

Northern Maine Community College
SECURITY CAMERA POLICY

Last Revised: March 2010

Purpose

The purpose of this policy is to provide guidelines regarding the use of security cameras at Northern Maine Community College. The campus Environmental, Health & Safety Committee will review this policy annually.

Security cameras are defined as cameras used to enhance security, safety and quality of life of the campus community. This policy does not imply or guarantee that cameras will be monitored in real time and does not intend to, or in fact confer, any other substantive rights to any person who is, or may be, viewed by such cameras. Data obtained through the use of a security camera(s) is not considered to be Directory Information and may be subject to confidentiality restrictions, including but not limited to FERPA requirements.

Policy

The use of security cameras at Northern Maine Community College will be to deter crime, assist in providing information in code of conduct or criminal violations and provide enhanced safety and security of individuals and property of the College community.

Security camera use on campus is considered appropriate when it enhances the:

- protection of individuals, equipment and facilities
- monitoring of public areas
- monitoring of building entrances and exits
- investigation of criminal activity

Security camera use on campus is considered unacceptable when it entails:

- the installation of “dummy” cameras that do not operate on a regular basis
- infringement on a person’s reasonable expectation of privacy
- filming or monitoring as a means of surreptitiously evaluating employee performance
- monitoring that violates the Equal Opportunity and/or Affirmative Action programs

Equipment will be installed in areas limited to those that do not violate a reasonable expectation of privacy. The camera(s) will record video only and will not record, nor monitor, any audio sources. Recorded data will be digitally stored for approximately one month before being overwritten. During the digital storage period requests to review any recorded streams or images must be submitted using the appropriate Security Camera Footage Request Form to the Director of Physical Plant and Technology. A copy of the form will be kept in the Director of Finance’s office for a minimum of one year after submission. Ability to monitor security camera footage will be limited to campus security personnel, local and state police and emergency response personnel. The Director of Physical Plant and Technology, or their designee(s), will have the ability to review footage in order to assist in investigations or ensure proper functionality. All other access requests must be submitted to the Director of Physical Plant and Technology, in writing, and approved for the ability to monitor areas they are responsible for in accordance with this policy.

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SECURITY CAMERA FOOTAGE REQUEST FORM

Requested by: _____

Date/Time: _____

Camera(s) to access: _____

Person(s) of Interest: _____

Type of incident (circle one): Criminal Code of Conduct

Incident narrative:

OFFICE USE ONLY

Dir. Physical Plant & Technology approval: _____

Screen capture (initial): Yes No

Picture media & copies: _____

Video capture (initial): Yes No

Time Stamp begin: _____ Time Stamp end: _____

Video media & copies: _____