

# Wofford College Security Camera Policy

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### Purpose

Wofford College is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. We have security cameras over a portion of our campus to assist in making our campus as safe as possible. Campus Safety and the Division of Campus Life and Student Development is responsible for the oversight and approval of camera locations.

These cameras are intended to deter crime and assist in investigation of crimes and recovery. This policy addresses the College's safety and security needs while respecting and preserving individual privacy.

To ensure the protection of individual privacy rights in accordance with the College's values and state and federal laws, this policy is adopted to formalize procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records. The purpose of this policy is to regulate the use of camera systems used to observe and record public areas for the purposes of safety and security.

### Policy

All video footage will be secured and will be managed by Campus Safety with technical support provided by the Information Technology department. Any requests to view camera footage will be submitted to the Office of Campus Safety.

The Office of Campus Safety shall monitor developments in the law and in security industry practices and technology to ensure that camera surveillance is consistent with best practices and complies with all federal and state laws.

The Wofford College division of Campus Life and Student Development along with Campus Safety will review proposals and recommendations for camera installations and review specific camera locations to determine that the perimeter of view of fixed location cameras conforms to this policy.

The Dean of Students Office will review any complaints regarding the utilization of surveillance camera systems and determine whether this policy is being followed.

The Dean of Students Office will review all external requests to release records obtained through security camera surveillance. The College will seek consultation and advice from the General Counsel as needed related to these requests prior to the release of any records outside of the College. Video surveillance records will generally not be released to the public, students, general employee, and parent or law enforcement agency. The content of the video is a student and College record subject to administrative regulations regarding confidential student records. While College personnel will typically review the footage, the College reserves the right to allow

individuals to view video footage if that is a necessary action as part of an investigation of a crime, code of conduct violation, significant campus safety concern, or campus policy violation.

### **General Principles**

The Campus Safety Dispatch Center routinely monitor outside camera locations. Video footage is reviewed only upon report of a crime or violation. Information obtained from the cameras shall be used exclusively for campus policy enforcement, including, where appropriate, student judicial functions or to assist local law enforcement investigating campus/local crime. Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure.

All appropriate measures must be taken to protect an individual's right to privacy and hold College information securely through its creation, storage, transmission, use, and deletion.

All camera installations are subject to federal and state laws.

### **Placement of Cameras**

Cameras will be located so that personal privacy is protected. No audio shall be recorded. Camera views of residential housing shall be limited to entrances common pathways and common areas. The view of a residential housing facility must not violate the standard of a reasonable expectation of privacy.

All video camera installations should be visible. The exact location, number and function of all cameras will generally be considered confidential for security purposes and not be released to the general public, guests or employees. The College reserves the right to place cameras in areas that are not open to the campus or general public (e.g., closed buildings or secured areas).

Residence Hall cameras (Greene, Carlisle, Marsh, Shipp, Dupre, Lesesne and Wightman) shall be limited to entrances and common areas.

Michael Brown village center housing shall be limited to entrances, elevator entrances on 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floor.

Senior Village apartment housing shall be limited to exterior views of a general area which may include entrances.

Video coverage of parking lot entrances is a standard practice.

Cameras may be placed in classrooms where there is no expectation of privacy and there is the possibility of vandalism, etc (i.e glass fronts that face the street)

Access to camera system shall be limited to campus safety, Wofford IT and the Dean of Students or their designee.

Anyone who tampers with video equipment will be subject to disciplinary action through the Dean of Students Office.

### **Access and Monitoring**

All recording or monitoring of activities of individuals or groups by College security cameras will be conducted in a manner consistent with College policies, state and federal laws, and will not be based on the subjects' personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner. All personnel with access to College security cameras should be trained in the effective, legal, and ethical use of monitoring equipment.

When an incident is reported, the personnel responsible for the area in question may request the Public Safety to review the images from the camera. As circumstances require, the Dean of Students may authorize others to review images.

### **Appropriate Use and Confidentiality**

Personnel are prohibited from using or disseminating information acquired from College security cameras, except for official purposes. All information gathered and/or observations made in the use of security cameras is considered confidential and can only be used for official College and law enforcement purposes upon the approval of the Dean of Students or designee. Personnel are expected to know and follow this policy.

### **Use of Cameras for Criminal Investigations**

The use of video equipment may be used in criminal investigations on behalf of the College. Individuals or agencies from outside of the College must request access to view materials in accordance with our policies governing student records.

### **Exceptions**

This policy does not apply to cameras used for academic purposes. Cameras that are used for research, communications, or class projects would be governed by other policies involving human subjects and are, therefore, excluded from this policy.

### **Safety and Security Camera Acceptable Use Policy**

This policy does not address the use of student/employee personal cameras, webcams, videotaping events, or live streaming for general use by the College. This policy also does not apply to the use of video equipment for the recording of public performances or events, interviews, or other use for broadcast or educational purposes. Examples of such excluded activities would include videotaping of athletic events for post-game review, videotaping of concerts, plays, and lectures, live stream activity, or videotaped interviews of persons. Automated teller machines (ATMs), which may utilize cameras, are also exempt from this policy.

### **Procedures**

Departments requesting security cameras will be required to follow the procedures outlined in this policy.

### **Operation**

Video surveillance will be conducted in a manner consistent with all existing College policies. Camera control operators shall monitor based on suspicious behavior, not individual characteristics. Camera control operators shall not view private rooms or areas through windows. All operators and supervisors involved in video surveillance will perform their duties in accordance with this policy. Abuse of standard operating policies or inappropriate camera control operations will result in disciplinary action.

### **Storage and Retention of Recordings**

No attempt shall be made to alter any part of any surveillance recording. Surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information.

All surveillance records shall be stored in a secure location for a period of up to 25 days and will then promptly be erased or written over unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Dean of Students. Individual departments shall not store video surveillance recordings.

### **Review of camera Views**

Camera views will be reviewed on an ongoing basis with facilities being contacted to trim vegetation that blocks views as well as contacting a service provider to clean lens housings as necessary.