

TITLE: Safety and Security Camera Use Procedure
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AUTHORIZED BY PRESIDENT: 12/13/2022

Whatcom Community College (WCC) is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the utilization of a security camera system. The use of security cameras in public areas is intended to deter crime and assist in fostering safety and protecting property of the Whatcom Community College community. This procedure 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 core values and state and federal laws, this procedure formalizes the installation of security video recording equipment and the handling, viewing, retention, dissemination, and destruction of security video records.

The purpose of this procedure is to regulate the use of college security camera systems used to observe and record public areas for the purposes of safety and security. The existence of this procedure does not imply or guarantee that security cameras are monitored in real time 24 hours a day, seven days a week.

GENERAL TERMS

As used within this procedure, the following terms are defined as follows:

- **Security camera:** *a camera used for recording public areas for the purposes of enhancing campus safety, monitoring restricted areas or equipment, discouraging vandalism, theft and other criminal activities, and for preventing, investigating, and resolving incidents. WCC uses closed circuit television (CCTV) security cameras to mitigate interception of signals.*
- **Security camera monitoring:** *the real-time review or watching of security camera feeds.*
- **Security camera recording:** *a recording of the feed from a security camera.*
- **Security camera systems:** *any electronic service, software, and/or hardware directly supporting the deployment of a security camera, feed distribution, recording video feeds, backup/archive of video feeds.*

PLACEMENT OF SECURITY CAMERAS

Cameras will be located so that personal privacy is protected.

All security camera installations should be visible. The exact location, number and function of all security 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).

Camera positions and views of residential housing facilities shall be limited to corridors, service areas, public

spaces, the building exterior, and property grounds. The security camera shall be positioned to ensure there is no view into a residential suite or private room and will not violate the standard of a reasonable expectation of privacy.

Anyone who tampers with security video equipment will be subject to disciplinary action and/or criminal charges (e.g. vandalism).

Monitoring by security cameras in the following locations is prohibited:

- Bathrooms
- Locker rooms
- Offices
- Classrooms not used as a lab
- Student residential suites / private rooms.

Mobile or portable security camera equipment may be used in compliance with this procedure to ensure the safety and security of the college community and its property.

NOTIFICATION

Appropriate signage will be placed at various locations throughout the campus to provide notice of the presence of CCTV security cameras. Human Resources will provide a general security camera use notification to all new employees and to any current employees upon request.

ACCESS AND MONITORING

All recording and monitoring by college security cameras will be conducted in a manner consistent with college policies, state and federal laws, and will not be based on a 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 shall be trained in the effective, legal, and ethical use of monitoring equipment.

The Campus Safety and Security Department has the authority to select, coordinate, operate, manage, and monitor all campus security camera systems pursuant to this procedure.

APPROPRIATE USE AND CONFIDENTIALITY

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 Vice President for Administrative Services or designee. Personnel are expected to know and follow this procedure. Any inappropriate use or dissemination of information acquired by college security cameras will result in immediate disciplinary action up to and including termination as warranted.

Security camera video footage will generally not be released to the public, students, general employee, student's parent/guardian or law enforcement. While college personnel will typically view the footage, the College reserves the right to allow individuals or law enforcement to review the security camera video live feed or recording if it is a necessary action as part of an investigation of a crime, code of conduct violation, significant campus safety concern, or campus policy violation.

STORAGE

Recordings are stored temporarily on a server/hard drive, unless retained as part of an incident report, criminal investigation or court proceeding, or other bona fide use as approved.

The duration of storage of video images is dependent on the location, need, and technical characteristics of the security camera system. Average expected storage is a minimum of 14 days. The server/hard drive will automatically purge oldest recordings when storage is full.

RESPONSIBILITIES

- All security video footage will be secured and will be managed by the Director for Safety and Security with technical support provided by the Information Technology Department. Any requests to view security camera footage must be formally submitted to the Director for Safety and Security and may be subject to the College's public records policy.
- The Director for Safety and Security has the responsibility to authorize all security camera operation for the safety and security purposes at Whatcom Community College, in consultation with the Vice President for Administrative Services, Executive Director for Human Resources and other pertinent or relevant campus stakeholders.
- Campus Safety and Security is authorized to oversee and coordinate the use of security camera systems at the College. Campus Safety and Security has the primary responsibility for disseminating and implementing this procedure.
- Information Technology (IT) Director has the responsibility to advise on appropriate applications of security camera technologies and for providing technical assistance in preparing proposals for the purchase and installation of security camera systems. IT will maintain the operation and security of the security camera systems.
- Campus safety and security, risk management, human resources and information technology will monitor new developments in the law and in security industry practices and technology to ensure that WCC's security camera systems are consistent with best practices and in compliance with state and federal law.
- Campus Safety and Security is responsible to facilitate security camera systems training for authorized users.
- Maintenance and testing will be coordinated through Campus Safety and Security and Information Technology Departments and shall be conducted as necessary but not less than once per calendar year.

TRAINING

Personnel authorized to operate college security camera equipment and systems shall be trained in the technical, legal, and ethical parameters of appropriate camera use. Operators shall receive a copy of this procedure and provide written acknowledgement that they have read, understood, and agree to its contents and expectations.

EXCEPTIONS

This procedure does not apply to video cameras used for academic purposes. Cameras that are used for research, communications, class projects, lecture capture or for testing would be governed by other policies and procedures as directed by affiliated academic program.

This procedure does not address the use of student/employee personal cameras, webcams, videotaping events, college marketing activities or live streaming for general use by the College. This procedure 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. Automated teller machines (ATMs), which may utilize cameras, are also exempt from this procedure.