
Chapter: Facilities

Modification No. 001

Subject: **College Safety and Security**

A safe and secure environment which will support and enhance the educational programs and services of the College should be provided at all times.

Board Approval: February 25, 1985

Chapter: Facilities

Modification No. 006

Subject: **College Safety and Security**

I. Responsibilities

- A. The Office of Facilities, through the Senior Vice President for Administrative and Fiscal Services and the President, is responsible for providing for the safety and security of the College community and all College-owned facilities.
- B. Campus security offices will be staffed twenty-four hours per day, seven days per week. Those offices are responsible for handling emergency situations in all areas of safety and security on each campus.
- C. The security staff maintains the capability and readiness to respond to first aid and security needs of the College.
- D. The Environmental Safety Coordinator manages the handling and disposal of hazardous materials, coordinates college-wide compliance with environmental regulations, and monitors College activities to assure that potentially hazardous conditions are avoided.
- E. The Associate Vice President for College Facilities is responsible for the development of operations manuals to guide the Safety and Security and Environmental Safety units of the Facilities Office.
- F. The Associate Vice President for College Facilities is responsible for the development of a College safety program to be administered through the Environmental Safety unit of the Facilities Office.
- G. The College administers its activities to achieve and maintain protection for property and those for whom it has responsibility, thus assuring efficient utilization of resources, minimum risk, and fulfillment of College responsibilities.

II. Trespassing on College Property

- A. The College has the authority under Education Law 26-102 to deny access to its buildings or grounds to a person who:
 - 1) Is not a bona fide, currently registered student, or staff or faculty member at the College, and who does not have lawful business to pursue at the College;
 - 2) Is a bona fide, currently registered student at the College, but has been suspended or expelled from the College for the duration of the suspension or expulsion; or
 - 3) Acts in a manner that disrupts or disturbs the normal educational functions of the College.

- B. Campus Security Officers have the authority under College policy and State law to demand identification and evidence of qualification from any person who desires to use or enter College premises.
- C. Campus Security Officers have been authorized by the Board of Trustees to issue trespass notices through local law enforcement agencies. Such notices will specify the scope and duration of the order. Trespass notices may apply to a particular site/building or the entire campus or College. The duration of the trespass notices depends on the local law enforcement agency involved, but usually will not exceed three years from the date of issuance. Violation of trespass notices may result in arrest or in criminal prosecution.
- D. A person who has received a trespass notice may appeal within five business days from the date of issuance by submitting a written appeal to the Campus Facilities Director of the campus where the trespass notice was issued.
- E. The written appeal should include the person's reason for being on campus at the time, the person's future need to be on campus, and any other information the person wishes to be considered. The appellant may also request a meeting, the date and time of which shall be set by the College. The meeting shall be held in private, except that the appellant may be accompanied by another individual to serve in an advisory capacity but who may not participate directly in the hearing. If the appellant intends to have an advisor who is an attorney, the College must be notified at least five business days in advance of the meeting. After reviewing the written appeal and the record of the incident(s), person or persons with knowledge of the incident(s) leading to the issuance of the trespass notice may be asked to be present at the meeting. After the meeting, a decision regarding the appeal shall be rendered within five business days and such decision shall be sent to the appellant via certified mail, return receipt requested. The decision shall be final. The trespass notice remains in effect during the appeal.

III. Video Surveillance

- A. Purpose
 - 1. The purpose of this section is to regulate the use of video cameras to monitor and record College premises for purposes of safety and security.
 - 2. The primary purpose of video surveillance technology in campus safety and security is to deter crime and to assist in protecting the College community and College property.
 - 3. Exclusions
This section does not apply to:
 - a. legitimate academic uses of video cameras for instructional or research purposes;
 - b. cameras used for journalism or media purposes;
 - c. approved video recording of athletic or performing arts events;
 - d. cameras used for video conferencing purposes;
 - e. cameras owned and operated by members of the college community.

There are also exceptions where cameras may be installed in testing locations, lab environments or other academic environments. All exceptions must be approved by the Senior Vice President for Academic and Student Services in consultation with the

General Counsel and the Senior Vice President for Administrative and Fiscal Services. Signage will be posted indicating video recording in these areas. These exceptions will be documented and available for review upon request.

B. Responsibilities

1. The Associate Vice President for College Facilities has the responsibility to authorize the use of video equipment for public safety and security purposes at the College. All new installations will follow established procedures.
2. The campus offices of Safety and Security are authorized to oversee and coordinate the use of video equipment for public safety and security purposes at the College.
3. The campus offices of Safety and Security will monitor new developments in relevant law and in security industry practices to ensure that video monitoring at the College is consistent with the highest standards and protections.

C. Camera Location, Operation and Control

1. Requests for installation of video surveillance devices must be sent in writing to the Associate Vice President for College Facilities. The request will be reviewed and forwarded with a recommendation to the Senior Vice President for Administrative and Fiscal Services who will consult as needed with the College General Counsel and Senior Vice President for Academic and Student Services (in cases involving assessment centers or academic purposes) and inform the Campus Vice President/Provost.
2. An inventory of camera/video surveillance locations will be conducted annually by the Office of Central Facilities and reported to the Senior Vice President for Administrative and Fiscal Services and the Senior Vice President for Academic and Student Services.
3. All recording or monitoring of video records for security will be conducted in a manner consistent with state and federal laws, and all existing College policies and procedures including, Affirmative Action, Sexual Harassment, IT Acceptable Use and other relevant policies and will never be based on personal characteristics including race, gender, sexual orientation, national origin, disability, or other protected classifications.
4. Personnel involved in video monitoring will be appropriately trained and supervised in the responsible use of the equipment.
5. Video monitoring of areas for security purposes at the College is limited to locations that do not violate the reasonable expectation of privacy as defined by law.
6. Except as provided herein, all video camera installations will be visible. Use of hidden cameras may be requested as part of an investigation into a serious criminal offense or a pattern of criminal activity. The Associate Vice President for College Facilities and Senior Vice President for Administrative and Fiscal Services, in consultation with the General Counsel, may approve the use of hidden cameras where it is demonstrated that the hidden camera is necessary to promote the safety and security of the College community and protect College property and that the need for such camera outweighs the privacy interest of any person likely to be

observed. If the camera has been installed and activated as a result of a specific investigation, it shall be the responsibility of the Campus Facilities Director to ensure that the device is removed promptly at the end of the investigation.

7. No audio shall be recorded by cameras at any time.
8. No cameras should be used as a means of surreptitiously evaluating employee performance.
9. Campus Facilities will post signage at appropriate campus entrances. Signage will be installed at all of the entrances to buildings where cameras are installed and on campus grounds where cameras are in use. Signage will state:

“PREMISES SUBJECT TO SURVEILLANCE”

D. Retention and Disposal

1. The images from video cameras used for safety and security purposes will not be routinely monitored, but will be stored and kept for the purpose of review in the event that a problem is brought to the attention of Campus Security.
2. Recorded images will be stored temporarily on appropriate storage media and will be kept in a secure location accessible to authorized personnel on an as needed basis.
3. Recorded images will be stored for a period not to exceed 30 days and will then be overwritten or destroyed unless retained as part of a criminal investigation or court proceeding, or other bona fide use as approved by the Associate Vice President for College Facilities.

Administrative Approval: February 25, 1985; April 26, 1985; July 24, 2001; April 30, 2008; February 15, 2010; August 13, 2010 (administrative correction only).