



NON-INSTRUCTIONAL DVR CAMERAS

POLICY

DVR monitoring of campus areas for security purposes will be conducted in a manner that is professional, ethical, legal, and consistent with all existing college regulations and policies. Camera monitors shall monitor based on suspicious behavior, not individual characteristics. Monitoring individuals based on a person's race, gender, sexual orientation, national origin, disability or other protected characteristic is strictly prohibited.

PROCEDURE

Viewing Access

- Access – Access to DVR surveillance monitor will be limited. Specifically, the following guidelines shall apply in granting access to monitor the DVR surveillance cameras.
 - BCC Police personnel will be permitted access to monitor all cameras at all times, regardless of location.
 - Testing and evaluation representatives will be permitted access to monitor all cameras that capture images or areas that fall within their work area.
 - Other facility and staff personnel shall be permitted access to monitor all cameras that capture images or areas that fall within their work area or building location only with the written concurrence with their department head and the approval of the Public Information Officer.
- Saving of Captured Information – All information that is saved must have the ability to be considered as evidence in reference to case development. Only personnel with written approval by the Public Information Officer and/or the President's office may export captured information from the CD/DVD. All requests for saved information should be made in writing to the Public Information Officer within twenty (20) days of the event.

Release of Information

Information obtained through DVR monitoring will only be released when authorized by the Public Information Officer and/or the President in accordance with the procedures established in this policy. The following guidelines will govern dissemination of recordings obtained through the use of DVR surveillance technology:

- Law Enforcement Purpose – Information obtained through DVR monitoring will be used for security and law enforcement purposes.



- All other requests - All other requests will be reviewed by the Public Information Officer and/or the President of Brunswick Community College. The determination will be based on the individual's right to know and the rights of others. Pictures or videos will not be released without a subpoena or court order if the picture or video may reveal confidential information about a student, faculty or staff, including the identification of student, faculty or staff, involved in disciplinary actions and/or investigations.
- Commercial Use – Under no circumstances shall the contents of any captured DVR recordings be exploited for purposes of profit or commercial publication, nor shall such recordings be publicly distributed except as may be required by law.

Recordings Involving Active Criminal Investigations – Recordings directly related to active criminal investigations are exempt from North Carolina Public Records Requests and as such will not be released. Where requests for recordings take the form of subpoenas or other legal documents, appropriate liaison with the Public Information Officer is required.

Requests may be made in writing to the Public Information Officer or their designee. The request shall identify the individual for whom access is sought, the area to be monitored, and the rationale for why access should be granted. The decision to grant access will be made the Public Information Officer and/or the President of Brunswick Community College. The only exception to this would be by the police department for use as evidence.