


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 210.3</b>		
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	<b>Last Revision Date:</b>	11-03-09	
<b>Effective Date:</b>		09-18-06	
<b>Section:</b>	Administration	<b>Subject:</b>	Video Surveillance

## PURPOSE


Arizona Western College employs video surveillance systems to promote public safety and maintain an environment conducive to quality teaching and learning. Arizona Western College restricts the use of covert surveillance equipment by any individual or entity as outlined in this procedure.

## PROCEDURE

1. Location and Installation of Video Recording and Monitoring Devices
  - 1.1 College buildings and grounds may be equipped with video recording and monitoring devices. Students, employees, and visitors are subject to being recorded and monitored at all times while on college properties or at College events. Surveillance areas include, but are not limited to, college campus common areas, residence hallways, campus streets and service drives, athletic fields and gyms, cash handling areas, dining facilities, classrooms, labs, library areas, motor vehicle interiors, retail establishments, and parking lots.
  - 1.2 The location of video recording and monitoring devices shall be determined by the Executive Committee. Departments may request installation or modification of video surveillance by submitting any such request to the appropriate Vice President. Any such request shall include a justification for installation of the system and the type of equipment requested.
  - 1.3 Video recording and monitoring devices shall not be used to record or monitor private or semi-private rooms such as rest rooms, individual offices (without the permission of the assigned occupant(s) to the office), individual residence hall rooms and suites (without the permission of the assigned occupant(s) to the room), and locker rooms/dressing areas, where showering or disrobing is routine.
  - 1.4 Video recording cameras shall not have audio recording capabilities or if any such audio capabilities exist, they will be disabled. Installation of inoperative, placebo, or dummy video surveillance systems are prohibited.
  - 1.5 This Policy does not authorize any type of covert video surveillance except as provided in Section 6 below.
2. Notification

Except as provided in Section 6 below, one or more notification signs shall be posted at or near each area being monitored. The notification signs shall provide as follows:

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## FOR YOUR PROTECTION

AWC employs a video surveillance system in this area. Public areas, including but not limited to hallways, lobbies, entrances, walkways, and parking areas are subject to being monitored and video recorded at all times. For questions or concerns, please contact AWC Chief of Police (928) 314-9500.

3. Use of Video Recording and Monitoring Devices
  - 3.1 Video recordings and video monitoring of students, staff, or others may be created, used, reviewed and/or audited for the following purposes: determining and enforcing adherence to college policies including but not limited to the AWC Student Code of conduct; detecting or deterring criminal offenses, and enforcing criminal laws, and, in inquiries and proceedings related to law enforcement, student discipline, and employee misconduct.
  - 3.2 The College shall not use video recordings or monitoring for other purposes unless expressly authorized by the President.
4. Viewing Video Monitors
  - 4.1 The College Police Department shall have the primary responsibility for viewing video monitors.
  - 4.2 Video monitoring will be conducted in a professional and confidential manner.
  - 4.3 The following individuals shall be given a password for access of video monitors in operations:
    - 4.3.1 The Chief of Police and applicable Vice President
    - 4.3.2 Residence hall security officers, but only for video monitors in their assigned facility from 10:00 p.m. to 8:00 a.m.
    - 4.3.3 On-duty members of the College Police
    - 4.3.4 Any other college employee approved by the Chief of Police and the applicable Vice President. Any such approval may limit the time period and/or location of the monitors to be accessed.
  - 4.4 An individual specified in Section 4.3 who has been given a password shall have access to view video monitors in operation, subject to the limitations in this Procedure and any limitations imposed when that individual's password is granted.
  - 4.5 Law enforcement officers with legitimate law enforcement business from agencies other than the College Police Department shall have approved access to view video monitors in operation.

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- 4.6 Video monitors should be in controlled access areas wherever possible. Only those individuals specified in Sections 4.3 and 4.5 shall have approved access to view video monitors in operation. No person with approved access to a video monitor shall grant another person access.
- 4.7 Suspicious behavior may be monitored except as prohibited by law or AWC Policy #460 and Procedure #460.1 or AWC Policy #455 and Procedure #455.2.
5. Protection of Information, Disclosure of Recordings, Retention of Recordings
  - 5.1 The Chief of Police or the College's legal counsel must authorize access to all use of, or creation of copies of video recordings that are created as a result of this policy.
  - 5.2 Images captured on video recordings or monitors shall not be printed, forwarded, or copied in any manner unless authorized by Section 5.
  - 5.3 Video images are initially recorded on a computer hard disk. Except as provided in Section 5.4, information on the hard disk shall be retained for eleven days and then the old video segment may be overwritten by new segments.
  - 5.4 Video recordings that may be relevant to the investigation of an incident may be transferred from the computer hard disk onto removable media.
  - 5.5 No attempt shall be made to alter or edit any part of a video recording.
  - 5.6 All video recordings shall be securely stored in a locked receptacle. All hard disks and DVDs shall be numbered, dated, and retained pursuant to this Procedure in a location to be determined by the Chief of Police.
  - 5.8 A log shall be maintained by the Chief of Police of all access to, or use of any recorded materials. The log shall include 1) the video number and date of recording; 2) the name of the individual or agency given access to any hard disk or DVD; 3) the date access was given; and 4) the reason access was given.
  - 5.9 Information contained within the video access log shall be considered public information unless prohibited by law or judicial order.
  - 5.10 Video records containing personal information used to make a decision directly affecting an individual must be retained for a minimum of one year and may be archived in accordance with Arizona Western College retention policy.
  - 5.11 When any DVD is to be destroyed or erased, such action shall be accomplished in a manner so as to ensure that the record is permanently unreadable.
6. Covert Surveillance
  - 6.1 Use of covert video surveillance shall be permissible only by law enforcement pursuant to a lawful criminal investigation.
  - 6.2 Use of covert video surveillance shall be approved by the Chief of Police and the College President.