

DMACC CCTV Policy

I. PURPOSE

The purpose of this policy is to regulate the use of closed circuit television (CCTV) cameras at Des Moines Area Community College (DMACC).

II. SCOPE

This policy applies to all employees, students, guests, and visitors of DMACC, except for uses of CCTV for research and classroom instruction. This policy also does not include the use of video equipment for recording of public performances or events, interviews, or other use for broadcast or educational purposes. Examples of such excluded activities would include the videotaping of athletic events for post-game review, videotaping of concerts, plays, and lectures, or videotaped interviews of persons.

III. POLICY

DMACC is committed to enhancing the PRIVACY AND safety of members of the campus community. Toward that end, it is the policy of DMACC to utilize Closed Circuit Television (CCTV) to enhance personal safety, deter and investigate crime, and protect college property. CCTV will only be utilized in public areas, where there is no expectation of privacy and in a manner consistent with the mission and values of DMACC and in compliance with all existing college policies, including the Non-Discrimination Policy, the Sexual Harassment policy, Open Expression Guidelines and other relevant policies. This policy prohibits monitoring based on the characteristics and classifications contained in the Non-Discrimination Policy (e.g., race, gender, sexual orientation, national origin, disability etc.)

Specifically, the use of CCTV cameras shall not be used for:

1. Profiling.
2. Random targeting of individuals.
3. Peering into buildings, private office spaces, restrooms facilities, locker rooms, or other areas where there is an expectation of privacy.

The Safety Department shall be responsible for the installation, maintenance, and monitoring of all CCTV equipment installed for safety and security purposes. Legitimate safety and security purposes include, but are not limited to the following:

- Monitoring of building perimeters, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, and cashier locations.
- Monitoring of access control systems.
- Monitoring and recording restricted access transactions at entrances to buildings and other areas.

- Monitoring of locations protected by intrusion alarms, exit door controls, and robbery alarms.
- Monitoring of ATM locations.
- Monitoring public areas using CCTV as a patrol technique.
- Monitoring streets, sidewalks, parking lots, and intersections.
- Reviewing recorded images as part of an investigation.

Covert CCTV

Covert cameras are those are deliberately hidden from ordinary view. The use of covert or hidden CCTV equipment will only be conducted in extremely limited circumstances and only in areas where ongoing criminal activity has been documented. Covert CCTV equipment will be installed for a finite period of time to address specific criminal activity and will not be used on an on-going basis. Under no circumstances will covert equipment be installed in residence hall rooms, private offices, bathrooms, or other areas where there is an expectation of privacy. In addition, the Director of Campus Safety shall receive approval from the Vice President of Business Services prior to the installation of covert CCTV equipment.

Monitoring

CCTV is primarily used for investigative purposes after an incident has occurred, however, the Safety Department does conduct limited live monitoring of CCTV cameras on campus. Campus Security may monitor and record through the use of covert CCTV cameras when necessary to accomplish unique missions related to theft detection, security of assets, and safety of persons. Video Monitoring will be conducted in a professional, ethical, and legal manner.

Personnel involved in video monitoring have been appropriately trained and supervised in the responsible uses of this technology.

CCTV Images

All recorded video images are the property of DMACC. Recordings are maintained for approximately 30 days, depending upon available storage space on each respective recording device. Recorded images may be used as evidence in on-campus student judicial proceedings or employment actions. In addition, recorded images may be released, in accordance with the Federal Educational Rights and Privacy Act (FERPA), to local law enforcement authorities in furtherance of an investigation into a criminal incident or motor vehicle accident. Individual students and employees are not permitted to review stored video images.

Requests for access to live video view are made to the Director of Campus Safety and Emergency Management. The request should include which camera output and the purpose for the access consistent with this policy.

Grievances

Students, faculty, and staff entering certain sensitive areas on campus may have an increased concern for privacy or confidentiality. Concerned persons may petition the Safety Department to forgo the installation of a proposed camera or for the removal of an existing camera. The petition should identify the location(s) and should detail the basis for the request.

The Safety Department will consider the petition and make recommendation to the Vice President of Business Services.

The Vice President of Business Services or designee will make the final decision regarding the appropriateness of foregoing to install or the removal of camera(s), weighing the concerns of the person(s) and the safety and security of the entire campus community.