



AP 3509 Security Cameras

References: None

This procedure supports the college's mission while balancing the use of security cameras to protect the safety and security of Rogue Community College (RCC) students, employees, and visitors with individual privacy, freedom of expression, and civil liberties. This procedure applies to all facilities owned and or operated by RCC. The purpose of this procedure is to regulate the use of the security camera system in a manner consistent with accepted levels of privacy and to facilitate the operation of the security camera system ethically, efficiently, and effectively.

Purpose

The primary purpose of the security camera system is:

Deterrence

- The presence of security cameras and the likelihood of apprehension based on the use of security cameras can dissuade a potential perpetrator from attempting a crime.

Detection

- Though Risk Management does not continuously monitor security camera images, future digital analytics can interpret imagery and alert Risk Management to abnormal conditions.

Response

- When an alarm is raised, an incident is detected, or an incident is reported, Risk Management can potentially use the security camera system to view the location and assess the situation before responders arrive. Security camera footage may also be used to observe and document the activities of responders, including Campus Security and outside agencies.

Investigation

- After a crime has been committed, recorded security camera footage may reveal images pertinent to the investigation of the crime. These images may be immediately shared with local law enforcement personnel, assisting with the rapid identification of suspects and/or the recovery of valuable property.



Situational Awareness

- While the security camera system is not normally monitored in real-time, the ability to monitor real-time security camera footage in an emergency can lead to the detection of developing situations that may threaten campus safety and security.

Responsibility

The Risk Management Department has primary responsibility for the security camera system in coordination with Information Technology Services (IT) and Facilities Management, Planning, and Construction (FMPC). The Risk Management Department is responsible for determining the security camera system utilized by the college and for determining the placement of individual cameras, ensuring alignment with IT infrastructure capabilities and adherence to IT security standards. Risk Management is also responsible for the daily use of the security camera system. Risk Management is also responsible for monitoring developments in the law, security industry best practices, and technology to ensure that the application of the security camera system is consistent with best practices and complies with all relevant federal and state regulations.

The FMPC Department is responsible for installing, maintaining, and repairing the security camera system infrastructure and hardware in coordination with Risk Management and IT.

The installation, maintenance, repair, and upgrade of the server(s) and application software will reside with the IT Department, which will work with Risk Management, FMPC, and vendors directly when necessary.

Placement and Installation of Security Cameras

The installation of security cameras will be based on a need to mitigate an identified risk or vulnerability. Cameras may be placed to view an identified area of risk and/or the ingress and egress pathways of an identified area of risk. Security cameras may be installed in college facilities both on the interior and exterior of buildings based on a need identified by the Risk Management Department. Risk Management will also review the current locations of all security cameras and the potential locations for future cameras.

Security cameras shall not view locations where persons have a reasonable expectation of privacy. Examples include, but are not limited to, the interiors of restrooms, locker rooms, private offices, and lactation rooms; however, cameras may be placed in view of these locations' ingress and egress pathways.

The installation of non-operable or "dummy" security cameras is prohibited.



Individual campuses, departments, and programs may request the installation of security cameras through a written request to the Director of Risk Management, who will review all such requests. Upon completion of the review of the request, the Director of Risk Management will decide whether to install the requested security cameras. This decision will be based on the totality of circumstances surrounding the request and the proposed use. Appeals of a decision made by the Director of Risk Management concerning the installation of security cameras may be taken to the VP.

Only FMPC has the authority to purchase security cameras for the college.

Access and Monitoring

All security camera recording and/or monitoring of activities of individuals or groups will be conducted in a manner consistent with college policies and all applicable state and federal laws and will be done professionally and ethically.

Security camera recording and/or monitoring will not be based on the subjects' race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law.

Security cameras are not monitored continuously under normal operating conditions but may be monitored for legitimate safety and security purposes that include but are not limited to high-risk areas, restricted access areas/locations, in response to an alarm, special events, and as authorized by the Director of Risk Management.

Access to live security camera footage or recorded footage from the security camera system shall be limited to the positions outlined below. Exceptions must be authorized by the Director of Risk Management or the VP.

- The Director of Risk Management
- The Assistant Director of Risk Management
- Campus Security as determined by the Director of Risk Management
- The Chief Information Officer (CIO) or designee, as needed, to conduct work on the security camera server and network.
- Staff inside the college testing center may have unrestricted access to security cameras specifically installed inside the testing center in the course of their assigned duties.
- The FMPC Department personnel responsible for and trained to install or repair cameras .

Law enforcement agencies may be granted one-time access to the live view of the security camera system when onsite responding to a call initiated by the college when the college determines that an imminent threat to life or property exists and a request to



view the security camera system has been received from a law enforcement agency or when the college determines that an access request can be granted by the college without unduly violating the privacy rights of members of the college community or when the college is compelled to grant access based on the receipt of a subpoena or court order.

Review of Recordings

Only the positions outlined above are approved to access the security camera system and to view either live or recorded security camera footage.

The Director of Risk Management may authorize sworn law enforcement personnel to review recorded security camera footage in the course of an official investigation.

State or municipal law enforcement agencies that use security cameras may desire live access to college security cameras with views of public streets or properties. Access requests shall be reviewed and approved or denied by the Director of Risk Management.

No recorded security camera footage will be downloaded to a portable storage device, sent via email, or otherwise stored or shared except by the Director of Risk Management or the Assistant Director of Risk Management.

No security camera footage may be saved or used for personal use.

No security camera footage will be transmitted to social media or personal web pages or used for financial benefit.

No security camera footage will be released to college supervisors that involves college employees without the approval of the VP of People, Culture, and Safety.

Further, all instances of security camera footage downloads or sending security camera footage by email will be recorded in a download log maintained by Risk Management.

Operation

Operation of the security camera system will be conducted in a manner consistent with all existing college policies.

Security camera system users shall:

- Monitor systems based on suspicious behavior, not individual characteristics.
- Not view private rooms or other areas through windows.



- Not continuously viewing people becoming intimate in public areas.

Storage and Retention of Recordings

No attempt shall be made to alter any part of any security camera recording. All security camera footage shall be stored in a secure college location for a period not exceeding 60 days but not less than 30 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 approved use as designated by the Director of Risk Management. In higher security areas, retention time may be increased as deemed appropriate by the Director of Risk Management. In a case where footage was being utilized for an investigation, it may need to be retained until possible litigation is complete.

Information from the security camera system shall be used primarily for Campus Security, law enforcement, and investigative purposes. Information will be handled with an appropriate level of security to safeguard against violations of an individual's right to privacy, unauthorized access, use, alteration, or disclosure.

Personnel are prohibited from using or disseminating information acquired from the college security camera system except for official purposes. Only the Director of Risk Management and the Assistant Director of Risk Management are authorized to disseminate footage outside the group of individuals who have been granted access to the system. All information obtained and/or observations made via the use of the security camera system are considered confidential and can only be used for official college and law enforcement purposes upon the approval of the Director of Risk Management. Requests to use or disseminate security camera footage for non-law enforcement purposes will be decided by the Director of Risk Management or the VP of People, Culture, & Safety.

Mobile or hidden security camera equipment may only be used by the Risk Management Department with approval from the VP of People, Culture, and Safety for specific instances that may be a significant risk to public safety, security, and property.

Any access to or use of recorded security camera footage in violation of this procedure may result in legal and/or significant disciplinary action, up to and including separation of employment from RCC.

Rescinds Policy Number: None.

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