

**Palm Beach State College****Board Policy**

<b>Title</b>	Video Surveillance	<b>Number</b> 6Hx-18-4.71
<b>Legal Authority</b>	1001.64.FS.	<b>Page</b> 1 of 2
<b>Date Adopted/Amended</b>	10/12/2015	

**PURPOSE**

The purpose of this policy is to regulate the use of video surveillance cameras to monitor and record public areas for the purposes of safety and security at Palm Beach State College.

**SCOPE**

This policy regarding the use of video surveillance monitoring and recording applies to all members of the College community, including all faculty, staff, students, contractors, visitors and guests. This policy does not include the use of video surveillance cameras for research and classroom instruction, nor does it include the use of video equipment for recording of classrooms, public performance or events, or other authorized activities.

**DEFINITIONS**

**Video Surveillance:** The use of video cameras to transmit a signal to a specific place, on a limited set of monitors.

**Public Area** – An open or common area where a person would not have a reasonable expectation of privacy, such as campus grounds, hallways, classrooms, libraries, study rooms, or computer labs.

**RESPONSIBILITIES AND GUIDELINES**

Palm Beach State College is committed to enhancing the quality of life of the College community by integrating the best practices of public and private policing with state-of-the-art technology. A critical component of our comprehensive security program embraces the use of state-of-the-art technology to include video surveillance.

The purpose of video surveillance cameras in public areas is to deter crime and to assist the Security Department in protecting the safety and property of the College community. This can be accomplished through a combination of the deterrence provided by the presence of the camera as well as the historical record provided by the recording device. Video surveillance cameras will record video only.

Personnel involved in video monitoring shall be appropriately trained in the responsible use of this technology. Video recording/monitoring for security purposes will be conducted in a professional, ethical and legal manner, consistent with all existing College policies, including the Non-Discrimination Policy, the Harassment Policy, and other relevant policies. Diversion of video surveillance resources including personnel for other purposes (e.g., monitoring for political or religious activities, or employee and/or student evaluations) would undermine the intent of these resources for critical safety goals and is, therefore, prohibited unless approved by the Vice President of Administration and Business Services.

The College reserves the right to use hidden video surveillance cameras in areas where ongoing criminal activity has been documented. Hidden video surveillance cameras will only be installed for a finite period of time to address specific activity. Under no circumstances will such equipment be installed in areas where a person has a reasonable expectation of privacy, such as restrooms. Hidden video surveillance equipment will not be installed without approval from the Vice President of Administration and Business Services.

All recorded video images are the property of Palm Beach State College. Recordings may be used as evidence in on-campus student judicial proceedings or employment actions. In addition, recorded images will only be released in accordance with all applicable laws, including the Federal Educational Rights and privacy Act (FERPA).

Any person who tampers with or destroys a video surveillance camera or an part of the video surveillance system will be subject to appropriate administrative and/or disciplinary action, as well as possible criminal charges.

Violations of this policy will be investigated and may result in discipline up to and including termination.