



## **SECURITY CAMERA POLICY**

**The function of surveillance cameras is to assist in protecting the safety of Brunswick Community College (BCC or the College) property, faculty, staff, students, and the public. The primary use of surveillance cameras will be to record images for future identification of individuals in the event of legal, criminal, or policy violations. The College will not install cameras in non-public areas. The College will determine the location of additional or replacement cameras on the basis of risk, taking into account surveillance needs such as high-traffic or common areas, known locations where past crimes have been committed, or locations specifically recommended by Brunswick County Sheriff's Office personnel. Re-evaluation of incidents and camera locations will occur at annual intervals or as more frequently as needed and will be conducted by the Commanding Sergeant of the Brunswick County Sheriff's Office at BCC. The findings of the re-evaluation will be documented in risk assessment reports for College action and record keeping.**

**Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law. Only the President or his/her designee will give permission to view camera surveillance. Cameras can only be installed with permission of College administration.**

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### **PROCEDURE**

Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Monitoring individuals based on characteristics of race, gender, sexual orientation, disability or other protected classification is prohibited. Information obtained through video monitoring will be used exclusively for safety, security, compliance with College policy and for law enforcement purposes. Should monitoring reveal activity that violates laws or policy, an investigation or other appropriate response will be initiated. Any person who tampers with or destroys video security equipment will be subject to criminal prosecution. Day-to-day recordings will be saved for as long as storage availability allows, and recordings downloaded for evidentiary purposes will be retained in accordance with state statutes regarding records retention.

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 Commanding Sergeant of the Brunswick County Sheriff's Office at BCC is required.

Brunswick County Sheriff's Office at BCC 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 as needed. All personnel with permitted access and/or monitoring responsibility will be trained by College staff with support provided by Informational Technology as needed. New personnel will be trained prior to the assumption of camera related duties.

Other College personnel may request permission to access cameras or recordings if the request is appropriate to their work area, responsibilities or building locations. The request must have the authorization of the assigned Vice President over that area and the Commanding Sergeant of the Brunswick County Sheriff's Office at BCC.