

SECTION 1500.07
SECURITY CAMERAS

1. Purpose

The purpose of this policy is to regulate the use of video recording equipment at Lake Region State College. For purposes of this policy, electronic video recording equipment is defined as observing persons, places, or activities in an unobtrusive manner with the aid of electronic devices such as video cameras, digital video recorders or network scanning systems. This policy applies to students, employees, and personnel of affiliated organizations conducting business on the properties owned or controlled by Lake Region State College.

2. Scope

This policy applies to all areas of Lake Region State College in the use of video recording equipment. This policy is not intended to cover the use of webcams unless the webcam is used for recording others in public spaces.

3. General Principles

1. The use of video recording equipment at Lake Region State College is limited to the following purposes:
 - a. To deter criminal activity and assist in the investigation and prosecution of criminal activity.
 - b. To deter violations and assist in the investigation of violations of Lake Region State College Policies, SBHE Policies, and NDUS Procedures.
 - c. To assist in the investigation of accidents and to address safety issues.
 - d. To identify individuals seeking entry into restricted locations.
2. Using video recording equipment for purposes not listed above undermines the purpose of these resources and is prohibited.
3. Only the incident on a filed report form may be investigated, and should unrelated violations be observed, approval to investigate shall be obtained separately.

4. Authorization, Storage, and Investigations

1. Data captured by video recording equipment will be stored for not less than 14 days and may then be written over and/or deleted according to data storage needs.
2. Video data may be retained indefinitely when it is part of an internal investigation, criminal investigation, court proceedings (criminal or civil), or as otherwise directed by the President, Vice President of Administrative Affairs, or the Vice President of Academic and Student Affairs.
3. Cameras will be restricted to indoor and outdoor areas available to the public and to public areas where access is restricted. Cameras will not be allowed in locker rooms, restrooms, classrooms, or private offices.
4. Cameras in the resident halls will be limited to those showing the entrances and exits and may not record the hallways showing the doors to individual rooms or restrooms.
5. The Director of Information Technology, the Director of Human Resources, and their designees will have access to view video recordings for investigative purposes.

6. The Director of Information Technology or their designee shall monitor video recording equipment on a regular basis for operational status and condition of all cameras.
7. Whenever approval is granted for video surveillance imaging to be copied and released to law enforcement or to a third party, the releasing individual will notify (email) the President, Vice President of Administrative Affairs, or the Vice President of Academic and Student Affairs.

5. Responsibilities

1. The Vice President of Administrative Affairs and/or the Vice President of Academic and Student Affairs, or their designees, have the responsibility for the following:
 - a. Authorizing the use of video recording equipment, approving the installation (location) of new cameras, authorizing the removal of existing cameras, and approving the release of imaging to law enforcement or to a third party.
 - b. Authorizing the Video Recording Equipment Request Forms for investigation.
 2. The Director of Human Resources will receive and process the Video Recording Equipment Request Forms and will retain the investigative summary and digital recordings/pictures.
-

History

Administrative Council Approved 10/14/13

Administrative Council Approved 02/17/22