



## Frederick Community College Procedure

Section 3.00 General Procedures	Procedure Number	6.32e
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Closed Circuit Television (CCTV)	Policy Number	6.32
	Approved	3/10/10

### A. Purpose

The purpose of this procedure is to regulate the use of video cameras to monitor and record College premises.

### B. Scope

This procedure applies to all College security/safety/Testing Center personnel in the use of video monitoring and recording equipment systems.

### C. General Information

1. The Department of Risk Management and Public Services (RMPS) is committed to enhancing the quality of life of the campus community by integrating the best practices of public and private security with state-of-the-art technology. A critical component of a comprehensive security plan using state-of-the-art technology is video surveillance.
2. The primary purpose of video technology is to deter crime and to assist the security department officers in protecting the safety and property of the College community.
3. The primary purpose of video technology in the Testing Center is to support The Testing Center staff's ability to maintain academic integrity. Video technology (cameras) provides an efficient strategy for proctoring students during exams. This efficiency is a requirement for assessing the quality of a college testing environment.
4. Video monitoring for security purposes and for proctoring of exams in the Testing Center will be conducted in a professional, ethical and legal manner. Personnel involved in the use of video equipment will be appropriately trained and supervised in the responsible use of this technology.

5. Information obtained through video recording and/or monitoring will be used for security and law enforcement purposes and for compliance with College regulations. Information obtained through video recording/ monitoring will only be released when authorized by the Vice President for Administration. Information obtained through video recordings and/or monitoring in the Testing Center will be used to support the Testing Center and the College's procedures on academic integrity. Silent video may be placed in a classroom or private office for a targeted concern or upon request of the principal occupants. It will be placed in a classroom or private office only with the knowledge and consent of the principal occupant, unless the monitoring is part of a criminal investigation.
6. Video monitoring for security purposes and exam proctoring in the Testing Center will be conducted in a manner consistent with all existing College policies, including the Non-Discrimination Policy, the Sexual Harassment Policy, and other relevant policies. The College prohibits video monitoring based on the characteristics and classifications contained in the Non-Discrimination Policy (e.g. race, gender, sexual orientation, national origin, disability, etc.).
7. Video monitoring of areas for security purposes at the College is limited to locations that do not violate the reasonable expectations of privacy as defined by law.
8. Except as provided in section E (9) of this document, all video camera installations will be visible. The equipment used by the College will not possess the capability of recording sound at any time.

#### D. Responsibilities

1. The Department of Risk Management and Public Services is authorized to oversee and coordinate the use of video equipment for public safety and security purposes at the College. The Center for Teaching and Learning's Testing Center Manager is authorized to oversee and coordinate the use of video equipment for exam proctoring and promoting academic integrity in the Testing Center.
2. The Executive Director of RMPS has the responsibility to authorize the use of video equipment for public safety and security purposes at the College. All new installations will follow the RMPS operating principles. The Testing Center Manager has the responsibility to authorize the use of video equipment for exam proctoring and promoting academic integrity in the Testing Center.

3. The RMPS Department will monitor new developments in the relevant law and in security industry practices to ensure that video monitoring at the College is consistent with the highest standards and protections.

#### E. Procedures

1. All officers and supervisors involved with the use of video equipment and systems will perform their duties in accordance with department and College rules and regulations.
2. All Testing Center full-time and hourly staff members will be trained in the use of video monitoring equipment, and FCC's reporting procedure for academic dishonesty will be followed.
3. Security/safety officers/Testing Center staff are prohibited from using and/or disseminating any information acquired from the video equipment. All information and/or observations made in the use of the CCTV equipment are considered CONFIDENTIAL and can only be used for official College and law enforcement business upon the approval of the Vice President for Administration.
4. Camera locations are discussed with and approved by the President's Administrative Staff (PAS) for each campus building before installation takes place.
5. The Department of RMPS will post signage at appropriate campus entrances. Signage will state: **This facility employs video surveillance equipment for security purposes. This equipment may or may not be monitored at any time.** Signage will be posted at the entrance to the Testing Center as well as in individual testing labs that states: The Testing Center employs video monitoring equipment for promoting academic integrity. This equipment is monitored and recorded at all times.
6. Recorded events are stored temporarily on a Digital Video Recorder (DVR), unless retained as part of a criminal investigation, court proceedings (criminal or civil), College judicial proceedings, or other Bona Fide use as approved.
7. Cameras are NOT monitored under normal operating conditions, but may be monitored periodically for legitimate safety and security purposes that include, but are not limited to, the following: high risk areas, restricted access areas/locations, in response to an alarm, at times and locations that have previously experienced violations, special events and specific investigations upon reasonable cause.
8. Should monitoring reveal activity that violates laws or policy, an investigation will be initiated. Should exam monitoring in the Testing Center reveal violations

of academic integrity, College Procedure 4.15, Violation of Academic Integrity, will be followed.

9. Periodically the College experiences patterns of criminal activity, both to persons and property. Much of the problem has been confined to acts of vandalism or theft of property or equipment. In an effort to combat these problems, either by deterring the activity or apprehending violators, the College may use video equipment for covert surveillance purposes. As previously noted, the cameras will not be installed in any area that would violate the reasonable expectations of privacy as defined by law. No further announcement will be made prior to the actual placement of video equipment.

F. The Department of Risk Management and Public Services, with the approval of PAS, will only use covert cameras with recording equipment for criminal investigations. The following procedures will be followed:

1. The Executive Director of Risk Management and Public Services shall advise the Vice President for Administration of the need for installation and activation of a covert camera, including: the knowledge and/or allegation leading to the recommendation for the purpose of the cameras. Additionally, the justification shall include the specific location of the camera, date(s) of operation installation and protocol for reporting the video evidence. The Vice President for Administration will present the request to PAS for approval prior to the installation.
2. If the camera has been installed and activated as a result of a specific investigation, it shall be the responsibility of the Executive Director of RMPS to ensure that the device is removed promptly at the end of the investigation.
3. It shall be the responsibility of the Vice President for Administration to determine if any other College personnel should be made aware of the installation and activation of the covert camera.