



**Ringling College
of Art + Design**

Institutional Policy Governing CCTV

Purpose

The purpose of this policy is to govern the use of closed circuit television (CCTV) equipment to record and periodically monitor activity in public areas of the campus for the purpose of law enforcement, safety and security, while retaining a balance in protecting the privacy of its community members.

Definitions

CCTV - A generic term used to describe a variety of video security technologies. More specifically, CCTV refers to a system in which one or more video cameras are connected in a closed circuit or loop, with the images produced being sent to a central video monitor and recording system. As used in this policy, the term CCTV applies only to video images that do not have an aural component.

Concealed CCTV Equipment - A hidden camera that is either not visible from normal view or disguised as another object.

Overt CCTV Equipment - A camera is overt when it is not hidden from general view or disguised as another object, regardless of whether or not an individual actually sees the monitoring device or knows of its existence. Unless specifically stated otherwise, all CCTV equipment referenced in this policy and the CCTV Operational Procedures will be overt CCTV equipment.

Scope

This policy applies to all College personnel in the use of CCTV technology.

Policy

The Ringling College of Art and Design is committed to enhancing the overall safety of members of the College community. Toward that end, it is the policy of the College to utilize CCTV to enhance personal safety, help deter crime, collect

information and evidence of actual or potential criminal activity, and protect property. The use of CCTV will be conducted in a manner consistent with the values of the institution, including a reasonable expectation of privacy, and in compliance with all Federal, State, and Local laws, and existing College policies, including the Non-Discrimination Policy and Sexual Harassment Policy.

The Department of Public Safety, under the supervision of the Director of Public Safety and with the authorization of the Vice President for Finance and Administration and the Senior Officers of Ringling College of Art and Design, may install, maintain and use CCTV equipment at locations on College owned or controlled property where it is believed that the use of this equipment will contribute to the safety and security of persons and/or the protection of property. The Director of Public Safety and designated Public Safety staff members are authorized to use video equipment as outlined in this policy. The CCTV Oversight Committee may approve other personnel to view live images at approved locations.

The Department of Public Safety, along with other Departments as appropriate, shall be responsible for all installed CCTV equipment. Safety and security purposes include, but are not limited to the following:

- Recording of building perimeters, entrances and exits, lobbies and corridors, receiving docks, specialized spaces containing high value items and cashier locations.
- Recording of access controlled locations.
- Recording of locations protected by intrusion alarms, and hold-up alarms.
- Recording sidewalks, and parking lots.
- Reviewing recorded images as part of a criminal investigation.
- Conducting surveillance of areas prone to on-going criminal activity.
- Recording of ATM locations.
- Recording of call box or blue light security phone locations.

The Department of Public Safety, with the assistance of Facilities Maintenance and Institutional Technology, shall make efforts to inform members of the College community of the presence and purpose of CCTV systems through appropriate signage, information on the College's website, and other means as decided by those departments. Concealed CCTV may be initiated to address serious, repetitive campus violations or at the request of law enforcement officers in compliance with Federal, State and Local laws and in connection with suspected criminal activity. Concealed CCTV will not be used inappropriately.

Personnel involved in the use of CCTV shall be appropriately trained and supervised in accordance with College policies and procedures. Violations of the established

policies and operating procedures may result in disciplinary action and possible termination.

To assist with this College policy, a CCTV Oversight Committee (the Committee) shall be established to oversee the Department of Public Safety's use of CCTV. The Committee will consist of:

- VP for Finance and Administration
- VP for Human and Organizational Development
- VP and Dean of Students
- Director of Institutional Technology
- Academic Affairs administrative representative
- Asst. VP/Director of Facilities
- College Counsel (advisory, as needed)
- Director of Public Safety (ex-officio) (non-voting)
- Public Safety Technology Specialist (ex-officio) (non-voting)

The Committee is to serve several functions. First, the Committee shall review the purposes of the proposed CCTV system and operating procedures. Second, the Committee shall approve camera locations prior to the installation of cameras including the review of a site location map indicating camera placement, field of view, design intent and site challenges. Members of the College community who may wish to express privacy concerns regarding the placement of cameras may petition the Committee to review the appropriateness of a given camera or cameras. The Committee shall determine the appropriateness of an installation weighing the concerns of the person(s) making the requests against the safety, security and crime prevention value of the camera(s) and render a determination as to whether or not a camera should be removed or changed.

The Committee is responsible for developing guidelines for the release of CCTV images. In addition, the Committee may review a log of all requests received by the Department of Public Safety to release recorded video images obtained through CCTV use and the course of action taken based upon the approved guidelines. Requests from individuals to review images or for Public Safety to review camera images related to incidents will be reflected in incident reports and logged. Excluded from review by the Committee are releases of recorded video images directly related to a search warrant or subpoena.