

Polk State College Procedure

Subject	Reference	Date	Number
Video Surveillance and Recording	State of Florida, GS1-SL	12/9/2022	7012

I. Purpose

This procedure establishes guidelines and responsibilities related to the electronic surveillance system at Polk State College. The express purpose of this procedure is to protect and maintain public safety, and it applies only to surveillance cameras installed and monitored by Polk State College Safety and Security.

II. Camera Location, Operation, and Control

- A. Polk State buildings and grounds may be equipped with video monitoring devices.
- B. Video cameras may be placed in areas where surveillance has been deemed necessary for campus safety, or due to potential threats to personal safety, prior incidents of property damage, or security concerns.
- C. Cameras placed in public areas are to be positioned only where necessary to protect assets or to provide for personal safety on College grounds or premises. For the purposes of this document, "public areas" are defined as locations designated for open use, where the expectation of privacy is not violated by what could normally be openly observed, such as but not limited to, hallways and all outdoor spaces.
- D. Cameras cannot be used to monitor private or semi-private rooms such as washrooms, classrooms, and offices.
- E. The Polk State Vice President of Institutional Technology and Risk Management manages, controls, and audits the use and security of cameras, monitors, recordings, files, computers used to store images, on-campus or cloud-based storage devices, and all other video-related materials and records.
- F. Only individuals authorized by the Vice President of Institutional Technology and Risk Management, or the College President are to have access to video monitors or be permitted to operate the controls.
- G. Video surveillance cameras may have audio recording capabilities; use of these capabilities must be authorized by the College President (or his or her designee).

H. The Polk County Sheriff's Office is permitted to access the College's surveillance system for testing, emergencies, or pre-planned exercises.

III. Notification

Signage must be conspicuously posted in each area that is under surveillance to notify individuals that surveillance is being conducted. Audio is not routinely recorded; it is only to be recorded in connection with a specific criminal investigation.

IV. Use of Video Recordings

- A. Video recordings may be reviewed or audited for the purpose of determining adherence to Polk State College Procedures, the *Student Code of Conduct*, and District Board of Trustees Rules that relate directly to the protection of public safety.
- B. The College may use video surveillance to detect or deter criminal offenses that occur in view of the camera.
- C. Video recordings may be released to third parties to conform with the requirements of local, state, or federal laws.
- D. The College or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, criminal deterrence, student discipline, or unlawful actions.
- E. The College cannot use video monitoring for other purposes unless expressly authorized by the College President (or his or her designee) or as outlined in District Board of Trustees Rules or Polk State College Procedures.

V. Protection of Information, and Disclosure, Security, and Retention of Recordings

- A. The Vice President of Institutional Technology and Risk Management or Director of Public Safety and Security must maintain a *Video-Access Log* listing all episodes of access to, or use of, recorded materials. This log must include the following:
 - 1. The video number and date of recording
 - 2. The name of the individual (or agency) given access to the recording
 - 3. The date that access was given
 - 4. The reason(s) that access was given
 - 5. The date when access is no longer available to the individual or agency
- B. Information contained within the *Video-Access Log* is considered public information, unless prohibited by law or judicial order.
- C. Polk State provides reasonable security measures to prevent unauthorized access to the electronic surveillance network; however, the College cannot guarantee that illegal network access is impossible.

- D. Video footage must be stored on a campus-based server or via a cloud-based storage center protected by appropriate computer security with access permitted to authorized personnel only.
- E. A public records request must be submitted and approved prior to the release of any video or still images to the public. (**Note: Fees may apply.**)
- F. A public records request may be denied if the recording(s) or image(s) are exempt from disclosure laws (e.g., the video or still images jeopardize a law enforcement investigation).
- G. Video or still images may be released to law enforcement to further a criminal investigation or to comply with a warrant.

VI. Disposal or Destruction of Recordings

- A. Copies of surveillance recordings must be kept in accordance with the State of Florida's *General Records Schedule* (GS1-SL) and must be kept for 30 days.
- B. All saved recordings must be disposed of via secure processes unless these items must be archived as part of a permanent record as stated in Section V of this document.
- C. Any person who tampers with or destroys video security equipment or recordings without authorization is subject to criminal prosecution and College administrative action, up to and including termination of employment or expulsion from classes.

VII. Video Monitors and Viewing

- A. Video monitoring for security purposes must be conducted in a professional, confidential, ethical, and legal manner.
- B. Only the Vice President of Institutional Technology and Risk Management, designated members of the Public Safety and Security team, individuals authorized by the College President (or a designee), and members of law enforcement agencies are to have access to video monitors while they are in operation.
- C. Video monitors are to be placed in areas with controlled access wherever possible.
- D. Video records are to be viewed on a need-to-know basis only, and in such a manner as to avoid public viewing.
- E. Authorized individuals who have access to camera controls (e.g., pan, tilt, and zoom) are prohibited from monitoring individuals based on race, creed, color, sex, national origin, sexual orientation, marital status, disability, public-assistance status, age, or inclusion in any group or class protected by state or federal law. Camera control operators must monitor activity based on suspicious behavior, rather than individual characteristics.

History

Adopted: December 9, 2022

<i>Reginal T. Well</i>	12/9/2022	<i>Reginal T. Well</i>	12/9/2022
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
<i>Angela M. Falconetti</i>			12/9/2022
President's Approval			Date