

# ADMINISTRATIVE REGULATION 3508

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

GENERAL INSTITUTION

## PUBLIC SAFETY CAMERA SYSTEM

### I. PURPOSE AND SCOPE

The South Orange County Community College District operates a public safety camera system for the purpose of creating a safer environment for all District students, employees and visitors.

Public safety cameras may be used in conjunction with campus access control and two way communications to enhance access to buildings and emergency notification.

### II. MONITORING

Images from each camera will be recorded on a 24-hour basis every day of the week. These images will be transmitted to monitors installed in designated location(s) within the respective college's Police Department (CPD).

When activity warranting further investigation is reported or detected at any camera location, CPD personnel may selectively view the appropriate camera and relay any available information to responding officers. CPD 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 camera system to be set up at a location other than the Campus Police Communications Center for monitoring by other than police personnel when the situation requires such action.

Recorded images may be used for a variety of purposes within CPD, including criminal investigations and monitoring of activity around high value or high threat areas. In addition, the public safety camera system may be useful for the following purposes:

- a) To assist in identifying, apprehending and prosecuting offenders.
- b) To assist in gathering evidence for criminal and civil court actions or upon receipt of a court order or other legal document.
- c) To help emergency services personnel maintain public order.
- d) To monitor pedestrian and vehicle traffic activity.
- e) To ensure the safety of employees at cash collection points.
- f) To assist in investigating student conduct issues.

### III. TRAINING

Adopted: 01-15-15  
Revised: 10-13-16  
Revised: 12-05-19

CPD and Campus Information Technology Personnel involved in management of the video monitoring system will be appropriately trained and supervised.

**IV. PROHIBITED ACTIVITY**

Video monitoring will be conducted in a professional, ethical and legal manner. The public safety camera system will not be used to invade the privacy of individuals, to look into private areas or areas where the reasonable expectation of privacy exists. This camera system is not intended for use in classrooms or private offices not identified in Section II. e. 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 Chief of Police.

**V. CAMERA MARKINGS**

Public areas that are covered by public safety cameras shall be marked in a conspicuous manner with appropriate signs to inform the public that the college has video surveillance. Signs shall be well lit to ensure visibility. Confidential investigations may require the use of unmarked camera locations; however, use will be limited to the duration of the investigation.

**VI. MEDIA STORAGE**

All media will be stored in a secure area with access restricted to authorized persons. Recordings not otherwise needed for official reasons shall be retained for a period of not less than sixty days and thereafter should be erased with the written consent of the respective college Chief of Police. Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures.

**VII. REVIEW OR RELEASE OF VIDEO IMAGES**

The review or the release of video images shall be done only with the authorization of the Chief of Police or designee and only with a properly completed written request. Video images needed for a criminal investigation or other official reason shall be collected and secured in the CPD Evidence/Property room in accordance with current departmental evidence procedures.

**VIII. PUBLIC AND OTHER AGENCY REQUESTS**

Requests for recorded video images from other government agencies or by the submission of a court order or subpoena shall be promptly submitted to the Chief of Police, who will submit to District legal counsel for further handling. Every reasonable effort will be made to preserve the data requested until the request has been fully processed by District legal counsel. Video images captured by public safety cameras that are requested by the public or media will be made available only to the extent required by law. Except as required by a valid court order or other lawful process, video images requested under the Public Records Act will generally not be disclosed to the public when such video images are evidence in an ongoing criminal investigation in which a disposition has not been reached.

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Revised: 12-05-19

IX. ANNUAL REVIEW OF THE PUBLIC SAFETY CAMERA SYSTEM

The Chief of Police or designee will conduct an annual review of the public safety camera system. The annual review will include an inventory of video monitoring installations, date of installation, summary of the purpose, adherence to this AR and any proposed policy or AR changes. The results of each review will be documented and maintained by the Chief of Police or designee and other applicable advisory bodies. Any concerns or deviations from this regulation will be addressed promptly and effectively

X. AUDIT PROCESS

Periodically, a review or audit of the *BP and AR-3508 Public Safety Camera System* will be conducted to ensure the CPDs are implementing the policy and administrative regulation as intended.

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