

St. Norbert College  
Video Surveillance and Recording Policy

### Policy Statement

St. Norbert College Campus Safety Department is charged with providing students, faculty, staff and visitors a safe environment to live, study and work. To this end we have implemented a proactive crime prevention strategy that includes a surveillance system that helps us monitor activity across our campus. The manner in which it is used should be as least intrusive as possible but still have the ability to gather useful information about the activities that occur on our campus.

The purpose of the use of video surveillance is to:

1. Deter vandalism or theft of college property and to aid in the identification of individuals who commit such acts.
2. Assist law enforcement officials and College Administrators in the investigation of any crime or breach of college policy that may have been committed on college property.
3. Monitor parking lots
4. Help in investigations

### Video Surveillance and Recording Procedure

#### Camera Location, Operation, and Control

1. St. Norbert College buildings and grounds may be equipped with video monitoring devices.
2. Video cameras may be placed in areas where surveillance has been deemed necessary as a result of threats to personal safety, prior property damages, or security incidents.
3. Cameras placed outside shall be positioned where it is necessary to protect external assets or to provide for the personal safety of individuals on college grounds or premises.
4. Cameras shall not be used to monitor private or semi-private rooms such as restrooms/showers facilities.
5. The Senior Director of Campus Safety, with final approval by the Vice President of Mission and Student Affairs, is authorized to oversee and coordinate the installation and use of video equipment for safety and security purposes at St. Norbert College.
6. Only individuals authorized by the Senior Director of Campus Safety, shall have access to video monitors, or be permitted to operate the controls.
7. Video surveillance cameras shall not have audio recording capabilities; or any such audio capabilities will not be enabled if they are available.
8. Hidden cameras may be placed in locations, on a temporary basis, for investigative purposes. The Senior Director of Campus Safety with final approval by the Divisional Vice President and/or the President will authorize these placements. Hidden cameras shall not be used to monitor private or semi-private rooms such as restrooms/showers facilities.

#### Notification

1. The college will include a statement regarding the use of video cameras across campus on the Campus Safety web page.

#### Use of Video Recordings

1. Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence College policies.

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2. The college may use video surveillance to detect or deter criminal offenses that occur in view of the camera.
3. Video recordings may be released to third parties in conformance with the requirements of a local, state, or federal law enforcement agency.
4. The college or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline.

#### Protection of Information and Disclosure/Security and Retention of Recordings

1. Videos are initially recorded on a storage area network (SAN) unit hosted by virtual servers within the Information Technology Services (ITS) department. Information is retained until such time that the storage device becomes full and then the oldest video segments are overwritten by the newest segments.
2. No attempt shall be made to alter any part of a video recording.
3. Video recordings that may be relevant to the investigation of an incident will be transferred from the storage device onto a removable media such as a flash drive, a CD or stored on the College's network drive.
4. All video records that have been saved pending the final outcome of an incident investigation shall be retained in a location to be determined by the Senior Director of Campus Safety.
5. The Senior Director of Campus Safety (or designee) must authorize access to all video records.
6. Video records that contain personal information used to make a decision directly affecting an individual must be retained with the case and may be retained by the college for up to seven years as part of a permanent archive. Video stored in conjunction with a case can be viewed by accessing the case through the college's incident reporting software (Maxient). Persons seeking this information would need to work with the Senior Director of Campus Safety, the Assistant Dean for Campus Life or the Vice President of Mission and Student Affairs in order to view the video and report.
7. St. Norbert College will provide reasonable security measures to prevent unauthorized access to the video surveillance network.

#### Disposal or Destruction of Recordings

1. Copies of surveillance recordings need not be kept by the college if there have been no identified incidents within view of the surveillance cameras. In these cases, there will be no permanent record of the recordings.
2. All saved recordings shall be disposed of in a secure manner unless they are archived as part of a permanent record as stated above.

#### Video Monitors and Viewing

1. Video monitoring for security purposes will be conducted in a professional, confidential, ethical, and legal manner.
2. Only the Senior Director of Campus Safety or individuals authorized by the Senior Director of Campus Safety and members of law enforcement agencies shall have access to video monitors while they are in operation.
3. Video monitors should be in controlled access areas wherever possible.
4. All authorized individuals who have access to camera controls will monitor activity based on suspicious behavior, not individual characteristics.