



UNADOPTED MINUTES Facilities & Environmental, Health and Safety Committee

Thursday, October 27, 2016
Location: Administration Board Room
Time: 12:50 p.m.

<p><u>PRESENT MEMBERS:</u></p> <p>Everardo Martinez-Inzunza, Chair Stephanie Estrada, ASG Rep. Kaelyn Minor, ASG Rep. Rick Macken Oscar Hernandez Steve Holt Cristal Mora Carol Cortés-Ramirez</p>	<p><u>NOT PRESENT:</u></p> <p>Nicholas Akinkuoye Bill Gay, <i>Excused</i> Rick Goldsberry Becky Green Rhonda Ruiz Rick Webster</p> <p style="text-align: right;"><u>Recording Secretary:</u> Saria Cardoza</p>
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VISITORS: Lisa Solomon, LGBTQ Club Advisor
Myriam Fletes, Talent Search Director
Norma Nava, DSPS Coordinator

I. CALL TO ORDER

Dean Martinez-Inzunza called the regularly scheduled meeting of the Imperial Valley College Facilities & Environmental, Health and Safety Committee to order at 12:55 p.m.

II. APPROVAL OF AGENDA

Mr. Macken moved to approve the agenda as submitted. Motion seconded. Motion passed.

III. APPROVAL OF MINUTES

Mr. Holt moved to approve the minutes from April 28, 2016 and October 11, 2016 meetings as submitted. Motion seconded. Motion passed.

IV. PUBLIC COMMENT

Ms. Mora expressed her concerned over the lack of first responder(s) during evening hours. A traffic accident occurred a few weeks ago in the north end where emergency medical responders took about 20 minutes to tend the injured student. This item will be placed on the next agenda.

V. NEW BUSINESS

A. Commemorative Sites – Lisa Solomon

LGBTQ Club Advisor, Ms. Solomon stated that the club is interested in knowing the criteria to donate a tree to the campus and eventually be a commemorative site for a former Club member.

Dean Martinez-Inzunza thanked Ms. Solomon and informed her that the committee will be discussing and revising the procedures of naming campus facilities and green spaces. Once the procedure is approved by the different shared governance committees, this committee will be able to move forward on the tree donation.

B. Fire Drill – Rick Macken

A possible annual fire drill was discussed. Dean Martinez-Inzunza recommends this be included as part of the committee’s annual objectives.

C. Active Shooter Discussion – Rick Macken

This item is still under discussion. A campus procedure draft will be emailed to all committee members for their review. Dean Martinez-Inzunza invites the members to please feel free to make recommendations to the document.

VI. UNFINISHED BUSINESS

A. Objectives to be Adopted

1. Recycling on Campus

Recycling on campus was discussed at the last College Council meeting. The lack of recycle bins in department offices and viable locations throughout campus was a concern from one of the College Council members. The current shredding process in recycling confidentiality documents is done once or twice a year making this an issue of the disposal of confidential material. College Council recommends this committee to research the topic and report back.

A subcommittee was asked to be formed in order to research on this item. Our volunteers consist of the following members:

- Mr. Holt
- Ms. Mora
- Mr. Hernandez
- ASG Representatives, Estrada and Minor

Mr. Webster was not present at the meeting but was volunteered to spearhead the subcommittee.

B. Restroom Shelves – Rick Webster

The Associated Student Government will be discussing this item at their November 2nd meeting.

C. Review of Procedures Recommendations

1. Naming Campus Facilities & Sites

Dean Martinez-Inzunza reminded the committee that we are moving forward with the challenge of re-drafting a new set of regulations to present to the campus for consideration in naming buildings and spaces on campus. We are acting on a three month process during which this committee will not entertain any new

recommendations until we draft new procedures to move forward for campus-wide consideration. Dean Martinez then presented a new preliminary draft of the procedures in naming campus facilities and sites. A draft will be emailed to the committee members. The draft clearly outlines Gift Naming and Conferring Recognition. Dean Martinez-Inzunza again invites the committee members to review the draft and make recommendations.

Dean Martinez-Inzunza shared that the naming of Classroom 315 after Emerita, Alicia Ortega and the Amphitheater after Emerita, Roseanne Hillhouse received the majority votes at the last College Council meeting. The recommendation now moves forward to the Board of Trustees for final recommendation.

D. Review and Discuss Procedure Recommendations for Surveillance Cameras

A draft on the surveillance cameras on campus will also be emailed to the committee members for review and recommendations.

