

Highland Community College

College-Authorized Security Cameras Acceptable Use Guidelines (Revised 3/25/25)

A. Purpose:

1. Security cameras hereafter referred to as College-authorized security cameras, are utilized on campus to enhance personal safety, meet national testing requirements, protect property and resources, and investigate criminal activities. The guidelines herein apply to all College and security service provider personnel in the use of College-authorized security cameras and their video monitoring and recording systems. These guidelines do not apply to cameras used for academic purposes.
2. Information obtained from College-authorized security cameras shall be used exclusively for law, policy and/or Code of Conduct enforcement, including, where appropriate, College judicial functions. Information obtained through the College-authorized security camera system is not intended for routine employee monitoring or evaluation.
3. Nothing in these guidelines is intended to limit the authority of Campus Security in law enforcement activities.

B. Locations:

1. College-authorized security cameras may be placed in public areas such as hallways, stairwells, campus and building entrances, parking lots, and common areas and in areas containing high value inventory such as laboratories and the Bookstore. Security cameras will also be placed in areas to maintain academic testing integrity, such as College testing center(s). The Director, Facilities and Safety, and the highest ranking member of any College-authorized on-campus security provider must grant written authorization for the placement and position of security cameras. The President will be informed of any changes in the placement and positioning of cameras.
2. The Director, ITS will disseminate to the College President, and Vice Presidents, a list of the locations of all College-authorized security cameras used for the recording or monitoring of public areas. The list of locations will be continually updated and, with the exception of camera locations being used for external law enforcement surveillance or investigation, made available to all members of the College community upon request.
3. College-authorized security camera installations are in a dome-style type housing and will be visible.
4. The recording server and recorded video reside in the College's secure data centers, with the video transported over a segregated network. Access to the physical servers

and the segregated network is limited to authorized ITS staff.

C. Accessing video footage:

1. The President or their official designee, and either a Vice President or the Director, Facilities and Safety must grant written authorization for access to security camera information (live or recorded). In no instance shall a person who is involved, or who has a family member who is involved, in a suspected incident be granted authorization as either a requestor or a reviewer of information. At the discretion of the College, a person who is involved or who has a family member who is involved in a suspected incident may be shown the footage as part of the review of the incident.
2. Request for access to footage must be made in advance, and must be made only upon rise of an incident. Request for access must include; the requestor, dates(s) and timeframe of the reported incident, description of the incident, and type of information being sought. Incidental information gathered as a result of the request may be used in the prosecution of criminal activity or for the investigation of violation of College policy. Request for access is not required in an immediate emergency; for routine system maintenance by IT; or for training purposes.
3. If the President is involved in a suspected incident, the Director of Human Resources and the Chair of the Board of Trustees will review security camera information together. If a Vice President is involved in a suspected incident, the President and the Director of Human Resources will review security camera information together.
4. College-authorized security camera images, live or recorded, are not monitored continuously, except for these specific locations: the Sports Complex, academic testing centers and the Bookstore. The live video for each exception area will only be monitored by authorized personnel of that specific area.
5. All instances of viewing recorded video will be logged and an automated bi-monthly report will be sent to the Vice President/CFO, Administrative Services. A manual log will also be kept of all instances of access to and use of recorded material that includes the requestor/viewer, date(s) and timeframe of the reported incident, description of the incident, and type of information being sought. The Vice President/CFO, Administrative Services and the President will review and match the system log to the manual log periodically and report to the Board of Trustees.

D. Use of Information:

1. College and security services provider personnel are prohibited from using or disseminating information acquired from College-authorized security cameras except for official purposes. All information and/or observations made in the use of College-authorized security cameras are considered confidential and can only be used for

official College and law enforcement business.

2. All recording or monitoring of activities of individuals or groups by College-authorized security cameras will be conducted in a manner consistent with College policies and State and Federal laws, and will never be based on the subjects' personal characteristics, including gender, ethnicity, sexual orientation, disability, or other protected categories. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner. All College and security services provider personnel with access to College-authorized security cameras will be trained in the effective, legal, and ethical use of monitoring equipment.
3. Periodically the College experiences patterns of criminal activity, both to persons and property. For the purpose of combating repeated criminal acts or suspected criminal activities, College-authorized security camera footage may be requested for use, using the established request process, in covert surveillance purposes to either deter the activity or apprehend the violators. Should additional cameras that are not college owned be placed on College property by external law enforcement, no further announcement need be made prior to the actual placement or notice of their locations(s) given. Covert surveillance activity will continue only so long as it is necessary. These cameras and their use should be disclosed in periodic reports to the Vice President/CFO, Administrative Services after resolution of the case or cases so as not to interfere with law enforcement activities.

