

Collin College Technology Services (CC-TS)
Security Camera & Surveillance – Information Security Procedure (ISP):

PURPOSE:

The purpose of surveillance cameras is to assist in protecting the safety and property of the College community. The primary use of surveillance cameras will be to record images for future identification of individuals in the event of suspected legal, criminal, ethical, or policy violations. The following classes of cameras and surveillance systems are exempt from the protocols outlined herein:

- Security cameras installed in the bookstore to monitor theft, cash registers, shipping/receiving, and secure areas.
- Autonomous security system installed in the Simulations area at the PSTC campus.
- Security cameras installed on the gun range at the PSTC campus.
- Autonomous surveillance systems installed for monitoring and training purposes in the Health Science Center at the McKinney campus.
- Autonomous observation system in the Mock Trial Courtroom at the Plano Campus.
- Department of Public Safety's (Collin College Police) audio/video recording equipment in the department and patrol vehicles. These systems are regulated by TxDPS – CJIS Policies and Procedures.

SCOPE:

This ISP applies to all cameras and surveillance equipment owned and operated by Collin College (CC).

Roles and Responsibilities:

The requirements outlined below provide guidance regarding the use of security cameras at Collin College, including both autonomous surveillance systems and college-wide security cameras. It also outlines when and how security cameras and surveillance systems are to be installed, how images are to be stored and recorded, and the conditions under which stored images or video are to be used.

1. There will be no audio associated with any camera. The College will not install cameras in faculty/staff offices or in non-public areas of residence halls.
2. Surveillance cameras may be installed in locations where the security of College property or people would be enhanced. This includes all locations that engage in cash or credit card transactions.
3. Appropriate signage will be installed by Facilities to provide notice of the cameras and enhance the crime prevention value of the camera.
4. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.

5. The Collin College Police Department (CCPD), Chief of Police or designee within the Police Department, will function as the surveillance camera coordinator.
6. Video monitoring for security purposes or for ethical or behavioral purposes (such as in the Testing Center and Access Office) will be conducted in a professional, ethical, and legal manner. Monitoring individuals based on race, color, religion, sex, age, national origin, disability, veteran status or other legally protected classification is prohibited.
7. All requests for installing security cameras on Collin College property must be routed to the College Police Department. The police department will then conduct a security assessment, forwarding the results for camera location and other security recommendations to the requesting department.
8. Purchase, installation, and maintenance of camera equipment requires the approval of the Senior Vice President Campus Operations and Chief of Police. All security camera equipment must comply with current College standards for the equipment.
9. Once approved, new individual surveillance cameras must be connected to the College's centralized (Salient) surveillance system and autonomous systems must be connected and accessible through the infrastructure.
10. Only College Police and Technology Services will have access to all surveillance systems, cameras and data.
11. Recorded images will not be routinely checked and will only be reviewed in the event the College has a need to review the recorded images. Recorded information will be stored in a secure location with access by authorized staff only. Recorded videos will be retained in compliance with the college's records retention schedule.
12. Information obtained through video monitoring will be used exclusively for safety, security, compliance with College policy, and for law enforcement purposes. Should monitoring reveal activity that violates laws or policy, an investigation will be initiated. All information obtained will only be released to college personnel authorized by the Chief of Police or District President or per Collin College's open records policy as authorized by the College's Public Relations Department and in compliance with applicable law.
13. Any person who tampers with or destroys video security equipment or recordings will be subject to criminal prosecution, college personnel action that may include termination of the individual's employment with the college, or student disciplinary action in accordance with the Student Code of Conduct.

Related Policies, References and Attachments:

An index of approved CC-TS ISP's can be found on the CC Technology Services ISP's website at <https://www.collin.edu/security>