

### **Introduction**

In order to enhance security and personal safety at Pellissippi State Community College, it has been determined that the use of video surveillance equipment may prevent losses and aid in the law enforcement activities of the Department of Safety and Security. To ensure the protection of individual privacy rights in accordance with the law, this Policy on the Use and Installation of Video Surveillance Equipment has been written to standardize procedures for the installation of this type of equipment and the handling, viewing, retention, and destruction of recorded media.

Under no circumstances shall the contents of any captured audio or video recordings be exploited for purposes of profit or commercial publication, nor shall recordings be publicly distributed except as may be required by law.

Video Surveillance is defined as “any video surveillance technology (video cameras, closed circuit television camera; still frame cameras; digital cameras; and time-lapse) that enables continuous or periodic viewing (video tapes, photographs or digital images), or monitoring of public areas.”

Appropriate measures to protect individual privacy in the course of video surveillance of non-public areas of the campus will be determined on a case-by-case basis.

### **Purpose**

Video surveillance equipment at the college will be installed:

1. To assist in efforts to maintain personal safety of students, faculty, staff, and other users of college premises;
2. To assist with the application of college policies with regard to college property and the property of others;
3. To provide a visual deterrent to crime;
4. To increase the likelihood of identification of person(s) who may breach college policies and/or commit crimes;
5. To assist in protecting assets on campus.

### **Permanently Installed Equipment**

The Department of Safety and Security will operate and maintain the main video surveillance system for the campuses, as part of their responsibility for providing a safe and secure environment for all persons on the campus as well as protecting college and personal property.

From time to time and for various reasons, it may be appropriate to permanently install video devices in other areas of the campus (for example, for the surveillance of VPT equipment rooms, computer labs, or other areas where such devices may enhance campus security). In such cases, the following rules will apply:

1. Individual departments, programs, or campus organizations wishing to permanently install video surveillance equipment shall submit a request to the Director of Safety and Security, with a statement justifying the benefit of installing surveillance equipment. The

statement must include the proposed location of the surveillance device(s), location of the monitor, location of secure storage of recorded media, and the retention schedule for recorded media. The source of funding for the installation must be specifically identified as part of the request.

2. The Director of Safety and Security will forward the request along with his/her recommendation to the Vice President of Business and Finance and the Vice President of Academic Affairs for their approval.
3. Once approved, installation of the system will be coordinated through the Safety and Security department.
4. The Department of Safety & Security will have access to all real-time and recorded images resulting from video surveillance installations. The individual department, program, or campus organization that has approved video surveillance equipment in use, will be required to allow review of the recorded media at any time by the Director of Safety and Security (or his designee).
5. All pre-existing permanently installed video surveillance equipment on campus must conform to this policy.

### **Temporary Installation of Audio or Video Surveillance Equipment**

From time to time and for various reasons, it may be appropriate to temporarily install video devices on campus (for example, in the course of investigations in areas of the campus where thefts or breaches of security have been noted). To ensure individual privacy rights are protected in accordance with the law during the temporary installation of surveillance equipment, the installation of the equipment will require the approval of the Director of Safety and Security. The same rules regarding privacy and the use of the recorded images for permanently installed systems will also apply to temporary applications of video surveillance equipment.

To the extent possible, the Department of Safety and Security will coordinate the use of temporary video surveillance equipment with the designated users of the space involved. This policy acknowledges, however, that this may not always be possible, given the nature of investigations that may be undertaken.

No audio or video surveillance equipment may be temporarily installed on campus unless approved by the college president or designee.

### **Viewing of Recorded Media**

Only authorized members of the college Department of Safety & Security or the college's Judicial Affairs Department may review the results of the use of surveillance equipment. Other individuals who may have a legitimate need to review the recorded material may be permitted to do so, but only with the prior approval of the Director of Safety and Security. The following two special circumstances may be noted regarding recorded media:

1. If it is determined that a crime has occurred in an area where audio or video recording may have taken place, then the recorded media shall be reviewed by authorized members of the Department of Safety and Security to determine if the incident has actually been recorded. If it is determined that the media does contain evidence of a crime, then that media will be maintained and made available to responding law enforcement.
2. If it is determined that an accident has occurred in an area subject to audio or video surveillance, then the recorded media shall be reviewed by authorized members of the Department of Safety and Security and/or the college's Risk Management Department to determine if it contains evidence. If it is determined to contain such evidence, then the media will be maintained according to appropriate procedures.

## **Retention Period for Recorded Media**

Digital video surveillance information will be stored and secured as follows:

- Digital information will be saved for a minimum of seven days unless required for a continuing investigation, after which overwriting will occur. Any information saved on other CD's as per above, will be broken by Campus Security after completion of minimum one year or until the conclusion of any investigations and proceedings related to the recorded event.
- Digital servers will be located in secured areas where access is minimal and restricted to authorized staff.

The results of video surveillance activities shall be maintained for a reasonable period that will allow sufficient time for the public to report a crime or an accident (which is minimally defined herein as five working days). For each approved surveillance system, a clear retention schedule shall be established as part of the approval process and must be adhered to very strictly. All recorded media must be stored in a secure location, the nature of which must be identified as part of the approval process.

## **FERPA and the Use of Video Surveillance**

For FERPA purposes, surveillance videotapes (or other media) with information about a specific student are considered education records if they are kept and maintained by the school system. If the school's law enforcement unit controls the cameras/videos and it is doing the surveillance for safety reasons, the ensuing videos would be considered law enforcement, rather than education, records. As soon as school officials use them for discipline purposes, however, the tapes become education records and are subject to FERPA requirements.

When created and kept by the school or education agency, videotapes or photographs directly related to a specific student are considered part of that student's education records and, therefore, subject to FERPA. For instance, if the tape captured an altercation, it would be included in the involved students' education record, and the school has to obtain consent before publishing or disclosing its contents to unauthorized individuals.

Source: National Forum on Education Statistics. (2006). *Forum Guide to the Privacy of Student Information: A Resource for Schools* (NFES 2006–805). U.S. Department of Education. Washington, DC: National Center for Education Statistics.

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Reviewed/Recommended: President's Staff, August 7, 2007

Approved: President Allen G. Edwards, August 7, 2007

Editorial Changes, July 2008, July 1, 2009

Reviewed/Recommended: President's Council, March 25, 2013

Approved: President L. Anthony Wise, Jr., March 25, 2013