

Chapter 6 – Business and Fiscal Affairs

AP 6510 Networked Video Cameras

References:

California Penal Code, Sections 630-637.9; Education Code 78907; AP 3710 Filming and Photography

Purpose and Scope

Mt. San Antonio College operates a networked video camera system for the purpose of creating a safer environment for all those who live, work, and visit the College.

These cameras can be used to detect and deter crime, help safeguard against potential threats to the public, and help manage emergency response situations during natural and human-caused disasters. Public safety/security cameras may be used in conjunction with campus access control and two-way communications to enhance access to buildings and emergency notification.

The College also uses cameras in direct support of instructional activities. Cameras in this class are not typically used for security purposes, but are used to enhance classroom instruction. Installation requests are initiated by the Dean of the area, reviewed by the Vice President of Instruction, and submitted to President's Cabinet for approval. Unless required for instructional purposes, the output of an instructional camera may not be recorded or archived. However, if instructional cameras inadvertently capture criminal activity, those video files can be used for investigative purposes.

Additionally, the College uses cameras in support of operational activities. Cameras in this class are not typically used for security purposes, but are used to enhance the operational aspects of a facility. Installation requests for this class of camera are reviewed by the appropriate Vice President and submitted to President's Cabinet for approval.

Monitoring

Images from each public safety/security camera will be recorded on a 24-hour basis, seven days a week. These images will be transmitted to monitors installed in designated location(s) within the College's Police and Campus Safety Department, but are not continuously monitored.

When activity warranting further investigation is reported or detected at any camera location, College Police personnel may selectively view the appropriate camera and relay any available information to responding officers. College Police personnel are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety/security cameras to be set up at a location other than the Public Safety Dispatch Area for monitoring by other personnel when the situation requires such action (e.g., Emergency Operations Center personnel).

Use of Recordings

With approval of the College President/CEO or designee, recorded images from the public safety/security camera system may be used for a variety of purposes. In addition, the public safety/security camera system may be useful for the following purposes:

- A. As direct support of instructional activities.
- B. In support of operational activities
- C. To comply with legally executed court orders.
- D. To assist in criminal investigations.
- E. To assist in monitoring of activity around high-value or high-threat areas.
- F. To assist in identifying, apprehending, and prosecuting offenders.
- G. To assist in gathering evidence for criminal and civil court actions.
- H. To help emergency services personnel maintain public order.
- I. To monitor pedestrian and vehicle traffic activity.
- J. To assist campus officials in managing emergency response during natural and human-caused disasters.
- K. For purposes authorized by the President/CEO and in compliance with Board Policy 6510 and applicable laws and regulations.

Training

College Police, Technical Services, and Information Technology personnel involved in management of the video monitoring system will be appropriately trained and supervised.

Prohibited Activity

Video monitoring will be conducted in a professional, ethical, and legal manner. The public safety/security camera system will not be used to invade the privacy of individuals or to view private areas or areas where a reasonable expectation of privacy exists. This camera system is not primarily intended for use in classrooms or private offices. All efforts will be taken to protect these rights. Video monitoring shall not be used to harass, intimidate, or discriminate against any individual or group. Personnel are prohibited from viewing or distributing images unless authorized to do so by the College President/CEO. Permanently installed instructional cameras will not be used for instruction capture without the instructor's permission.

Camera Markings

All public areas that are monitored by public safety/security cameras shall be marked in a conspicuous manner with appropriate signs informing the public that the area is monitored by public safety/security cameras, and should state that cameras are intended as a deterrent to unlawful activities and are not continuously monitored. Any cameras that are used for instructional purposes will be marked with appropriate signs informing the public that the camera is for instructional activities only and is not monitored by College Police. Signs shall be well lit to ensure visibility. Confidential investigations may require the use of unmarked camera locations; however, use will be limited in duration to meet a specific objective.

Digital Recording Retention and Security

All digital recordings will be securely maintained with restricted access to persons authorized by the College President/CEO or designee. Recordings not otherwise needed for official reasons shall be retained for a period of not more than 60 days and, thereafter, will be automatically deleted by the video management system. Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a secure digital device and booked into evidence in accordance with current evidence procedures.

Review or Release of Video Images

The review or the release of video images shall be done only with the authorization of the President/CEO or Chief of Police, or designee, and only with a properly completed written request. Such review or release shall only be for purposes listed in the Use of Recording section of this Administrative Procedure. Video files needed for a criminal investigation or other official reason shall be collected and secured in accordance with current evidence procedures.

Public and Other Agency Requests

Requests for video files from other government agencies, or by the submission of a court order or subpoena, shall be promptly submitted to the Chief of Police. Such requests will be reviewed by College legal counsel. Every reasonable effort will be made to preserve the data requested until the request has been fully processed by College legal counsel.

Annual Review of the Networked Video Camera System

The College President/CEO, or designee, will conduct an annual review of the Networked Video Camera System. The annual review will include an inventory of all video monitoring installations, date of installation, summary of the purpose, compliance with this Administrative Procedure, and any proposed policy and/or procedure changes. The results of each review will be documented and maintained by the College and other applicable advisory bodies, and will be made publicly available upon request.

Approved: September 13, 2017