Mr. Macken stated that the procedure as currently written addresses the criteria and delineates what is appropriate or not. The only concern that has come up is having surveillance cameras by the Child Care / Child Development area as it involves young children. This procedure also addresses how to handle requests in accessing video data. The operation and review of the cameras will be handled by the Campus Safety and Parking Control Department. The college will need to maintain and, as needed, replaced the servers which store data from the cameras, which can become expensive. Mr. Macken stated that any department that requested the installation of cameras within their department will be required to fund the maintenance and the data storage needs for the cameras as well as the cameras themselves.

VII. ANNOUNCEMENTS

- This Committee's bylaws state that we adhere to the Brown Act and therefore, the committee will continue to follow the Brown Act guidelines.

VIII. ADJOURNMENT: The meeting was adjourned at 1:48 p.m.

Attachments: Naming of Buildings (A)
Active Shooting Response Plan (B)
District Camera Policy (Procedure) (C)

Draft for editing 10.25.2016

Book	Administrative Procedures
Section	Chapter 6: Business and Fiscal Affairs
Number	AP6620
Status	Active

AP 6620 Naming of Buildings, Facilities and Green Spaces

Reference: Board Resolution No. 12647, (March 12, 2003, to be updated)

1. The purpose of the Policy is to provide guidelines and procedures for the Campus Community for the process of **Gift Naming and/or Conferring Recognition** by the naming of college buildings, facilities, and green spaces.
 - Each proposal for naming a District facility, building or green space shall be consider on its own merit.
 - The Imperial Valley College Foundation is the point of contact for all gift-based naming opportunities.
 - No commitment to a proposed name shall be made prior to the Board of Trustees approval.
 - The final authority for naming of any building, facility or green space of the Imperial Community College District rests with the Board of Trustees.

2. The following guidelines delineate the process for gift naming and/or conferring recognition by the naming of college buildings, facilities, and green spaces on the campus:
 - a. It will be made known that other avenues for recognition exists; e.g., the naming of programs, scholarship funds and awards, college activates, memorial displays and monuments.
 - b. The Imperial Valley College Foundation is the point of contact for all gift-based naming opportunities.
 - c. To honor the living and the dead through services and contribution.
 - d. There shall be a period of one year from the time a proposal is summited before final decision is made.
 - e. The recognition must lend prestige to the college.
 - f. Facilities shall include, but not limited to, buildings, roads, rooms, outdoors areas and athletic fields.
 - g. To designate the function of the building or facility.
 - h. Consideration may be given to names with historical or cultural reference in the area.
 - i. Buildings or facilities will not be named for former members of the board of trustees, faculty, or staff any sooner than one year after the person honored has served.
 - j. Districts facilities will not be named after a person currently serving on the board of trustees or as an active member of the faculty, staff or administration.

- k. The naming of any district building or facility does not imply or constitute legal ownership.
- l. No more than one facility or building will be named after any one individual.
3. The Imperial Valley College Foundation is the point of contact for all gift-based naming opportunities. The IVC Foundation will also be the body which will accept recommendations and administer the review and present a final recommendation to the IVC Board of Trustees for final Gift naming approval.

Although such recognition may take many forms, this procedure seeks to establish guidelines for the naming of buildings, facilities, and campus green spaces in recognition of donors.

These named gift recognition guidelines are designed to:

- Provide guidance/rationale for determining the appropriate recognition of a major donor.
- Provide guidance to prospective donors and to College and Foundation staff about the size and structure of gifts necessary to attain various levels of naming recognition.
- Provide a mechanism for evaluating proposed major naming gifts.
- Promote appropriately consistent naming recognition levels and procedures for College departments and units.

Guidelines for Gift Naming

IVC will consider the following when deciding to name buildings, facilities, and campus green spaces based on generous Campus Gifts:

1. The naming of any IVC buildings, facilities, and campus green spaces is only appropriate when a generous gift is received. The merits of such naming will be determined by carefully considering the philanthropy involved and should be able to stand the test of time. All naming requests should confirm that the honoree or donor meets the highest values and societal standards. For organizations, this means their work and values are consistent with the mission of the College.
2. Gift Naming procedures are negotiable. IVC Foundation Board of Trustees retains its discretion to make exceptions or alter criteria or conditions as appropriate to the circumstances before presenting its recommendation to the IVC Board of Trustees for final approval.
3. Named buildings will be carried through the useful life of the building. If demolished, there is no obligation to rename the replacement building although the IVC Foundation Board of Trustees may recommend to do so.

TYPES OF GIFTS FOR NAMING COMMITMENTS

If the naming opportunity is based on a generous gift to the Foundation for the College's benefit, the following guideline will apply:

Any and all combinations of gifts, pledges, and irrevocable deferred gift arrangements are acceptable for naming commitments.

