

AP 3502 Campus Security Cameras

Reference:

*Education Code 67380(a)(4), 34 Code of Federal Regulations Part 668.46(b)(3);
ACCJC Accreditation Standard 3*

Security cameras will not be used to view or record workstations, including private office, desks or cubicles, classrooms, or rooms where students, staff and/or faculty commonly work, study, or hold discussions, living areas, or other common-use areas where a reasonable expectation of privacy exists.

Security cameras recordings will not be used for purposes related to the evaluation of employee job performance, nor will they be used as a means to track employee attendance and/or timekeeping record. However, the District may use such recordings in support of disciplinary proceedings against faculty, staff, or student(s), in a civil suit against person(s) whose activities are shown on the recording and are the basis for the suit. The Director of Campus Security or authorized District administrator shall only perform review of video records, with a good faith reason for review.

Security cameras are not monitored in real time with the exception of those located in the Campus Safety and Security Office; as an immediate response to the report of criminal activity on campus; suspicious behavior or in the course of an ongoing investigation of criminal activity. Cameras shall only be reviewed and monitored by the Director of Campus Security or an authorized District administrator with a good faith reason for the review, with the following exceptions:

1. Bookstore public retail areas may be monitored in real time by Bookstore employees;
2. Cougar Café food service areas may be monitored in real time by Café employees;
3. Child Development Center classrooms may be observed in real time as an instructional activity in alignment with Early Childhood Education curriculum under the direction and supervision of appropriate faculty and/or Child Development Center staff.

The Superintendent/President shall ensure that signs are posted at conspicuous locations at affected school buildings and grounds. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether the District's system is actively monitored by school campus safety personnel. The Campus Safety Director shall also provide email notification to TC News 10 days prior to the installation of new cameras and that matters captured by the camera may be referred to local law enforcement as appropriate.

To the extent that any images from the District's safety cameras create a student or personnel record, the Superintendent/President or designee shall ensure that the images are accessed, retained, and disclosed in accordance with the law, Board policy, administrative procedures, and any applicable collective bargaining agreements.