



ADOPTED MINUTES

Facilities & Environmental, Health and Safety Committee

Thursday, September 27, 2018

Location: Administration Board Room

Time: 2:40 p.m.

<p><u>PRESENT MEMBERS:</u></p> <p>Rick Webster, Vice Chair Steve Holt Carol Cortés-Ramirez Carlos Fletes Sophia Saldaña, ASG Representative</p> <p><u>Recording Secretary:</u> Saria Cardoza</p>	<p><u>NOT PRESENT:</u></p> <p>Victor C. Torres, <i>Excused</i> Dr. Lennor Johnson Cristal Mora Myriam Fletes, <i>Excused</i> Becky Green, <i>Excused</i> Bill Gay, <i>Excused</i></p>
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VISITORS: Deedee Garcia, *Vice President for Administrative Services*
Melody Chronister, *Business Analyst*
Jeff Enz, *Chief Technology Officer*

I. CALL TO ORDER

Vice Chair Webster called the regularly scheduled meeting of the Imperial Valley College Facilities & Environmental, Health and Safety Committee to order at 2:47 p.m.

II. APPROVAL OF AGENDA

M/S/C Holt/Cortes-Ramirez to approve the agenda as submitted.

III. APPROVAL OF MINUTES

M/S/C Fletes/Cortes-Ramirez to approve the minutes from the August 23, 2018 meeting as submitted.

IV. PUBLIC COMMENTS – None

V. NEW BUSINESS

M/S/C Saldaña/Fletes to suspend the order the business at 2:49 p.m. and allow item “G” under new business to be addressed now.

g. Use of Handicapped Parking Spaces near “Relo-Row”

Business Analyst, Ms. Melody Chronister stated that a suggestion was made to College Council to add additional handicapped parking spaces near “relo-row,” close to the modular trailers on the Northeast side of campus. There are currently two designated handicap parking spaces in that area but are utilized by ICOE all day making this difficult for others to park there. The committee discussed whether or not additional parking spaces should be added. VP Garcia was present and suggested looking into the agreement with ICOE. Vice Chair Webster stated that there is an agreement in place but does not address parking needs. VP Garcia will look into this matter and will report back to the committee.

M/S/C Fletes/Holt to resume the order of business at 2:56 p.m.

a. Appointment of New Committee Chairperson

M/S/C Holt/Cortes-Ramirez to accept the appointment of Carlos Fletes as the new Committee Chairperson.

Committee Members welcomed and congratulated Mr. Fletes on his new assignment.
Congratulations Chair Fletes!

b. Approve 2017-2018 Committee Self-Evaluation

The 2017-2018 Committee Self-Evaluation was presented to the committee for their review and input. *Refer to attachment "A"*

M/S/C Webster/Cortes-Ramirez to approve the 2017-2018 Committee Self-Evaluation as presented.

c. 2018 Annual Security Report

IVC's annual security report is now available online. A mass email will be sent to all students the morning of October 1, 2018 as we are required to provide our campus crime statistics to our students. Chair Fletes encourages everyone to take some time out of their busy schedule to read the report. The report may be found at the following link:

<https://www.imperial.edu/docs/annual-security-reports/9556-2018-annual-security-report/file>

Member Cortes-Ramirez asked for clarification on the following table:

Offense	Year	On-Campus Property	Adjacent Public Property	Race	Gender	Religion	Sexual Orientation	Ethnicity / National origin	Disability
Arrests: Drug Abuse Violations (Arrest-Citation-Summons)	2017	1	1	0	0	0	0	0	0
	2016	1	0	0	0	0	0	0	0
	2015	1	0	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations (criminal violations only)	2017	5	0	0	0	0	0	0	0
	2016	11	0	0	0	0	0	0	0
	2015	6	0	0	0	0	0	0	0

In 2016 there were 11 on campus disciplinary referrals however, the remaining row remains in zeros. Chair Fletes will follow up and report back to the committee.

d. Updated Campus Evacuation Map (8/29/18)

Campus Safety Officers have updated all the campus evacuation maps in the buildings, classrooms and offices. Please ensure to check that the maps are dated 8/29/18. The map will also be shared via email to "all-users" or you may contact the Campus Safety Office to obtain a hard copy of the map.

