

Policy Manual



Title: Access Control, Video Surveillance, and Alarm Systems	Number: 6Hx2-7.20
Legal Authority: Fla. Statutes 1001.64	Page: 1 of 2

GENERAL STATEMENT

The purpose of this policy is to regulate the use of access control, closed circuit television (CCTV) cameras and alarm systems at Broward College (the “College”).

This policy applies to all employees, students, guests, and visitors of the College, except for uses of CCTV for research and classroom instruction. This policy also does not include the use of video equipment for recording of classrooms, public performances or events, interviews, or other use for broadcast or educational purposes. Examples of such excluded activities would include the videotaping of athletic events; videotaping of concerts, plays and lectures; and videotaping interviews of persons.

Broward College is committed to enhancing the privacy and safety of members of the college community. To that end, it is the policy of the College to utilize access control systems, closed circuit television cameras and alarm systems to enhance personal safety, deter and investigate crime, and protect college property. CCTV will only be utilized in public areas, where there is no expectation of privacy and in a manner consistent with the mission and values of the College. This policy prohibits monitoring based on the characteristics and classifications contained in the College’s discrimination and harassment policies (race, gender, sexual orientation, national origin, disability, etc.). Specifically, the use of CCTV cameras shall not be used for profiling; random targeting of individuals; or peering into buildings, private office spaces, restroom facilities, locker rooms, and other areas where there is an expectation of privacy.

THE POLICY and THE STUDENT

This policy applies to all students in order to provide for a safer and more secure learning environment.

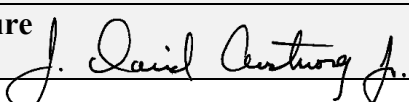
THE POLICY and THE FACULTY AND STAFF

This policy applies to all faculty and staff in order to provide for a safer and more secure working environment.

IMPLEMENTATION and OVERSIGHT

The Vice President of Operations at the recommendation of the Associate Vice President of Safety, Security and Emergency Preparedness (AVPSSEP) shall be responsible for approving the installation of all access control, CCTV equipment and alarm systems installed for safety and security purposes. In addition, the Department of Safety, Security and Emergency Preparedness (DSSEP) shall be responsible for monitoring all access control and CCTV equipment installed for safety and security purposes. Legitimate safety and security purposes may include, but are not limited to the following:

- Monitoring of building perimeters, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, and cashier locations.
- Monitoring and recording restricted access transactions at entrances to buildings and other areas.
- Monitoring of locations protected by intrusion alarms, exit door controls, and robbery alarms.
- Monitoring of ATM locations.
- Monitoring public areas as a patrol technique.

History: <i>Adopted May 27, 2014; revised September 26, 2017</i>			
Approved by the Board of Trustees	Date: 09/26/17	President’s Signature 	Date: 09/26/17

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- Monitoring streets, sidewalks, parking lots and intersections.
- Reviewing recorded images as part of an investigation.
- Establishing a process for access group assignment, new access group management, and access coordinators.

CCTV is primarily used for investigative purposes after an incident has occurred; however, the DSSEP does conduct **limited** live monitoring of CCTV cameras on college campuses and centers. Video monitoring will be conducted in a professional, ethical, and legal manner. Personnel involved in video monitoring shall be appropriately trained and supervised in the responsible uses of this technology.

Covert images are those deliberately hidden from ordinary view. The use of covert or hidden CCTV equipment will only be conducted in extremely limited circumstances and only in areas where ongoing criminal activity has been documented. Campus safety personnel may monitor and record through the use of covert CCTV cameras when necessary to accomplish unique missions related to theft detection, security of assets, and safety of persons. Covert CCTV equipment will be installed for a finite period of time to address specific criminal activity and will not be used on an on-going basis. Under no circumstances will covert equipment be installed in restrooms or other areas where there is a reasonable expectation of privacy. In addition, the AVPSSEP shall receive approval from the Vice President of Operations prior to the installation of covert CCTV equipment.

All recorded video images are the property of the College. Recordings are maintained for approximately 30 days, depending upon available storage space on each respective recording device. Recorded images may be used as evidence in on-campus student judicial proceedings or employment actions. In addition, recorded images may be released, in accordance with the Federal Educational Rights and Privacy Act (FERPA) and Florida Statute.

VIOLATION OF POLICY

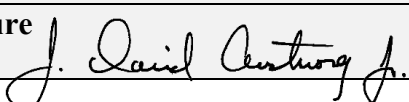
Violations of this policy will be investigated and may result in discipline up to and including termination.

DEFINITIONS

Access Control refers to the practice of restricting entrance to a property, building or room to authorized persons.

Closed-Circuit Television (CCTV) is the use of video cameras to transmit a signal to a specific place, on a limited set of monitors. CCTV systems may operate continuously or only as required to monitor a particular event. CCTV video used for security purposes pursuant to this policy must always be restricted to a secure private network or Virtual Private Network (VPN) which may only be accessed by authorized persons.

Alarm systems refer to the practice of monitoring areas within a property, building or room to provide notification of unauthorized entry and other emergency situations. Alarm systems include intrusion/burglary, panic/holdup and fire.

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