

**Surveillance Cameras**

The District shall provide for the safety and security of persons and facilities under the District's jurisdiction at each District location. In order to deter crime, prevent vandalism and maintain a safe and secure environment for students and staff, the District may employ electronic surveillance in and around buildings, parking lots and roadways.

The District will not use electronic surveillance to monitor employees' work or work habits, unless suspected criminal activity is observed.

When electronic surveillance is employed, surveillance devices may be monitored and reviewed by personnel authorized in writing by the College Superintendent/President or designee. For safety reasons, health/science and physical education laboratories may be monitored on a frequent basis to support students and staff. Other uses of District surveillance cameras are strictly prohibited. If suspicious activity is observed, District staff will respond appropriately and may call local law enforcement for assistance. If criminal activity is suspected the records may be turned over to the appropriate law enforcement authority. Digital records will normally be maintained for a period of up to thirty (30) days and then destroyed.

No surveillance camera or dummy camera shall be placed in or upon any District facility without the authorization of the Superintendent/President or designee. Any unauthorized surveillance camera or dummy camera found on District properties is deemed a public nuisance and may be removed at the direction of the Superintendent/President or designee.

The term "surveillance camera" includes any camera or other image capturing device capable of being viewed remotely, or capable of capturing images for late viewing, but not including devices listed below:

- A teleconference system while used for its intended communication function with the knowledge of its users.
- A personal computer camera, web camera or other camera connected to a computer when used solely to capture images of the user(s) with the knowledge of the user(s) for the purpose of teleconferencing, but only if disabled when user is not present.
- A photocopy machine or page scanner, when used in the traditional manner.
- Any camera personally held or attended and operated by an individual in an open overt manner.
- Any camera operated as part of a District authorized broadcast.
- Any camera operated as part of an authorized instructional activity.
- Any camera lawfully placed by law enforcement as part of a criminal investigation.

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