

I. Overview

The University of Arkansas Community College at Batesville (hereafter, UACCB or College) is committed to enhancing the quality of life and safety of all students, faculty, and staff on our campus by integrating the best practices of safety and security with technology. With this in mind, security cameras are located across the UACCB campus, both internally and externally, for use by UACCB in making our campus as safe as possible.

These cameras are not monitored at all times but they are intended to deter crime and assist in investigation of events and potential recovery of College property. This policy addresses UACCB's safety and security needs while respecting and preserving individual privacy.

To ensure the protection of individual privacy rights in accordance with UACCB's values and state and federal laws, this policy is adopted to formalize procedures for the installation of video 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.

II. Practice

All video footage will be secured and will be managed by the Director of Security working with the Campus Safety Committee and in conjunction with the Information Services department.

The Safety Committee shall monitor developments in the law and in security industry practices and technology to ensure that camera surveillance is consistent with best practices and complies with all federal and state laws.

All recording or monitoring of activities of individuals or groups by College security cameras will be conducted in a manner consistent with College policies, state and federal laws, and will not be based on the subjects' personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner. All personnel with access to College security cameras should be trained in the effective, legal, and ethical use of monitoring equipment.

Video surveillance records will generally not be freely released to the public, students, general employee, parent, or law enforcement agency. The content of the video is a student and College record, subject to administrative regulations regarding confidential student records. While College personnel will typically review the footage, the College reserves the right to show footage to a student or other individual if it is deemed a necessary action as part of an investigation of a crime, code of conduct violation, significant campus safety concern, or campus policy violation. Requests by other parties for video footage must be made by official means, utilizing the request form as available from campus security officers, the Director of Security, or the Office of the Executive Director of Facilities and Auxiliary Services of UACCB.

General Principles

Though the cameras are utilized by Campus Security to ensure the safety of the campus, the cameras are not actively monitored 24/7. The stored video may be reviewed by appropriate personnel upon report of a crime or other violation. Information obtained from the cameras shall be used exclusively for campus policy enforcement, including, where appropriate, student judicial functions or to assist local law enforcement. Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure. For this reason, the camera footage is not available for viewing by or distribution to students, employees, or the general public unless required by law or deemed appropriate and made by official request approved by administration.

Camera Placement

Cameras will be located so that personal privacy is protected. No audio shall be recorded. Camera positions and views shall be limited to external areas of campus facilities and in public areas internally. Cameras shall not be placed in restrooms, dressing rooms, or other private spaces.

All video camera installations should be visible. The exact location, number and function of all cameras will generally be considered confidential for security purposes and not be disclosed to students, the general public, guests, or employees. The College reserves the right to place cameras in areas that are not open to the campus or general public (e.g., closed buildings or secured areas).

Storage and Retention of Recordings

Security camera footage may be stored on local or remote servers for review purposes for 14 days. No attempt shall be made to alter any part of any surveillance recording. Surveillance software and servers will be configured to prevent camera operators from tampering with or inappropriately duplicating recorded information. After the 14-day period, camera footage may no longer be accessible or available.

Appropriate Use and Confidentiality

Those with access to the College security camera system are prohibited from using or disseminating information acquired from College security cameras, except for official purposes. All information gathered and/or observations made in the use of security cameras is considered confidential and can only be used for official College and law enforcement purposes upon the approval of the Executive Director of Facilities and Auxiliary Services or designee. Personnel are expected to know and follow this policy.

Training

Those with access to monitoring the campus security cameras shall be trained in the technical, legal, and ethical parameters of appropriate camera use. These persons shall receive a copy of this policy and shall provide written acknowledgment that they have read and understood its contents.

Operation

Video surveillance will be conducted in a manner consistent with all existing College policies and state and federal law. Those with access to monitor the campus security cameras shall monitor based on suspicious behavior, not individual characteristics. All operators and supervisors involved in video surveillance will perform their duties in accordance with this policy. Abuse of standard operating policies or inappropriate camera control operations will result in disciplinary action.

Exceptions

This policy only covers the use of the College's campus security camera system. This policy does not address the use of cameras by the general public, a student/employee, or other personal cameras, webcams, videotaping of events, or live streaming for general use by the College. 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 or by the news media. Examples of such activities that are excluded from this policy would include videotaping of meetings, concerts, plays, and lectures, live stream activity, or videotaped interviews of persons. It also does not apply to cameras used for academic purposes, such as for lecture, research, communications/marketing, or class projects. Third-party Automated Teller Machines (ATMs) or other similar devices that may be on the UACCB property, and which may utilize cameras, are also exempt from this policy.

Adopted: October 6, 2021

Revised: June 14, 2023

REQUEST FOR RECORDED VIDEO FOOTAGE - UACCB

Requestor's Name: _____

Phone #: _____

Are you a Student at UACCB? ☐ No ☐ Yes If Yes, what is your ID#? _____

DETAILS OF REQUEST

Camera footage is stored for 14 days. Please provide details of what recorded video footage you are requesting. Include information such as the location of the incident (be as specific as possible), the date of the incident, time or time range (be as specific as possible), any descriptive details such as vehicle make/model, a person's clothing or other physical characteristics, and what occurred:

Available recorded video footage will be reviewed by authorized persons at the College and you will be notified if the camera system recorded the incident described above.

Please submit this signed form to a Security Officer, the Director of Security (Independence Hall), or Executive Director of Facilities and Auxiliary Services (Maintenance).

Signed: _____ Date: _____

College Security Camera Policy - Acknowledgement

I, _____, have reviewed the policy and understand the guidelines and
[Printed Name]
limitations of the policy and my use of the UACCB campus security camera system. By my signature, below, I
acknowledge that I understand that I must adhere to the policy guidelines at any time I am accessing the camera
system. I understand that failure to follow the policy may result in appropriate disciplinary action being taken as
outlined in the College Security Camera Policy.

Signed: _____ Date: ____/____/____

Position: _____