

# Chapter 6 – Business and Fiscal Affairs

## AP 6510 Networked Video Cameras

### Reference:

California Penal Code, Sections 630-637.9

Education Code 78907

AP 3710 Filming and Photography

### I. PURPOSE AND SCOPE

The Mt San Antonio Community College District operates a networked video camera system for the purpose of creating a safer environment for all those who live, work and visit the District.

These cameras can be used for detecting and deterring crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist District officials in providing services to the community. Public safety/security cameras may be used in conjunction with campus access control and two way communications to enhance access to buildings and emergency notification.

The College uses cameras in direct support of instructional activities. Cameras in this class are not typically used for security purposes. Installation requests are initiated by the Dean of the area, reviewed by the VP of Instruction and submitted to Cabinet for approval. Unless required for instructional purposes, the output of an instructional camera may not be recorded or archived. However, if instructional cameras inadvertently capture security or criminal activity those video files can be used for investigative purposes

The College uses cameras in support of operational activities. Cameras in this class are not typically used for security purposes, but are used to enhance the operational aspects of a facility. For example there is a camera in the Clarke Theater that overlooks the audience that assists ushers in seating latecomers. Installation requests for this class of camera are reviewed by the appropriate VP and approved by Cabinet.

### II. MONITORING

Images from each public safety/security 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 Campus Police Department.

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

Recorded images from the public safety/security cameras system may be used for a variety of purposes, including criminal investigations and monitoring of activity around high value or high threat areas. In addition, the public safety/security 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.
- c) To help emergency services personnel maintain public order.
- d) To monitor pedestrian and vehicle traffic activity.
- e) To help improve the general environment on the public streets.
- f) To assist in providing effective public services.
- g) To assist campus officials manage emergency response during natural and man-made disasters

### III. TRAINING

Campus Police, Campus Technical Services Personnel 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/security cameras 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. 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. **Permanently installed Instructional cameras will not be used for lecture capture without the instructors' permission.**

### V. CAMERA MARKINGS

All public areas that are monitored by public safety/security cameras shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is monitored by public safety/security cameras. Signs shall be well lit to ensure visibility. **Confidential investigations may require the use of unmarked camera locations; however, use will be limited in duration to meet a specific objective.**

### VI. DIGITAL RECORDING RETENTION AND SECURITY

All digital recordings will be securely maintained with access restricted to authorized persons. Recordings not otherwise needed for official reasons shall be retained for a period of not more than sixty days and thereafter will be automatically deleted by the video management system. Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a secure digital device and booked into evidence in accordance with current evidence procedures.

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

The review or the release of video images shall be done only with the authorization of the Chief of Police or his/her designee and only with a properly completed written request. **Video files needed for a criminal investigation or other official reason shall be collected and secured in**

accordance with current departmental evidence procedures.

#### VIII. PUBLIC AND OTHER AGENCY REQUESTS

Requests for video files 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 files captured by public safety/security 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 files requested under the Public Records Act will generally not be disclosed to the public when such video files are evidence in an ongoing criminal investigation in which a disposition has not been reached.

#### IX. ANNUAL REVIEW OF THE NETWORKED VIDEO CAMERA SYSTEM

The President/CEO or his/her designee will conduct an annual review of the complete Networked Video Camera System. The annual review will include an inventory of all video monitoring installations, date of installation, summary of the purpose, adherence to this AP and any proposed policy or AP changes. The results of each review will be documented and maintained by the College and other applicable advisory bodies. Any concerns or deviations from this policy will be addressed promptly and effectively

#### X. AUDIT PROCESS

Periodically, a review or audit of the BP and AP – 6510 Networked Video Camera System will be conducted to ensure the college police department is implementing the policy and administrative regulation as intended.

#### XI. INSTALLATION

Installation of networked video camera systems shall be consistent with best practices as established in ASCIP's Design Philosophy

*2<sup>nd</sup> Draft Revised – April 2017*

Detail of Ed Code Reference:

California Education Code Section **78907**. The use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Any person, other than a student, who willfully violates this section shall be guilty of a misdemeanor.

Any student violating this section shall be subject to appropriate disciplinary action.

This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording devices as provided for by any other provision of law.