

## **Closed Circuit Television (CCTV) Monitoring and Recording Policy**

### **Office of Campus Security and Safety**

#### **College of Micronesia – FSM National Campus**

##### **Purpose:**

The purpose of these policies and procedures is to provide guidance regarding the use of CCTV on the College of Micronesia – FSM, National Campus. CCTV is used to enhance security, safety and the quality of life of the campus community by integrating the best practices of “virtual policing” with state-of-the-art technology.

##### **Policy Statement:**

The College of Micronesia – FSM is using CCTV to monitor areas in order to deter crime and to assist Campus Security and Safety in providing for the security and safety of individuals within the campus community and to protect property of the College. **Any diversion of security technologies for other purposes would undermine the acceptability of these resources for critical safety goals and is therefore prohibited.**

Legitimate safety and security purposes for CCTV monitoring include, but are limited to the:

- Protection of individuals, property, and buildings;
- Patrol of Public Areas;
- Investigation of criminal activity;
- Monitoring dark spots, unusual activities, problematic areas.

Campus Security and Safety Division and IT supervisors and management will assure responsible and proper camera monitoring practices.

Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classifications is prohibited.

Staff involved in video monitoring will be appropriately trained and supervised in the responsible use of this technology.

Information obtained through video monitoring will be used exclusively for safety, security, and law enforcement purposes. Recorded images or footage will be stored in a secure location with access by authorized staff only.

Video monitoring of public areas for security purposes at the College of Micronesia – FSM; National Campus is limited to uses that do not violate the reasonable expectation of privacy.

**Responsibilities:**

Campus Security and Safety in collaboration with the IT Division oversees and coordinates the use of CCTV on any COM-FSM campus. The Vice President of Administrative Services authorizes all CCTV monitoring for safety and security purposes on campus.

Campus Security and Safety employees are responsible for the daily operation of the cameras and shall ensure the public or unauthorized individuals are not accessible and to view the monitors. They will follow all College policies, and guidelines in the monitoring of CCTV cameras. No staff other than the authorized Campus Security and Safety Supervisors, Director of Maintenance and Director of Information Technology may view the camera footage at any time. The Vice President of Administrative Services may appoint a person to audit the monitoring operations, including image storage.

Images stored in the CCTV surveillance system shall be deleted after thirty (30) days unless a particular footage or recording will be used for further investigation and or as evidence.

Any footage or recording by CCTV is the property of the college. Upon request by a third party for purposes of criminal investigation will be at the discretion of the Vice President of Administrative Services.

**Procedures:**

Campus Security and Safety monitors will:

1. Conduct video observations of public areas that are in plain view of others.
2. Be trained in the technical, legal, and ethical parameters of appropriate camera use.
3. Monitor based on suspicious behavior, NOT group characteristics.

Campus Security and Safety monitors will not:

1. Spot and continuously view people becoming intimate in public areas.
2. View private rooms or area through windows.

CCTV operators must document all reportable observations in detail on the Campus Security Daily Activity Log.

**Quality Assurance Procedures:**

The Campus Security and Safety Supervisor and the IT supervisory staff will provide ongoing oversight of CCTV operator activities and performance. Security Systems manager will also conduct periodic, unscheduled reviews of the network digital recorder.

Campus Security and Safety will supply each center monitor with a copy of the college CCTV Monitoring and Recording Policies and Standard Operating Procedures.

Periodically and without prior notice, management will have center monitors demonstrate their knowledge and understanding of relevant policies, procedures, and technical skills.

**Documentation:**

Each incident that is supported or initiated by CCTV will be documented. In the record of the incident, the operator will enter:

That CCTV was- used on the incident;

The Specific- camera used; and  
Any pertinent information gathered by CCTV.

**Public Notice of area cameras:**

Signage giving notice of the College's possible CCTV monitoring of a public area will be posted as deemed appropriate to enhance the crime prevention value of the CCTV system

*Sources:*

*Authors: Francisco W. Mendiola, Warren Ching, Gordon Segal.*

*Inputs: Facilities and Campus environment committee.*

*References:*

*Swarthmore College.*