameras installed without approval or violating this policy will be removed.
- Tampering with or modifying a surveillance camera is prohibited.

Operation

- The surveillance cameras are streamed into the Department of Campus Safety and can be viewed remotely by authorized personnel.
- Surveillance cameras are not monitored continuously under normal conditions but may be for legitimate safety concerns such as: high-risk areas or events, restricted access areas, access control systems, in response to an alarm, specific investigations, or a

violation of policy. CC reserves the right to monitor surveillance cameras 24 hours a day, 7 days a week.

- Portable surveillance camera equipment may be used in these situations.

Security and Access to Information

- Information obtained via surveillance cameras is considered confidential and will be used exclusively for safety, security and law enforcement purposes.
 - Such information will only be released when authorized by both the Director of Campus Safety and the Chief Operating Officer (COO).
- Information obtained or observations made via the surveillance camera system are considered the property of Colorado College.
- Images collected by surveillance cameras will be secured to protect against unauthorized access, alteration, or dissemination in compliance with the law.
- Only authorized personnel, as determined by the Director of Campus Safety and Chief Operating Officer (COO), will be involved in or have access to monitor Surveillance cameras or imagery obtained from said cameras.

Retention and Release of Information

- Media obtained from surveillance cameras will be retained for a minimum of 30 days (the maximum depends on available storage).
 - Requests to release recordings must be submitted in writing to the Director of Campus Safety or their designee.
- Any legal documents (subpoena, warrant, court order) in connection with any criminal or civil action, or for any risk management purpose from an outside entity requesting or directing access to or release of security camera recordings must be directed to the Department of Campus Safety and the Chief Operating Officer (COO).

Board Approval

1. This policy does not require approval by the college's Board of Trustees.
2. Periodic review of policies shall take place in accordance with each policy's individual review frequency.

Procedures and Responsibilities

- The Director of Campus Safety has the responsibility to authorize all surveillance camera monitoring for safety and security purposes in consultation with the Chief Operating Officer (COO).
- Campus Safety has the primary responsibility for:
 - Overseeing and coordinating the use of surveillance camera system equipment.
 - Disseminating and implementing policy and procedures.
 - Monitoring developments in the law and industry standards and protections.
 - Investigating any complaints or concerns regarding the misuse of the Surveillance Camera system and determining if the policy is being followed. If a violation has occurred, the Director of Campus Safety will consult the Chief Operating Officer (COO) regarding an appropriate outcome.

- Campus Safety will coordinate with ITS and Facilities to select a surveillance system, maintain the system, and periodically review it to ensure it is meeting Campus Safety's needs
- Requests for new surveillance cameras or modifications to existing surveillance cameras must be submitted to the Director of Campus Safety, who has the authority to approve, reject, or modify the request.
 - The initial cost of a new camera will be paid by the department / office requesting. Life cycle replacements will be funded from a centralized budget.

Campus Safety will convene representatives from Human Resources, Student Affairs, the Dean of the Faculty, Facilities Services, and Information Technology Services (ITS) for any updates to this policy.

Definitions

Surveillance Camera System: An integrated set of cameras and associated technologies used to monitor and record activities in designated areas for the purposes of safety, security, and crime deterrence.

Authorized Personnel: Individuals who have been granted permission by the appropriate authority (e.g., Director of Campus Safety, COO) to access and manage the surveillance camera system, its footage, or related activities.

Retention Period: The duration for which recorded footage from the surveillance camera system is stored before being securely deleted.

Tampering: Any unauthorized intervention, manipulation, or interference with the surveillance camera equipment, its recordings, or its operational intentions.

Confidential Information: Data, images, or recordings obtained through the surveillance camera system that are not meant for public access and are protected by privacy laws and college policy.

Data Protection: Measures taken to ensure the privacy and security of data collected by the surveillance camera system, in compliance with relevant legal standards.