GUIDELINES FOR FUNDING

- a. The donor, in response to a formal solicitation or on his or her own volition, indicates an interest in making a gift of significance to benefit the College. A gift officer in the Development Office determines the exact nature of the gift intention and discusses the Named Gift Program procedures with the donor to identify naming opportunities of interest.
- b. Once the Development Office gift officer determines the exact nature of the gift intention and the interest in naming opportunities, the gift officer then discusses the application of the Named Gift Program procedures with the Foundation Executive Director.
- c. The Foundation Executive Director reviews the gift materials presented, determines appropriate naming opportunities available, and makes a recommendation to the IVC Board.
- d. Once the naming opportunity is approved at all required levels, a formal contractual commitment will be executed with the donor outlining parameters of the gift to the Foundation in support of the College (as well as the nature of the named recognition). This Gift Agreement will detail the terms of understanding regarding the payment of the funds to the Foundation and the naming and any related issues about the use, recognition, and publicity of the gift.
- e. The recommended Gift Naming recommendation goes to the IVC Board for final approval.
- f. Recognition steps are then set in motion by the Foundation Executive Director, including appropriate media announcements, signage installation, campus ceremonies, etc. Throughout the review and approval process, the donor's intentions will be held in strict confidence.
- g. The named gift will be registered in the College's official register of named placed on the campus, maintained by the President's office and is marketed as such in appropriate publications and future announcements concerning this newly designated area.
Facilities

To honor the living and the dead through services and contribution, Naming for Conferring Recognition

1. The procedures to be followed when submitting a request are as followed:
 - a. Individual or group requests are to be submitted to the Facilities, Environmental Health and Safety Committee for consideration (FEHS) which will in turn submit a recommendation to College Council, which will turn submit a recommendation to the Superintendent/President for consideration by the Board of Trustees.
 - b. If the request is to honor a deceased person, that request will be submitted only after a suitable period of mourning.
 - c. If the request is to honor a living person, that person may not be an employee or trustees at the time of consideration. No request will be consider within a year of the employee's or trustees last day of service with the college.

- d. All requirements must include the following:
(CRITERIA TO BE DEVELOPED)
 - i. A rationale for requesting the naming of the building or facility: such rationale must include evidence of a board base of support for the naming of the building or facility
 - ii. A biography of the person for whom the building of facility is to be named after.
- e. Once the Imperial Valley College Board of Trustees has approved the naming of a facility or building, the signage will conform to the following campus guidelines:
 - i. The signage will conform to other campus signage identifying buildings
 - ii. A plaque approved by the Campus Operations committee may also be placed at the appropriate location on a facility or building
 - iii. Whenever possible, the college will seek outside funding for signage.

APPROVAL PROCESS FOR NAMING OF FACILITIES OR PROGRAMS

- a. All proposed names for buildings and other facilities will be held in confidence during the review and approval process. There will be a minimum of communication about the proposed naming before granting appropriate approval.

Draft Active Shooting Response Plan

IMPERIAL COMMUNITY COLLEGE DISTRICT

(Suggested AP Number) AP 3535 Active Shooting Response Plan

Reference:

Policy on procedures for reporting and responding to an Active Shooting on Campus

I. PURPOSE

In the past, significant acts of violence were, for the most part, extremely rare incidents on a college campus however, violence has increased. As in the case of all emergencies, safeguarding lives is of most importance. This plan is to provide guidelines for the Faculty, Staff, Campus Community, and Campus Safety Officers in dealing with a shooting on campus.

The Campus community as a whole must be prepared to put this plan into effect and minimize the damage that a hostile suspect can evoke. Unlike most criminals, active shooters are likely to continue to use deadly force until intervention occurs or until the shooter decides to stop.

II. PERSONAL AWARENESS AND IMPORTANCE OF REPORTING

All faculty, staff, and students must be continually vigilant of the risk of violence on campus. Every Student or District employee is urged to be aware of and report;

1. Unusually aggressive, odd, or scary behavior of student(s) or coworker(s)
2. Threats of violence or retribution, either serious or said jokingly
3. Co-worker(s) or student(s) who are distraught or suicidal
4. Overheard comments or rumors of some kind of planned or intended violence
5. Presence of gangs or cults that have a history or suggestive behavior of violence
6. Fights or other acts of non-lethal violence
7. Presence of guns, other weapons, suspicious objects

Each and every person on this campus, whether a visitor, student or employee should notify the campus Safety and Parking Control Office of your suspicions or observations. This can be done by dialing 1111 from any campus phone, by calling the On Campus Deputy Sheriff's cell phone at 760-483-7411 or by calling the Campus Safety and Parking Control Office at 760-355-6308. In the case of an emergency you should dial 9-1-1, from any phone, to be connected directly to an emergency dispatcher at the Sheriff's Office.

