



Video Surveillance Policy

Purpose: Otis College of Art and Design reserves the right to place cameras on its campuses as deemed necessary and appropriate. Otis College respects the privacy of college community members and takes appropriate steps to balance that privacy against safety needs on its campuses. Cameras extend the protection of College Security, even when officers are not in an immediate area. Cameras are not a guarantee of safety but are a tool that assists College Security. Cameras protect campus community members from dangers by serving as deterrents and alerting security to dangerous conditions and suspicious activity on campus premises.

Scope: This policy does not apply to legitimate academic use of video cameras for educational purposes, to cameras used for journalism, or to private video cameras owned and operated by members of the campus community. This policy applies to all property owned or controlled by Otis College or its representatives.

Camera Placement: The following policy shall govern the placement of cameras in public areas at Otis College:

- College Security may establish temporary or permanent video surveillance cameras in public areas of Otis College. These cameras shall not make audio recordings.
- Cameras shall not be established in private areas of the campus without obtaining a court-issued warrant.
- Otis College defines a private area to include:
 - residence hall rooms, bathrooms, shower areas, locker, and changing rooms
 - areas where a reasonable person might change clothing, or private offices
 - rooms used for medical, physical, or mental therapy or treatment
 - entrances, exits, lobbies, and hallways to on-campus counseling centers
- Exception: cameras can be established in private areas for the sole purpose to secure money, documents, and supplies from theft, destruction, or tampering.
- Video surveillance cameras shall not be directed or zoomed into the windows of private rooms of any residential building. To the maximum extent possible, electronic shielding should be utilized so that the camera does not have the capability to look into or through windows.
- Video surveillance cameras shall not be directed or zoomed into the windows of a private building not on college property.



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- Empty dummy or placebo cameras will not be used.

Notification of the Campus Community: The Otis College community will be notified that cameras may be utilized. Postings may accompany cameras and may appear on signs posted at the campus entrances. The policy will be made available to all students, faculty, staff, and visitors on the College Web site and be printed in appropriate publications.

Camera Use and Non-use:

- Cameras are not to be used to monitor individual students, faculty, or staff, except as necessary for a criminal investigation or as in accordance with a court-issued warrant.
- Cameras may be used to monitor a student or employee work area, (such as an area with financial transactions), or if a sole occupant is engaged in an activity with increased personal injury risk (such as machine operation inside metal and wood shops).
- Cameras used to monitor a work area should not be able to view the contents of computer screens. If the cameras can pan to view computer screens, electronic shielding should be utilized so that these cameras are not used to monitor employee computer use.
- Video surveillance cameras will not be used to prosecute petty violations on campus, such as violations of parking rules or petty theft (theft of goods less than \$1,000 in value).
- Video surveillance cameras will not be monitored by Human Resources to evaluate employee performance.
- Video surveillance cameras shall be used exclusively for campus safety and security purposes, including but not limited to:
 - Area damage assessment
 - Evacuation monitoring
 - Medical emergency response
 - Response to assaults, rapes, and burglaries
 - Assessment of suspicious activities
 - Monitoring of hazardous conditions

Establishment of Cameras on Campus:

- Temporary video surveillance cameras are defined as cameras that are established by the College Security to provide additional security for a campus event or situation, and that are not in place for more than 15 days. Permanent video surveillance cameras are established as part of the campus infrastructure and require planning and approval by the appropriate authorities. Camera placement will be initially determined by the Chief Facilities and Operations Officer.



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- Persons requesting camera placement shall complete a Track-it request form. Upon receipt of the request, CFOO shall consider the appropriateness, consult with any college representatives who should be given input, and then render a determination.

Camera Monitoring:

- Video may only be monitored by College Security officers. No unapproved employees may monitor or view the video for any reason except as necessary in the course of an investigation or adjudication. Selecting FM employees tasked with installation, maintenance, or adjustment of cameras, are approved for incidental access to the footage if such access is directly in conjunction with those aforementioned duties.
- If the College Security feels it is necessary to aid in an investigation or search, small video clips or image stills may be released to the media or the public.
- The officers approved to monitor video should receive training in the effective, legal, and ethical use of the monitoring equipment. These officers will receive a copy of this policy and provide written acknowledgment that they have read and understand this policy. These officers will also receive any and all updates or amendments to this policy.

Video or Other Storage Media:

- All digital images and videos are stored electronically on a server. All the digital images and videos stored are only accessible by the college's campus safety office for a limited time only.
- Recordings not related to, or used for an investigation, shall be kept confidential and data will be destroyed as it is overwritten. Video used for investigation or prosecution of a crime shall be retained until the end of the proceeding and appeal period unless directed otherwise by a court order.
- All video and images are confidential and can only be obtained by the public, staff, faculty, or students via subpoena. Law enforcement may request video and/or images for cases that occur on campus and will be subject to approval by the Director of Campus Safety & Security on a case-by-case basis without a subpoena.
- No recording shall be altered in any manner. Steps should be taken to ensure that no editing or alterations compromise the recorded video. The only narrow exception allows for the faces of nonparticipants in an incident to be blurred for privacy reasons in the event a video or still image is provided to the media.
- College Security will work with the Information Technology Department to determine the security of the system and to ensure proper password and security technology for video transferred or transmitted over a computer system.



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Destruction or Tampering with Cameras: Any person who tampers with or destroys a video surveillance camera or any part of the video surveillance system may be prosecuted in the criminal justice system as well as the campus disciplinary system.

