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| Policy Name: | Video Surveillance | | | | | |
| Section Number: | 4.07 | Section Title: | Office of the President | | | |
| Policy Owner: | Chief Student Affairs Officer | | Last updated: | February 2020 | Reviewed: | March 2020 |
| Status: | Active | | Due for Review: | March 2025 | | |

Video Surveillance

Jones County Junior College (Jones College) is committed to protecting the safety and property of the Jones College community while respecting the privacy rights of our faculty, staff, students, and visitors. Cameras provide a visual deterrent to crime, assist with overall security measures, and increase the potential identification and apprehension of any person(s) who breach(es) Jones College policies and/or commit(s) criminal acts. The primary use of surveillance cameras is to record images for future identification of individuals and activity in the event of violations of law or policy. For the sake of this policy surveillance cameras refer only to the permanent surveillance equipment controlled by the Jones College Police Department.

This policy does not apply to the use of video for non-surveillance purposes, examples include:

1. The academic use of cameras for educational purposes.
2. Cameras used for journalistic purposes.
3. Cameras used for capturing public events and performances.
4. Cameras installed or used for criminal investigations, which are subject to appropriate State and Federal laws.
5. Webcams used for purposes of communication between specific persons

1. Access and Use

- a. Only authorized personnel, as determined by this policy and authorized by the Vice President of Student Affairs or designee, will be involved in, or have access to surveillance camera data.
- b. The use of dummy or placebo cameras is prohibited.
- c. College Police will have access to all surveillance camera data for use in criminal investigations.
- d. When an incident is suspected to have occurred, only authorized personnel may review the images from surveillance camera data.
- e. Only the Police Chief or his/her designee may authorize copies of surveillance images.
- f. All requests to release surveillance records must be authorized by the office of the Vice President of Student Affairs or the Office of the President.
- g. In general, Jones College will not permit either the installation or use of cameras as a tool to monitor routine performance or management issues involving Jones College personnel or the use of personal “webcam” or similar technology for surveillance purposes.

Employees of any department with surveillance cameras shall be notified of such installation.

- h. The recording of audio for surveillance purposes is prohibited.
 - i. Video monitoring will be conducted only in areas where the public does not have a reasonable expectation of privacy.
 - j. Video surveillance cameras shall not be specifically directed or zoomed into windows of any residential building, including residence halls.
 - k. Recorded camera images will be retained for at least 30 days.
2. Device Procurement, Installation, and Maintenance
- a. The installation of new surveillance cameras, their locations, and purpose must be approved in advance by the Chief of Police. A request for surveillance camera installation must be submitted and approved prior to the purchase of equipment.
 - b. All costs associated with the purchase, installation, and maintenance of the system will be the responsibility of the requesting department.
 - c. All authorized cameras and systems will be inspected at least once a year to ensure that they are in proper working condition and meet policy guidelines.