

**Bergen Community College**  
**Board of Trustees**  
**Section GADM**

**Policy #** GADM: 005-001: 2018

**Effective Date:** July 10, 2018

**Responsible Official:**

Vice President of Facilities,  
Planning, Operations and  
Public Safety

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**Security Camera Monitoring Policy**

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**I. Reason for Policy:**

To establish a professional and ethical policy governing the use of security cameras on all College campuses for purposes of campus security.

**II. Entities Affected by this Policy:** Faculty, staff, students, and visitors

**III. Policy Statement:**

Bergen Community College is committed to the safety of its students, faculty, staff, and visitors to campus. The primary purpose of utilizing security cameras is to deter crime and to assist law enforcement to ensure the safety and security of all members of the College community and for the protection of College property. To this end, the College reserves the right to conduct video surveillance of any portion of its premises at any time, without advance notice to employees, except in areas where employees, students and visitors have a reasonable right to privacy as defined by this policy.

**IV. Definitions:**

As used within and for the purposes of this policy, the following terms are defined as follows:

**Vice President:** Vice President of Facilities Planning, Operations, and Public Safety

**Private areas:** areas in which a person has a reasonable expectation of privacy, including, but not limited to, bathrooms, shower areas, locker and changing rooms and other areas where a reasonable person might change clothes. Additionally, areas designed for the

personal comfort of College employees or the safeguarding of their possessions, such as lounges and locker rooms, and areas dedicated to medical, physical, or mental therapy or treatment shall be considered private areas for the purpose of this policy.

**Public areas:** areas made available for use by the public, including, but not limited to, campus grounds, parking areas, building exteriors, loading docks, areas of ingress and egress, classrooms, lecture halls, study rooms, lobbies, theaters, libraries, dining halls, gymnasiums, recreation areas, and retail establishments. Areas of the College in which a person would not have a reasonable expectation of privacy, but to which access is restricted to certain College employees, such as storage areas, shall also be considered public areas for the purpose of this policy.

**Security camera:** a camera used for monitoring or recording public areas for the purposes of enhancing public safety, discouraging theft and other criminal activities, and investigating incidents.

**Security camera recording:** a digital or analog recording of the feed from a security camera.

**Security camera system:** any electronic service, software, or hardware directly supporting or deploying a security camera.

## V. Responsibilities and Authority:

Responsibility for oversight of installation, maintenance, and utilization of security cameras and associated policies, standards, and procedures is delegated by the President of the College to the Vice President of Facilities Planning, Operations, and Public Safety. The Vice President shall also be in charge of the following:

- Creation, maintenance, and review of a campus strategy for the procurement, deployment, and use of security cameras, including this and related policies;
- designation of the standard campus security camera system or service;
- authorizing the placement of all security cameras;
- authorizing the purchase of any new security camera systems;
- reviewing existing security camera systems and installations and identifying modifications required to bring them into compliance with this policy;
- creating and approving campus standards for security cameras and their use;
- creating and approving procedures for the use of security cameras; and
- monitoring new developments in the relevant law and in security industry practices to ensure that the security camera system at the College is consistent with any such developments.

Cameras will not monitor individuals based upon characteristics of their gender, race, ethnicity, sexual orientation, disability, or any other protected classifications by law and/or College policy.

The Department of Public Safety will ensure that the security camera system is designed to resist tampering with, destroying, or duplicating video recordings. Video recorders and servers will be kept in designated locations and protected from unauthorized access.

The existence of this policy does not imply or guarantee that security cameras will be monitored in real time continuously or otherwise.

## **VI. Training**

All personnel involved in the installation, maintenance or monitoring of security cameras: (a) will be instructed in the technical, legal and ethical parameters of appropriate camera use; and (b) will receive a copy of this policy and provide a written acknowledgment that they have read and understood its contents.

## **VII. Use of Recordings/Retention:**

Security camera recordings are to be used for the purposes described in this policy. This use extends to the release of the recordings to law enforcement agencies. Review or release of the footage will be granted to local, county, state and federal law enforcement agencies to assist the requesting agency with ongoing criminal investigations.

The Office of Public Safety will maintain a log of all monitoring of security camera footage that includes the person viewing the footage, and date and time. This log will be reviewed periodically by the Vice President to ensure that it is properly maintained.

Information obtained through video monitoring is considered confidential and may not be used for purposes other than safety and the protection of property unless specifically authorized by the Executive Director of Human Resources and the Vice President of Facilities, Planning, Operations, and Public Safety.

Security camera recordings may not be used to develop evidence for use in the course of personnel investigations such as those related to workplace attendance, employee performance, possible employee misconduct, etc. unless explicitly authorized in writing by the Executive Director of Human Resources and the Vice President of Facilities, Planning, Operations, and Public Safety. However if, in the routine monitoring of the camera and its recordings, events of employee or student misconduct are discovered, the College may utilize relevant portions of the camera recordings in support of disciplinary proceedings against such person, arbitration or in a civil suit or other proceedings involving any person whose activities are captured on camera recordings and that relate to the proceedings. Use of camera recordings in violation of this policy shall not be used in a disciplinary proceeding against an employee or student. Security camera recordings of classrooms during class times require the express consent of the instructor.

Security camera recordings shall be retained for a period of no less than thirty (30) days. The retention period may be extended at the request of College legal counsel, local law enforcement, or as required by law.

A master list of security cameras and their placement will be maintained by the Office of Public Safety. This master list may be reviewed by authorized representatives of collective bargaining associations on campus with appropriate notice. Cameras and monitors will be maintained in good repair and will be checked at least annually to ensure that they are operating properly.

Unauthorized use of security camera systems or release of security camera video is strictly prohibited.

## **Procedures:**

All Public Safety designees involved in video monitoring will perform their duties in accordance with this policy, College rules and regulations, and relevant local, state and federal laws. The Department of Public Safety may only monitor and review security camera feeds and recordings as needed to support investigations and to enhance public safety.

### **Requests to Review Security Camera Recordings:**

Requests for access to video recordings for purposes of public safety or suspected criminal activity must be made in writing to the Vice President of Facilities, Planning, Operations, and Public Safety. Requests to review recordings will be maintained in a log by Public Safety.

Requests for access to video recordings for reasons other than public safety must be made in writing to the Executive Director of Human Resources and approved by same. Such video may not be released to any College employee and may be viewed only with a representative from Human Resources.

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## **Related Documents/Policies:**

Acceptable Use of Information Technology Resources  
Employee Code of Professional Conduct  
College Code of Conduct  
General Rules of Conduct  
Student Code of Conduct

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## **Policy History: (adopted/amended)**

Section: MISC

Adopted: 7.10.18

Resolution: I1