

<b>Procedure:</b>	Surveillance	<b>Procedure No.:</b>	SS8005.1
<b>Authority:</b>	College President	<b>Associated Policy Reference No.:</b>	SS8005
<b>Procedure Owner:</b>	VPASA/VPAA	<b>Responsible Party:</b>	<i>Office of Public Safety</i>
<b>Approved:</b>	05/16/2023		
<b>Revised:</b>	(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.

## Procedure

Installation requests: Requests to install VMS are directed to the Director of Campus Safety & Security. The documented request should include the following information:

- a description of the safety or security issues warranting the installation of VMS,
- the number and proposed location of camera(s) to be installed

VMS shall be installed and operated only following prior review and approval, as designated by the Director of Campus Safety & Security. The request will be considered and the decision as to approval of the installation will be provided to the requestor. Signs may accompany video and electronic monitoring systems. The Director of Campus Safety & Security or designee shall determine when signs are appropriate.

## Preservation, Review and Release of VMS Recordings

Recordings will be stored in a secure location and configured to prevent unauthorized access, modification, duplication, or destruction. Recordings not related to or used for an investigation, will be destroyed as they are over-written. Information may be kept longer if it is considered as evidence in an investigation or if otherwise required by applicable law. Monitored information may be accessed or otherwise used by operators only as authorized and in accordance with this policy.

Monitored information shall only be released to non-operators under specific circumstances, and upon review and approval of the Director of Campus Safety & Security who is the data owner for VMS recorded information. As circumstances require, the Director of Campus Safety & Security may authorize others to view images

### **Sanctions or Failure to Comply**

Any existing video surveillance systems installed or utilized for the purpose of ensuring the safety of persons and/or property on campus must be brought into compliance with this policy within 12 months of the implementation of this policy. Violations of this policy, including the failure to avoid a prohibited activity or obtain required approvals, will be dealt with in accordance with applicable college policies and procedures.

<b>Action</b> <i>(Created, Reviewed, Retired)</i>	<b>Date</b>	<b>Initials</b>	<b>Position Title</b>
<i>Created</i>	04/17/2023	MF	<i>Resource/Compliance Officer</i>