The campus evacuation map may also be found at the following link:

<https://www.imperial.edu/docs/campus-maps/2980-ivc-evacuation-map/file>

e. Imperial County Schools Safety Consortium – Imperial County Threat Protocols Meeting, October 16, 2018

IVC will be attending the Imperial County Threat Protocols meeting which will be held Tuesday, October 16, 2018. The purpose of the meeting will be to exchange information between educational institutions and law enforcement agencies in the valley of what to do in

the event of an emergency. Chair Fletes will be the IVC representative at this meeting and will be providing details of the safety consortium at the next committee meeting.

f. The Great California ShakeOut (Earthquake Drill) Oct. 18, 2018, 10:18 a.m.

Chair Fletes stated that the college will be participating in this year's Great California ShakeOut on Thursday, October 18, 2018 at exactly 10:18 a.m. Everyone is asked to "Drop, Cover and Hold On" during the practice. Emails will be sent to all students and the Campus Community via "all-users" with instructions on what to expect at this drill and where to report. The drill will allow Campus Safety to check the alarms and the blue emergency towers to see how well they are working. The college will also test the alert systems (ReGroup) and I.T. will be assisting with the drill.

All Campus Safety Officers, Administrators and Parking Control attendants will be working together to make this a successful drill. Outside agencies will not be participating during the drill. Chair Fletes encourages everyone to participate on October 18th. For additional information and short videos, please visit the following link:

<https://www.shakeout.org/california/whyparticipate/>

g. Addressed at the beginning of the meeting.

h. Approve AP3580 Public Safety & Operational Camera Placement and Acceptable Use
Refer to attachment "B"

AP 3580 was presented and approved during the March 22nd meeting. However, very minor edits were made by Cabinet. The AP addresses the placement of surveillance cameras on campus and what they can and cannot be used for.

M/S/C Cortes-Ramirez/Holt to approve AP3580 Public Safety & Operational Camera Placement and Acceptable Use as presented as amended from the March 22nd meeting.

DISCUSSION: *Chief Technology Officer, Jeff Enz was present and will be presenting AP 3580 through the appropriate channels for final implementation.*

i. ASG Retreat Presentation

At 3:28 p.m., ASG Representative Sophia Saldaña addressed the committee. The ASG held a very successful retreat at Big Bear, CA from September 6th through the 9th. The ASG had the opportunity to learn parliamentary procedures during the retreat. Member Saldaña thanked the following Administrators for taking time out of their busy schedule to attend the retreat:

- Dr. Martha O. Garcia, Superintendent/President
- Dr. Lennor Johnson, Vice President of Student Services
- Dr. Christina Tafoya, Vice President of Academic Services
- Mr. Jerry Hart, Board of Trustee
- Mr. Steve Taylor, Board of Trustee
- Ms. Deedee Garcia, Vice President of Academic Services
- Mr. Sergio Pesqueira, Dean of Student Services & Special Projects

Member Saldaña stated that the ASG worked very hard during the retreat. ASG worked on developing several goals for this year but had to narrow it down to ten goals to address this year. The goals will be presented at every shared governance committee meetings.

The goals were presented at the last Board of Trustees' meeting and Vice Chair Webster was glad to see the ASG so involved in advocating for the 8,000 students at our campus. Vice Chair Webster commended the ASG Senate for very well developed goals.

VI. UNFINISHED BUSINESS

a. **Additional Reserved Parking Spaces next to the 3200 Building**

A study of our parking lots is currently being done and the use of the overflow parking will also be taken into consideration. A full report will be shared with the committee once the study is completed and ready to be presented to College Council and the IVC President.

b. **Classroom Project for 3100 Building**

Mr. Miranda was not present, therefore, this item was tabled.

c. **AP 6620 Naming of Buildings**

d. **AP 6700 Civic Center and Other Facilities Use**

AP 6620 and AP 6700 will continue to be part of our 2018-2019 Committee Goals. Ad Hoc Committees will be put together to work on both AP's.

e. **Committee Goals for 2017-2018**

1. **Comprehensive Preparedness Training/Exercise – Update on Emergency Procedures**

The Great California Shake Out Drill scheduled Thursday, October 18th will be part of the preparedness training.

2. **Safety Needs Assessment – Update on Safety Assessment Walk**

Dean Torres was not present to provide an update on this item.