III. IF A SHOOTING OCCURS

Call 9-1-1. Identify your location as exactly as possible (use recognizable landmarks if necessary (e.g. gymnasium, college center, etc.)). Remain calm and answer the Dispatcher's questions. They are trained to obtain the necessary and required information for a proper emergency response. Do not hang up until told to do so.

Although you may think the questioning is wasting valuable time, the information you provide will enable the emergency dispatcher to send Deputies and other emergency personnel, safely and effectively.

While you are being questioned, emergency personnel **have been** dispatched and are on the way. Be prepared to provide the following information if possible.

1. The exact location of the suspect(s) including building, type of building, number of exits, room/office number, front or side window, roof, office, classroom, etc.
2. Whether any shots were fired by the suspect(s), if the suspect(s) is still shooting, and type of weapon (rifle, shotgun, handgun, etc. or explosive device(s).
3. Do you know who the suspect(s) is?

- a. Identify him/her/them by name if possible, and provide any background knowledge you may have. Describe the suspect(s), their clothing, vehicle used, and direction of travel.
4. Condition and number of hostages, and number victims injured or killed.
5. Any demands or information supplied by suspect(s).

If you are within 15-20 feet of a safe place or cover, duck and run to it. Instruct students and employees to drop to the ground immediately, face down as flat as possible.

Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire.

Remember that many objects of cover may conceal you from sight, but may not be bulletproof.

Try to get inside or behind a building and stay down.

When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.

Wait and listen for directions from the Campus Safety Officers or law enforcement officers.

Additional Considerations for Faculty or Employees when the shooting begins or you are advised that a shooting has taken place on campus you should do the following:

1. Shelter-in-Place "Classroom/Building Lock Down". Get everyone to lie down, away from windows or "fields of fire".
2. Lock classroom doors when possible to prevent suspects from entering. Close the blinds, turn off the lights and stay down on the floor. Do not peek out the door or windows to see what may be happening.
3. Do not evacuate rooms or buildings unless told to do so by a Campus Safety Officer, Campus Employee, or Law Enforcement Officer, or unless it is absolutely clear that it is safe to do so.
4. Do not sound the fire alarm to evacuate buildings. Persons may be placed in harm's way when they are attempting to evacuate the building.

IV. FACULTY AND OFFICE PERSONNEL

Office personnel should have pre-designated assignments to ensure an effective response in case of a shooting. Actions by multiple persons must be taken simultaneously to expedite a response. Identify in advance specific location(s) within the Department where all people inside the Department can Shelter-in-Place or Lock Down.

Faculty in a classroom or other areas of campus should have all persons duck and cover onto the floor, behind protective objects or into side rooms. Make required emergency telephone calls to the Campus Safety and Parking Control Office or emergency dispatchers via 9-1-1 from this position. It is crucial that telephone calls be limited to emergency calls only.

Note: Phone calls, other than for emergency purposes, should be made only after the law enforcement has cleared a phone line for that purpose. Phone calls to friends or family will bring onlookers, bystanders or concerned loved ones to the campus, interfering with the operation of emergency personnel and unnecessarily placing more people in danger.

Use a campus telephone or cell phone to contact the 9-1-1 emergency dispatcher or from a campus telephone call 1111 or 760-483-7411 to reach the Campus Safety Officer cell phone or call 760-355-6308 to reach the Campus Safety and Parking Control Office which is open Monday through Thursday 8am to 10 pm and Friday 8am to 7pm. Be prepared to give the important information as specified in section; III. IF A SHOOTING OCCURS.

If you or others are injured, stay calm and if necessary apply direct pressure to the slow down any bleeding. Call out for help when you hear the Sheriff's / Rescue / Contact Team searching your area.

