

Policy:	Surveillance	Policy No.:	SS8005
Authority:	SUNY Broome Community College Board of Trustees		
Policy Owner:	President	Responsible Party:	<i>VP Student Affair & CDO</i>
Approved:	May 25, 2023		
Revised:	(DATE)		

Purpose

SUNY Broome Community College aims to provide a secure environment for members of its community and to protect personal safety and property, assisted by video monitoring systems (VMS) technology. These technologies should be used to assist SUNY Broome Community College in its efforts to provide for public safety, security, public convenience, and operational effectiveness.

Statement of the Policy

SUNY Broome Community College aims to provide its community with a secure environment, which is enhanced by using VMS to monitor its facilities. Systems will be deployed and professionally managed in accordance with applicable laws and the values of SUNY Broome Community College. The College will take steps to avoid unnecessary intrusions upon academic freedom or individual civil liberties including freedom of expression and freedom of assembly, and will follow laws and policies that prohibit discrimination, harassment, and honor an individual's reasonable expectation of privacy. At no time will VMS be used in a way that violates the campus Collective Bargaining Agreement. In addition:

- The Director of Campus Safety & Security and Director of Information Technology Services have been designated to review and approve the College's VMS installation and operation.
- VMS shall be installed, administered, and managed centrally by the Office of Public Safety.
- VMS are to be operated by employees of the Office of Public Safety only and for reasons directly connected to their employment.
- This policy does not apply to cameras used covertly by the Office of Public Safety or another law enforcement agency for criminal surveillance as governed by the New York State Penal Law.

Note: Information obtained through video monitoring authorized under this policy will be used primarily for security and law enforcement purposes. If, in the course of a legitimate, safety- or regulation-related use of VMS, information is collected and related to safety and security that warrants disciplinary action, such action may be taken.

To whom it applies

This policy applies to all units of the College using or managing VMS.

Exceptions to the policy include VMS uses that are governed by federal and state law and regulations.

The Director of Campus Safety & Security may authorize temporary VMS installations in the following situations:

- When determined appropriate for an impending visit by a dignitary
- For a criminal investigation or request by Internal Audit, Risk Management, College Counsel, or Human Resources
- For any emergency situation determined by the Office of Public Safety to pose a threat to security/safety and/or College property or other campus emergency.

This policy does not apply to the use of video equipment for the recording of public performances or events, interviews, personal use, news or other use for broadcast or educational purposes.

Automated teller machines (ATMs) and banking establishments which utilize cameras, may be exempted from this policy.

General Guidelines

Prohibited Uses:

VMS shall not be installed in or used to monitor or record areas where there is a reasonable expectation of privacy. Areas where there are reasonable expectations of privacy include but are not limited to restrooms, locker rooms, individual residential rooms, changing or dressing rooms, lactation rooms, and health treatment rooms.

VMS shall not be used to record audio unless prior approval is obtained from the College Counsel. This does not apply to Office of Public Safety interview rooms which are authorized to record audio.

VMS shall not be used to monitor or record sensitive institutional or personal information. Information obtained through VMS shall not be accessed, used, or disclosed except as outlined in this policy.

Any unauthorized VMS or cameras found not in compliance with this policy shall be removed.

Definitions

- Camera** A device that captures images shot per time period (stop action, time lapse), or multiple images (motion, video) and is connected to a video monitoring system
- Facilities** Buildings and grounds that are owned or controlled - via leases or other contractual arrangements - by SUNY Broome Community College, and whose operations are controlled by SUNY Broome Community College. This definition includes but is not limited to, offices, labs, building exteriors, hallways, parking lots and garages, outdoor areas, and common areas.
- Video Monitoring System** A technology that has the capability to view or record College owned or controlled spaces, with the exception of the following (when not used for monitoring):
- Personal web cameras, whether connected to a computer or other device (e.g., smartphone)
 - Video streaming, webcasting, video conferencing, and/or video distribution in support of official College business or instruction

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Created</i>	08/05/2020	MF	<i>Office of Public Safety</i>