3. **First Aid & CPR Training for Faculty & Staff**

CPR Training for IVC Staff will be held Wednesday, October 3, 2018. Only 20 seats are available.

VII. ANNOUNCEMENTS

Vice Chair Webster provided the following updates:

- The old Math Lab, building 2500, will now house the Human Resources Office. The building is currently being remodeled with a completion date for November 2nd. The Math Lab has been relocated to the 2600 building.
- A construction bond was sold. Concrete cracks were found from the safety exterior walk done last semester. The Maintenance crew will be working on filling in all the concrete cracks as they are a safety concern.
- The parking lots will be resealed during the Winter break.
- Several Air Conditioning units will be upgraded.
- \$250k have been set aside for restroom and classroom improvements (i.e., 200, 300 and 800 buildings) to be in line and similar to the 400 building.
- Expansion of the College Center will begin by the end of the year. The patio will disappear to allow the expansion. Vice Chair Webster stated that students will be displaced for a day or two for demolition of walls. However, the work will begin outside first.

VIII. **ADJOURNMENT:** *The meeting was adjourned at 3:55 p.m.*

***Next Meeting: Thursday, October 25, 2018
@ 2:40 p.m. in the Administration Board Room.***

Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Committee Name		Facilities, Environmental Health & Safety			
Committee Charge (Summary)		The Facilities & Environmental Health and Safety Committee will advocate for the health, safety, appearance and sustainability of the facilities and grounds of Imperial Valley College. The committee also ensures that the District safety programs and procedures are in compliance with state and federal statutes and regulations.			
For Academic Year 2017-2018			Date of Evaluation September 27, 2018		
Month	Mtg Date	# Members Present	Agenda Sent 1=Yes 0=No	Minutes Posted 1=Yes 0=No	Please list the major issues or tasks addressed at each meeting
Sept	9/12/17	8	1	1	Special Mtg. - Review Committee's purpose and established 2017-2018 Committee goals.
Oct	10/26/17	10	1	1	Dean Torres named the new Chairperson, Student Theuret presented a resolution to expand the College Center.. Nursing Student Recommendations were presented.
NOV	11/30/17	8	1	1	Accreditation Standard III.B.2. discussed, parking lots signs discussed
FEB	2/22/18		1	0	No quorum. Meeting canceled.
March	3/13/18	8	1	1	Special Mtg. - Enhanced Budget Report 2018-2019 Facilities recommendations
March	3/22/18	7	1	1	Approve and recommend AP 3580 - Public Safety & Operational Camera Placement & Acceptable Use
April					No Meeting due to the Years of Service & Retirees Celebration
June (if app.)					No meeting during summer session.
Avg Attendance		8	100 %	100 %	
Major Accomplishments or Achievements in Past Year		<ol style="list-style-type: none"> 1 Our committee met monthly with a good number of members present at every meeting. 2 Accreditation Standards Reviewed and approved for recommendation 3 College Center Resolution to expand approved and sent forward 			
Major Obstacles or Problems with Committee Function		<ol style="list-style-type: none"> 1 Not able to move and make a final recommendation on the Naming of Buildings AP 6620 2 Not able to move and make final recommendations on Use of Facilities AP 6700 3 			
Recommendations for Improving Process or Efficiency		<ol style="list-style-type: none"> 1 Continue to email agenda and minutes monthly to allow better participation 2 Increase member participation in Ad hoc committees 3 			