V. RESPONSE OF CAMPUS SAFETY AND PARKING CONTROL DEPARTMENT

1. When a report of an armed intruder is on campus or a campus shooting has occurred the Campus Safety and Parking Control Department will initiate a lock down of all doors in buildings and classrooms that are equipped with the automatic locking system.
2. A TIMELY WARNING or EMERGENCY NOTIFICATION will immediately be sent to all students, faculty, and employees via the Regroup emergency notification program informing them of the incident and directing them to (Shelter-in-Place "Lock Down") until they are notified it is safe to leave their location. The Campus Safety and Parking Control Office will also use most effective means available (Regroup, bullhorn, sign boards, emergency phone towers, etc.) to inform the college community of the situation and give instructions.
3. Without subjecting yourself to possible gunfire or hostile locations, attempt to identify the location and the number of suspects involved. Notify responding law enforcement of all information acquired as soon as possible and assist law enforcement or public safety personnel in suggesting the safest location to enter the campus and the safest location to establish a command post.
4. If it can be accomplished safely evacuate victims/potential victims away from the incident and to a safe area. Obtain on-campus medical assistance for injured persons who have been evacuated to a safe location.
5. Provide assistance as requested to law enforcement officers in the criminal investigation, while not interfering with their investigation.
6. Upon being notified by law enforcement that the threat has been neutralized and there not being any further danger to the campus community, request critical incident crisis counseling be made available to students, staff, visitors, or employees.
7. The incident will be managed using the ICS (Incident Command System) incorporating the District's designated ICP (Incident Command Post) as described in the District Emergency Operations Plan.
8. The prioritization of activities by the On Campus Deputy Sheriffs and assisted by the Campus Safety Officers and then by the responding Sheriff's Deputies at the scene of an active shooter, in order of importance, are as follows:
 1. Identify the location and the number of assailants, if possible that are on campus.
 2. Stop the active shooter
 3. Rescue victims
 4. Provide medical assistance
 5. Preserve the crime scene

VI. Definitions

Active Shooter - One or more subjects who by the use of some type of weapon or weapons attempts to kill or injure innocent victims and may have access to multiple victims. Active shooters have the overriding intent to kill or injure multiple victims as their main focus. For the purpose these procedures, the term "active shooter" will also include anyone who uses any deadly weapon.

Contact Team - The first responding Deputies / Officers shall form a contact team and go in immediate pursuit of the active shooter. The focus is to make contact as soon as possible to prevent further injuries or loss of life and to stop the active shooter either by arrest, containment, or use of force. They will continue past victims or harmless distractions and report the location of victims to the rescue team, when possible.

Rescue Team – Additional Deputies / Officers shall form a rescue team, which will locate and remove injured victims and direct uninjured victims out of the location.

Tactical Command - Tactical command will be assumed by one of the first Deputies on scene. The most qualified person on scene who is part of the contact team should assume tactical command. It is not critical that the Tactical Commander be from the agency where the incident is occurring. Consideration should be given to the officer's experience, tactical background and emotional state when a tactical commander is chosen. No action will be taken that is unplanned or without controls. The tactical commander shall be responsible for the contact team's movement and pursuit of the suspect(s). The tactical commander will advise dispatch and responding units of their role and will make individual assignments to their team. Command personnel en route to the incident will monitor the radio to gain information, but shall not obstruct ongoing intervention. Command personnel must be on scene and briefed before assuming command.

Incident Command - Incident Command will be assumed, or appointed by, the highest-ranking Deputy / Officer on scene who is not part of either the contact or rescue teams. The Incident Commander will be responsible for overall control of the incident. Incident command will be handled like other major incidents handled by law enforcement. Consideration should be given to the Incident Commander being from the jurisdiction where the incident is occurring. The incident commander shall utilize standard incident command strategies.

Shelter-in-Place "Lock Down" Procedures - What it means to Shelter-in-Place. If an incident occurs and the buildings or areas around you become unsafe or unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to shelter-in-place means to make a shelter of the building that you are in, if it is a Active Shooting situation Lock the Doors to the building and if possible to all classrooms in the immediate vicinity. With a few adjustments this location can be made even safer and more comfortable until it is safe to go outside or evacuate the location.

QUICK REFERENCE GUIDE FOR ACTIVE SHOOTING INCIDENTS

Call 911 and Campus Safety and Parking Control Office

- If possible and safe to do so, call 9-1-1 and Campus Safety 1111
- Remain calm and answer dispatcher's questions
- Maintain Communication with the dispatcher
- Be prepared to identify your location to the dispatcher

Immediate Action if in Office or Classroom

- Stay inside the classroom/office
- If possible, close and lock the outside door to the room

- Close the blinds, turn off the lights, remain quiet and move behind available cover, such as a desk or table
- Stay on the floor away from doors or windows, do not look outside.
- Do not sound the fire alarm to evacuate buildings, unless there is a fire
- Wait for rescue

Immediate Action if Outside

- Drop to the ground immediately
- If within 15-20 feet of a safe place or covered area, duck and run to it
- Move or crawl away from gunfire, trying to utilize any obstructions such as a tree, wall or fence between you and the gunfire
- When you reach a place of relative safety stay down, do not move, do not look outside
- If in a hallway, find the nearest open room in which to hide
- If caught in an open parking lot, hide behind the front wheel/engine area of a vehicle
- Wait for rescue by proper authority

