



#### **Administrative**

**Policy Type:** Video Surveillance

**Policy Number:** 2606

**Date Adopted:** 10/20/2003

**Version:** 4.0

**Reviewed Cycle:** Biannually

**Date Last Reviewed:** 10/17/18

**Office Responsible:** Safety & Security

**Reviewing Committee:** N/A

**Related Policies:** Employee Contracts and  
Student Code of Conduct

**Related Laws:**

#### **Policy Summary:**

Jackson College recognizes its responsibility to protect persons and property on college premises while maintaining student, visitor and employee privacy. The College may install surveillance equipment, including but not limited to, cameras and software, in order to ensure employee/student/visitor safety and to gather usage data for the adequate and appropriate placement of computer equipment. Students, employees and visitors are advised of cameras via signage posted on main entrance signs.

#### **Policy Statement:**

JC authorizes use of video surveillance in approved areas at all centers to promote the order, safety and security of students, visitors, employees and property. Use of video surveillance shall be administered in a manner that assures privacy for all employees and students. The use of video camera surveillance on college property is authorized as follows:

1. The College shall notify its visitors, students and employees that video surveillance may occur on any college property. The College shall incorporate notice in appropriate publications and signage.
2. Specific use of video surveillance equipment and its designated location on College property shall be approved by the College President and supervised, controlled, and maintained by the Safety and Security Manager.
3. The Safety and Security Manager coordinates the appropriate use, storage and destruction of video surveillance materials.
4. The release of video recordings from surveillance equipment shall be available only with written authorization by the College President or Vice President of



Administration and Human Resources in the instance of suspected criminal activity. Designated video recordings shall only be released to appropriate legal authority. The College may disclose information or communication to law enforcement or investigative authorities or to comply with Freedom of Information Act requests, without the authorization of the surveillance subject.

5. Access to video recordings shall only be allowed with written authorization by the Safety and Security Manager, Vice President of Administration and Human Resources or President.
6. JC@LISD TECH, in coordination with the Lenawee Intermediate School District, will utilize shared video surveillance for purposes defined above and in accordance with procedures and protocols outlined in the LISD/JC Operational Guidelines. Video surveillance viewed by the respective organizations designated personnel is subject to the administrative policies of the JC.
7. Evaluation and/or proceedings leading to corrective action and or discipline will follow employment contracts or stated student code of conduct, rights and responsibilities, and discipline procedures.

**Change Log:**

<b><u>Date Of Change</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
11/14/11	Change log added	A. Goings
07/23/2014	Updated College name and logo	J. Whipple
06/23/2016	Review	J. Whipple
09/24/18	Review	J. Whipple