Campus-Wide Standing Committee Self-Evaluation Form

Review of Goals from Previous Year & Related Institutional Goal	<p>1 Comprehensive Preparedness Training/Exercise / Not yet accomplished</p> <p>2 Safety Needs Assessment / Exterior Assessment Conducted in the Spring 2018 - Pending the interior safety walk</p> <p>3 First Aid & CPR Training for Faculty & Staff / Not yet accomplished</p>
Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal	<p>1 Continue to work towards a Preparedness Training Exercise</p> <p>Related to: Institutional Goal: Goal 3 ▼</p>
	<p>2 Develop a priority list of an exterior and interior safety assessment needs</p> <p>Related to: Institutional Goal: Goal 3 ▼</p>
	<p>3 Schedule and conduct a First Aid Training for Staff and Faculty</p> <p>Related to: Institutional Goal: Goal 3 ▼</p>
Chair/Co-Chair Signature	x
<i>Typed or Printed Name</i> Mr. Victor C. Torres	
Chair/Co-Chair Signature	x
<i>Typed or Printed Name</i> Mr. Rick Webster	
IVC Institutional Goals	
Goal 1 (Institutional Mission & Effectiveness):	
The College will maintain programs & services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.	
Goal 2 (Student Learning Program & Services):	
The College will maintain programs & services which support students success & the attainment of student educational goals.	
Goal 3 (Resources):	
The College will develop & manage human, technological, physical, and financial resources to effectively support the college mission & the campus learning environment.	
Goal 4 (Leadership & Governance):	
The Board of Trustees & the Superintendent/President will each establish policies that assure the quality, integrity, & effectiveness of student learning programs & services, & the financial stability of the institution .	
IVC Mission	
<i>The mission of IVC is to foster excellence in education that challenges students of every background to develop their intellect, character, & abilities; to assist students in achieving their educational & career goals; and to be responsible to the greater community.</i>	

IMPERIAL COMMUNITY COLLEGE DISTRICT

(recommended AP number) AP 3580 Public Safety & Operational Camera Placement and Acceptable Use

Reference:

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

California Penal Code: 632 (a)

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 Public safety and operational 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 or operational needs. 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.

Public safety and operational cameras will be used in an ethical and professional manner in accordance with existing College policies, including the 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 District in the use of public safety camera monitoring and recording. Images and related data collected by public safety 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 shall identify two classifications of video cameras on campus;

The first will be video surveillance cameras identified as, public safety cameras, which are used for enhancing the security and safety of students, staff, and faculty, as well as the protection of campus buildings or equipment.

Public Safety Cameras shall be maintained (funded) and locations approved by the President's Cabinet.

The second will be identified as, operational cameras, which are used for the direct viewing of a specific location for a specific purpose, such as viewing a test proctoring location, or the Library Study Hall rooms and the video data provided by the operational cameras shall be recorded and stored for two days.

Operational cameras shall be maintained (funded) by the Department requesting the cameras be installed.

The District's Campus Safety Manager (or designee as approved by the President's Cabinet) has the authority to select, coordinate, operate, manage, add - remove - modify users access, 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 public safety 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 training and orientation by the Campus Safety Department 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 public safety cameras and their video monitoring and recording systems. Public safety cameras may be installed in situations and places where the security and safety of either persons or property would be enhanced.

For the purposes of funding, Public Safety cameras shall be considered a "Legal Mandate" for the college and the President's Cabinet shall be responsible for authorizing the expenditure of funds necessary for the maintenance, replacement, or expansion of the public safety camera system upon the recommendation of the Campus Safety Department for such expenditure.

The Campus Safety Department shall first obtain the approval of the Vice President of its Department prior to submitting any request to the President's Cabinet for an expenditure of funds.

3. Procedure

The Campus Safety Department and the Information Technologies Department will insure all Campus Safety and Parking Control Department 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.

Required compliance of persons with access to video monitoring.

1. Video recordings contain personal information and should not be viewed by unauthorized persons. Employees are not to view video information for personal interest or reasons 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 access is deactivated 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. In the case of Information Technologies employees who no longer require video access, the Information Technologies Department will notify the Campus Safety Department and the person's access will be removed. Access should be limited to the needs of the position viewing the camera images and no one below the position of Director, except for the designated positions within the Information Technologies Enterprise Department, should be given total access to the surveillance monitoring system.
3. The Campus Safety Department will be notified of any employees or service providers 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. Where a review of recorded information indicates that unlawful activity has occurred or is suspected, Campus Safety Department 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 Law Enforcement Department, 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

in the Campus Safety Department.

9. 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.
10. 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 Department

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

The Campus Safety Department and the Information Technologies Department together are 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 operational cameras 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 operational camera locations to determine that the perimeter of view of fixed location cameras conforms to this policy. Any Department may request the Campus Safety Department review specific locations for the placement of public safety cameras.

The Campus Safety 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.

The Campus Safety 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 Department will be made to and reviewed by the President/CEO who will render a final decision.

The Campus Safety Department will review all requests from, any person or agency, to release records obtained through public safety camera surveillance.

Copies of video information obtained by public safety camera recordings will be released internally or to law enforcement personnel only as authorized by the Director of Campus Safety 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

The Information Technologies Department will be responsible for the maintenance, testing, and video data storage of the campus public safety camera video recording program.