If Suspect is in Close Proximity

- It may be appropriate to lie motionless and pretend to be unconscious; use good judgment
- Most often it is best not to attempt to apprehend or interfere with the suspect except for self-protection and protection of others in grave danger; use good judgment
- An individual must use their own discretion, good judgment, training, physical ability and resources available to make the decision whether they must engage the shooter for survival

Law Enforcement Responsibility

- Law Enforcement will take charge of the operation and maintain full control throughout the duration of the incident
- Their ultimate goal is to neutralize the threat, reduce injuries, and ensure your survival

Draft Security Camera Placement and Acceptable Use Policy

IMPERIAL COMMUNITY COLLEGE DISTRICT

AP 35?? Security Camera Placement and Acceptable Use Policy

Reference:

California Labor Code: 435 (a)(b)(c)

1. Purpose

Imperial Community College District (District) is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the utilization of a security and video surveillance system. The surveillance and video recording of public areas is intended to deter crime and assist in protecting the safety and property of the campus community. This policy addresses the college's safety and security needs while respecting and preserving individual privacy, and providing transparency, in the use of video camera technology in achieving a safe and secure campus environment.

To ensure the protection of individual privacy rights in accordance with the college's core values and state and federal laws, this policy is adopted to formalize procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records. The purpose of this policy is to regulate the use of camera systems used to observe and record public areas for the purposes of safety and security. The existence of this policy does not imply or infer that cameras will be monitored in real time 24 hours a day, seven days a week.

Security cameras will be used in an ethical and professional manner in accordance with existing College policies, including Non-Discrimination Policy, the Sexual Harassment Policy, Family Educational Rights & Privacy Act (FERPA), local, state and federal laws and regulations and other relevant policies. This policy applies to all students, staff, faculty, and visitors as well as the property of the College in the use of security camera monitoring and recording. Images and related data collected by security cameras are the property of the District will be retained for a reasonable period of time, and will be destroyed by copying over the data thereafter.

2. Policy

The District's Campus Safety and Parking Control Department has the authority to select, coordinate, operate, manage, and monitor all campus security surveillance systems pursuant to this policy.

This policy is to regulate the use of video surveillance and video recording on District premises. All existing uses of security camera systems will be required to comply with the policy. Unapproved or nonconforming devices will be removed.

Appropriate signs and notice of video surveillance will be posted at all entrances and in random areas which are subject to video monitoring.

Employees who may require access to information collected through video surveillance will be provided proper training and orientation with regards to the technical, legal, and ethical parameters of appropriate camera use, this Policy, and their obligations under this Policy and will provide written acknowledgment that they have read and understood the contents of this policy and procedure. Any employee who knowingly or deliberately breaches this policy will be subject to discipline up to and including termination. The recording medium must be handled in a manner that maintains the integrity and security of the recorded information.

This policy applies to all personnel and departments of the Imperial Community College District in the use of security cameras and their video monitoring and recording systems. Security cameras may be installed in situations and places where the security and safety of either property or persons would be enhanced.

3. Procedure

The Campus Safety and Parking Control Department and the Information Technologies Department will insure all Campus Safety and Parking Control and Information Technology Department staff that has access to video monitoring or recording locations, are trained in the responsible operation of video surveillance systems, have read and understand this policy and understand their legal obligations under FERPA.

1. Video recordings contain personal information and should not be viewed by unauthorized persons. Employees are not to view video information for personal interest and are under no circumstances to copy or transmit video information to anyone else except as provided for explicitly in this policy.
2. Ensure the video monitoring password is changed whenever the employment of someone with access to the system is terminated or is no longer in a position that requires them to monitor video information.
3. Inform the Campus Safety and Parking Control Department and the Human Resources Department, of any employee(s) or service provider(s) who do not comply with this policy. The President's Office will also be notified if a privacy breach has occurred, or may have occurred.
4. Ensure reception equipment is placed in accordance with the policy provisions regarding privacy and only in areas where they are necessary for safety or security reasons and are suitable for the conditions (exterior, interior, low light, PTZ etc.)
5. If reception equipment is adjustable by operators, this practice will be restricted, wherever possible, so that operators cannot adjust or manipulate the cameras to view spaces that are not intended to be covered by the video surveillance program.
6. Under no circumstances will cameras be directed through any District or non-District locations where persons have a reasonable expectation of privacy.
7. Ensure that no attempt will be made to alter any part of a recording.
8. Ensure that old storage devices are wiped clean and rendered unserviceable before disposal. A written record describing the date, method and location of the disposal will be retained for seven years.

