

PUBLIC SAFETY CAMERA SYSTEM

I. PURPOSE AND SCOPE

The South Orange County Community College District operates a public safety camera system for the purpose of creating a safer environment for all those who live, work and visit the District.

These cameras can be used for detecting and deterring crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist District officials in providing services to the community. Public safety cameras may be used in conjunction with campus access control and two way communications to enhance access to buildings and emergency notification.

II. MONITORING

Images from each camera will be recorded on a 24-hour basis every day of the week. These images will be transmitted to monitors installed in designated location(s) within the Campus Police Department.

When activity warranting further investigation is reported or detected at any camera location, Campus Police personnel may selectively view the appropriate camera and relay any available information to responding officers. Campus Police personnel are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety camera system to be set up at a location other than the Campus Police Communications Center for monitoring by other than police personnel when the situation requires such action.

Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high value or high threat areas. In addition, the public safety camera system may be useful for the following purposes:

- a) To assist in identifying, apprehending and prosecuting offenders.
- b) To assist in gathering evidence for criminal and civil court actions.
- c) To help emergency services personnel maintain public order.
- d) To monitor pedestrian and vehicle traffic activity.
- e) To help improve the general environment on the public streets.
- f) To assist in providing effective public services.

III. TRAINING

Campus Police and Campus Information Technology Personnel involved in management of the video monitoring system will be appropriately trained and supervised.

IV. PROHIBITED ACTIVITY

Video monitoring will be conducted in a professional, ethical and legal manner. The public safety camera system will not be used to invade the privacy of individuals, to look into private areas or areas where the reasonable expectation of privacy exists. This camera system is not intended for use in classrooms or private offices. All efforts will be taken to protect these rights. Video monitoring shall not be used to harass, intimidate or discriminate against any individual or group. Personnel are prohibited from viewing or distributing images unless authorized to do so.

V. CAMERA MARKINGS

All public areas that are monitored by public safety cameras shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is monitored by public safety cameras. Signs shall be well lit to ensure visibility. Confidential investigations may require the use of unmarked camera locations; however, use will be limited in duration to meet a specific objective.

VI. MEDIA STORAGE

All media will be stored in a secure area with access restricted to authorized persons. Recordings not otherwise needed for official reasons shall be retained for a period of not less than sixty days and thereafter should be erased with the written consent of the Campus Chief of Police. Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures REVIEW OR RELEASE OR OF VIDEO IMAGES

The review or the release of video images shall be done only with the authorization of the Chief of Police or his/her designee and only with a properly completed written request. Video images needed for a criminal investigation or other official reason shall be collected and secured in the Campus Police Department Evidence/Property room in accordance with current departmental evidence procedures.

VII. PUBLIC AND OTHER AGENCY REQUESTS

Requests for recorded video images from other government agencies or by the submission of a court order or subpoena shall be promptly submitted to the Chief of Police, who will submit to District legal counsel for further handling. Every reasonable effort will be made to preserve the data requested until the request has been fully processed by District legal counsel. Video images captured by public safety cameras that are requested by the public or media will be made available only to the extent required by law. Except as required by a valid court order or other lawful process, video images requested under the Public Records Act will generally not be disclosed to the public when such video images are evidence in an ongoing criminal investigation in which a disposition has not been reached.

VIII. ANNUAL REVIEW OF THE PUBLIC SAFETY CAMERA SYSTEM

The Chief of Police or his/her designee will conduct an annual review of the public safety camera system. The annual review will include an inventory of video monitoring installations, date of installation, summary of the purpose, adherence to this AR and any proposed policy or AR changes. The results of each review will be documented and maintained by the Chief of Police or

his/her designee and other applicable advisory bodies. Any concerns or deviations from this policy will be addressed promptly and effectively

IX. AUDIT PROCESS

Periodically, a review or audit of the BP and AR – 3508 Public Safety Camera System will be conducted to ensure the college police departments are implementing the policy and administrative regulation as intended.

Reference:

Policy 378. SOCCCD Police Departments.