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.

The Information Technologies Department shall be responsible for maintaining the public safety cameras as well as the connection between the cameras and the servers as well as the storage of the data provided by the public safety cameras. The Campus Safety Department will be responsible for notifying the Information Technologies Department of any failures or issues regarding the Video Surveillance System. And will 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.

The Information Technologies Department shall be responsible for coordinating the installation of new camera locations as well as removing and/or replacing existing cameras.

In those circumstances where there is an issue of public security, public safety or other similar situation that is time sensitive, a request for funding will go to the President's Cabinet for review and approval. Otherwise all other funding requests will follow the established enhanced budget request process.

The Information Technologies Department shall provide the authority to the Campus Safety Manager to add, remove, or modify users and operational access to the surveillance camera system.

5. Use of Recordings

1. Recordings on the public safety camera equipment are to be used for the purposes described in the definition of a public safety 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 public safety 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, or operational cameras may be used for the purposes described by the definition of a public safety camera if the situation warrants an investigation.

6. Retention and Storage of Recordings

Public safety 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 report number or a Campus Safety Department, 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 Department, 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 Campus Safety Department and/or 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 Department.

7. Requests for New Installation of Public Safety Camera Surveillance

Individual departments, programs, or campus organizations requesting public safety 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 dean, vice president, or his/her designee will review the request and if approved recommend it to the Campus Safety Department.
2. The Campus Safety Department, will review all proposals from deans or vice presidents. Upon completion of review of the project, the Campus Safety Department will determine if the request meet the requirements of this policy or not and if it should be approved or denied.
3. If the new public safety camera location is approved by the Campus Safety Department the request, with all funding documents, will be forwarded to the President's Cabinet for authorization.

4. The President/CEO will be responsible for reviewing and approving or denying all denied proposals for public safety camera equipment from the Campus Safety Department.
5. The Information Technologies Department 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.
6. The Purchasing Department will not accept, approve, or process any order for public safety camera systems without the approval of the Campus Safety Department or in the case of a Department appealing a denial, the President's Office.

Criteria for Public Safety Camera Placement

1. Campus Safety Department may establish temporary placement of public safety cameras in public areas of the college campus.
2. The District may establish permanent placement of public safety cameras in public areas of the college campus.
3. 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 or a mandatory location in which they need to conduct District business.
4. 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. Public safety 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.
5. Unless being used for criminal investigations, all video camera installations should be visible.
6. Or when other measures to protect public safety, detect or deter, or assist in the investigation of criminal activity have been considered and rejected as unworkable.
7. The use of each video surveillance camera should be justified on evidence based criminal activity or safety concerns.
8. Determine that applicable laws have been reviewed.
9. 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.
10. 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.
11. 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 includes the prevention/deterrence of illegal activity and the enhancement of safety and with the prior written approval of the President/CEO.

8. Requests for New Installation of Operational Camera Surveillance

Individual departments, programs, or campus organizations requesting operational 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. Upon approval of the dean or vice president the request will be submitted to the Campus Safety Department for review and consultation with the Information Technologies on the appropriate applications of surveillance technologies and for providing technical assistance to departments in preparing their proposals for the purchase and installation of operational cameras systems. Including the compatibility of new items with the existing equipment and data storage devices that may be needed.
2. All requests for operational cameras shall meet the same personal privacy criteria as listed in the above section, Criteria for Public Safety Camera Placement, excluding the public safety or criminal elements.

9. Definitions

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

1. Public safety camera: a camera used for monitoring and recording public areas. A critical component of a comprehensive security plan is the utilization of a public safety 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. Operational camera: a camera which is used for the direct viewing of a specific location for a specific purpose, such as viewing a test proctoring location, or the Library Study Hall rooms and the video data provided by the operational cameras shall be recorded and stored for two days.
3. Public safety camera monitoring: the real-time review or watching of public safety camera video feeds.
4. Public safety camera recording: a digital recording of the video feed from a public safety camera.
5. Public safety camera systems: any electronic service, software, or hardware directly supporting or deploying a public safety camera.
6. Reception equipment: any device capable of capturing and/or recording images, including audio and thermal imaging devices.
7. 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.
8. 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.

10. 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.