9. Where a review of recorded information indicates that unlawful activity has occurred or is suspected, Campus Safety and Parking Control will be brought in to view that recorded information. Video evidence will be stored securely. When a recording is seized as evidence, the name of the investigating officer and date and time of seizure will be recorded and retained in a log book, which will be retained for seven years.
10. When video surveillance footage is being displayed by authorized employees on a video monitor, the monitors will be in a position that cannot be viewed by others.
11. Monitoring of any individual based on race, gender, ethnicity, sexual orientation, disability, or other protected classification is strictly prohibited.

4. Responsibilities and Authority

Campus Safety and Parking Control

The Campus Safety and Parking Control Department will be responsible for the creation, maintenance, and review of a campus strategy for the procurement, deployment, and use of security cameras, including this and related policies. Including designation of the standard campus security camera system or service. Authorizing the placement of all security cameras. Requesting the purchase of any new security camera systems. Reviewing existing security camera systems and installations and describing required changes to bring them into compliance. Creating and approving campus standards for security cameras and the procedures for the use of security cameras.

Campus Safety and Parking Control Department and the Information Technologies Department is responsible for advising departments on appropriate applications of surveillance technologies and for providing technical assistance to departments in preparing their proposals for the purchase and installation of security camera systems. Including the compatibility of new items with the existing equipment and data storage devices that may be needed. Will review proposals and recommendations for camera installations and review specific camera locations to determine that the perimeter of view of fixed location cameras conforms to this policy.

Campus Safety and Parking Control Department shall monitor developments in the law and in security industry practices and technology to ensure that camera surveillance is consistent with the best practices and complies with all federal and state laws.

Campus Safety and Parking Control Department will review any complaints regarding the utilization of surveillance camera systems and determine whether this policy is being followed. Appeals of a decision made by the Campus Safety and Parking Control Department will be made to and reviewed by the President/CEO who will render a final decision.

Campus Safety and Parking Control Department will review all requests from, any person or agency, to release records obtained through security camera surveillance.

Copies of video information obtained by security camera recording will be released internally or to law enforcement personnel only as authorized by the Campus Safety and Parking Control Department or the President/CEO. Copies will not be released to any other party except pursuant to valid subpoena that has been first reviewed by the college's Legal Counsel prior to the release of any records.

Information Technologies Department

Maintenance, testing, and video data storage of the campus security camera video recording program will be the responsibility of Information Technologies Department.

The Information Technologies Department will ensure the video surveillance data storage system and the monitoring program is maintained in good working order and that all storage devices (such as DVDs, hard drives, or servers) that are not in active use will be stored securely in a locked cabinet in a controlled-access area.

5. Use of Recordings

- 1.** Recordings on the security camera equipment are to be used for the purposes described in the definition of a security camera. This use extends to their release to law enforcement agencies. Records of the access to these systems shall be maintained.
- 2.** The use of security camera footage other than which is detailed in this policy is strictly prohibited, and is subject to disciplinary action.
- 3.** Recordings from cameras whose primary function is not security, such as the recordings from classroom lectures, may be used for the purposes described by the definition of a security camera if the situation warrants an investigation.

6. Retention and Storage of Recordings.

Security camera footage shall be retained for a period of no less than 15 days.

Copies which are made of specific segments of recorded information for purposes of an official criminal investigation will be dated and labeled with law enforcement's assigned occurrence number or a Campus Safety and Parking Control, Incident Report number. Copies which are made of specific segments of recorded information for District purposes will be dated and labeled with a Campus Safety and Parking Control, Incident Report number. Access to these copies will be limited to authorized personnel. Logs will be kept of all instances of use, retention, or release of these stored copies, to provide for a proper audit trail.

No attempt shall be made to alter any part of any surveillance recording other than selecting specific incidents or periods of time to be retained.

Video Surveillance data shall only be stored in the Information Technologies Department and not by individual departments. All video surveillance data shall be stored in a secure location or device for a period of not less than 15 days and will then be erased by being written over by newer recorded video data, unless retained as part of a criminal investigation, court proceedings (criminal or civil subpoenas), or other bona fide District use as approved by the Campus Safety and Parking Control Department.

7. Requests for New Installation of Camera Surveillance

Individual departments, programs, or campus organizations requesting video surveillance cameras shall submit a written request to their appropriate dean or vice president describing the proposed location of surveillance devices, justifying the need for the proposed installation, and identifying the funding source or sources for the purchase and ongoing maintenance of the video surveillance cameras.

