Beloit College Security Camera Guidelines

Purpose

Beloit College is committed to enhancing the quality of campus life by integrating the best practices of safety and security with technology. Video camera utilization is a critical component of a comprehensive security program. Camera coverage of public areas is intended to deter crime and violations of campus policy while providing college security and others a valuable resource for investigating crimes and other incidents that have occurred on campus.

These guidelines for camera installation, footage access, and use address the college’s safety and security needs while respecting individual privacy of those attending, working, or visiting Beloit College. To ensure the protection of individual privacy rights and to ensure compliance with related state and federal laws, this statement will guide the process of installing surveillance equipment on college property. Additionally, these guidelines cover the viewing, retention, dissemination, and destruction of recordings.

Installation Procedures and Locations

Security camera use is limited to those areas that do not violate a person’s "reasonable expectation of privacy", as that term is defined by law. (For example, there is no reasonable expectation of privacy outside of a campus building.) In accordance, the college will limit camera positions and views of certain areas where there is a reasonable expectation of privacy.

Permanent camera locations will be made available to the campus community via signage and/or an internal access-only web page. All security cameras, including any in temporary locations or for active monitoring, will only be installed with the advance approval of the Director of Security and the appropriate college senior staff member (most often the Dean of Students and the Vice President for Human Resources and Operations), depending on the proposed location. Security cameras must be used in a professional, ethical, and legal manner consistent with all existing college policies.
Security cameras and software will be installed and configured to prevent tampering with or duplicating recorded information. All new camera installations must connect to the college’s camera server and management software.

**Viewing**

The existence of this policy does not imply or guarantee that cameras will be monitored in real time, however the college reserves the right to do so. Only authorized personnel, as determined by the Director of Security and appropriate college senior staff member (most often the Dean of Students and/or the Vice President for Human Resources and Operations) have access to camera feeds and/or recordings. Only the Director of Security and the Director of Information Technology will have administrative access to system logs. Typically, footage review will only occur in conjunction with criminal or disciplinary investigations.

**Retention and Release of Information**

Images obtained through video camera recording normally will be retained for a minimum period of fourteen (14) days. Recordings more than fourteen days old may be overwritten unless required for criminal and/or judicial investigation in accordance with this policy. Video recordings will be stored in a secure location with access by authorized personnel only.

All information and/or observations made during the use of security cameras are confidential and can only be used or disseminated for official college, law enforcement, and/or judicial purposes. All requests from sources external to the college for the release of information and results obtained through surveillance monitoring or recording must be submitted to the Director of Security. All dissemination must be authorized by the Director of Security, the Director of Communications and Marketing (for non-law enforcement release outside of campus), and the Dean of Students and/or the Vice President for Human Resources and Operations, depending on the nature of the request.

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