

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

SECURITY CAMERA POLICY

Effective: September 1, 2006

Policy No. 3357:13-18-15

Page 1 of 1

A. The Kehoe Center, Kee Hall, and Fallerius Technical Education building employs a web-based video surveillance network camera to monitor activity within the three facilities.

B. The purpose of video monitoring of the facilities is to deter theft or destruction of the facility and equipment, and to monitor activity within and/or unauthorized entry into certain areas of the facility.

C. Security from the security camera is continuously streamed 24 hours a day, 7 days a week to a private, password-protected web site, via an integrated web server. Screen shot captures of security camera footage may be taken for use as evidence in disciplinary proceedings.

D. Information obtained through video monitoring will be used exclusively for security and/or law enforcement purposes. Information obtained through video monitoring will only be released when authorized by the Facilities Manager, Vice President for Business and Administrative Services, or Director of Human Resources in accordance with the procedures established in this policy.

E. Security camera screen shots and/or printouts of security camera screen shots may be stored for a period not to exceed 30 days and will then be erased or destroyed, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Vice President for Business and Administrative Services.

F. Access to video monitoring footage is limited only to weekend security, Facilities Manager, and Business Services Administrative staff. Video monitoring of the Security cameras at the Kehoe Center, Kee Hall, and the Fallerius Building will be conducted in a professional, ethical, and legal manner.

G. Video monitoring will be conducted in a manner consistent with all existing College policies, including the College's non-discrimination policy, its sexual harassment policy, and other relevant policies. Camera's will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by the College's non-discrimination policy.

H. Video monitoring of the facilities is limited to uses that do not violate the standard of a "reasonable expectation to privacy" as defined by law.