1. The vice president, dean or his/her designee will review the request and if approved recommend it to the Campus Safety and Parking Control Department.
2. The Campus Safety and Parking Control Department, will review all proposals from deans or vice presidents. Upon completion of review of the project, the Campus Safety and Parking Control Department will determine if the request meet the requirements of this policy or not and if it should be approved or denied.
3. The President/CEO will be responsible for reviewing and approving or denying all denied proposals for security camera equipment from the Campus Safety and Parking Control Department.
4. The Information Technologies Department (IT) shall be consulted prior to the approval of new camera installation projects to ensure the compatibility of the new equipment with the existing equipment and the data storage needs and ensure long term maintenance needs have been addressed in the new project.
5. The Purchasing Department will not accept, approve, or process any order for security camera systems without the approval of the Campus Safety and Parking Control Department or in the case of a Department appealing a denial, the President's Office.

Criteria for Security Camera Placement

1. Imperial Community College District may establish temporary or permanent placement of security cameras in public areas of the college campus.
2. Audio recordings are prohibited except in high security or restricted access areas where people do not normally congregate or pass through and where a person would not have a reasonable expectation of privacy.
3. Monitoring private areas, including bathrooms, shower areas, locker/changing rooms, or other areas where people may change clothes, and private offices, is prohibited except as follows. Security cameras shall not be used in private areas of the campus unless a Court Order is first obtained from the request of the President/CEO and the purpose is to assist in the furtherance of a criminal investigation.
4. Unless being used for criminal investigations, all video camera installations should be visible.
5. Other measures to protect public safety, detect or deter, or assist in the investigation of criminal activity have been considered and rejected as unworkable.
6. The use of each video surveillance camera should be justified on evidence based criminal activity or safety concerns.

7. Determine that applicable laws have been reviewed.
8. Property Protection: Where the main intent is to capture video and store it on a remote device so that if property is reported stolen or damaged, the video may show the perpetrator. Examples: an unstaffed computer lab, an unstaffed science lab, or the entrances and exits to the college and its parking lots.
9. Personal Safety: Where the main intent is to capture video and store it on a remote device so that if a person is assaulted, or criminal activity has occurred the video may show the perpetrator. Examples: a public walkway, spaces, or a parking lot.
10. Extended Responsibility: Where the main intent is to have the live video stream in one area monitored by a staff member in close proximity.

This policy does not apply to District owned property that is being leased or rented to a tenant.

All recorded information shall be destroyed, excepting information seized as evidence, information that has been duplicated for use under civil or criminal subpoena, or for District uses. The destruction of the recorded information shall occur by overwriting the data as new video data is recorded.

Video surveillance for the purpose of monitoring work areas, staff areas, or sensitive areas will only occur in special circumstances, and must be consistent with the policy's principle purpose, which include the prevention/deterrence of illegal activity and the enhancement of safety and with the prior written approval of the President/CEO.

8. Definitions

As used within this policy, the following terms are defined as follows:

1. Security camera: a camera used for monitoring and recording public areas. A critical component of a comprehensive security plan is the utilization of a security camera. The surveillance and video recording of public areas is intended to deter crime and assist in protecting the safety and property of the campus community. This policy addresses the college's safety and security needs while respecting and preserving individual privacy, while providing transparency, in the use of video camera technology in achieving a safe and secure campus environment.
2. Security camera monitoring: the real-time review or watching of security camera video feeds.
3. Security camera recording: a digital recording of the video feed from a security camera.
4. Security camera systems: any electronic service, software, or hardware directly supporting or deploying a security camera.
5. Reception equipment: any device capable of capturing and/or recording images, including audio and thermal imaging devices.
6. Video Surveillance System: refers to a video, physical or other mechanical, electronic, digital or wireless surveillance system or device that enables continuous or periodic video recording, observing or monitoring of specific locations on District property and the actions of individuals in those locations.

7. Personal Information: is recorded information about an identifiable individual which includes, but is not limited to, the individual's race, color, national or ethnic origin, sex and age or vehicle identification information.

9. Exceptions

This policy does not apply to cameras used for academic purposes. Cameras that are used for research would be governed by other policies involving human subjects and are, therefore, excluded from this policy.

This policy does not address the use of Webcams for general use by the District (e.g., on the official District website). This policy also does not apply to the use of video equipment for the recording of public performances or events, interviews, or other use for broadcast or educational purposes.

Examples of such excluded activities would include videotaping of athletic events for post-game review, videotaping of concerts, plays, and lectures, or videotaped interviews of persons. Automated teller machines (ATMs), which may utilize cameras, are exempt from this policy.