



Policy No. 4-21

Subject: Safety and Security Management Systems

Last Revised: 07/06/2023

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Finance and Campus Operations	Campus Chief of Police	Vice President of Financial and Administrative Services	

I. POLICY

The Virginia Highlands Community College (VHCC) Police Department shall be responsible for the coordination, approval, and management of campus-wide safety and security systems installed for the protection of staff, students and property of VHCC, on and off-campus. The VHCC Police Department shall ensure that all aspects of the safety and security management systems are functional and compatible with existing standardized technology infrastructure.

This policy establishes the general requirements for all College departments relating to the purchase, installation and operation of electronic safety and security systems and authorizes VHCC’s Police Department to establish the standards for the purchase, installation, and operation of specific types of systems by College personnel and departments.

II. PERTINENT INFORMATION

- A. VHCC is committed to enhancing the safety and security of all students, faculty, staff, visitors and College property by integrating the best practices of safety and security using a variety of technology. This policy addresses the College’s safety and security needs while respecting and preserving individual privacy.
- B. The purpose of electronic safety and security is to deter crime and serve as an investigative tool to assist VHCC Campus Police in protecting the safety and property of the College. To ensure the protection of individual privacy in accordance with the College’s values, state and federal laws, this policy is to formalize procedures for the installation, monitoring, retention, dissemination and destruction of safety and security records. Information obtained through any part of electronic safety and security systems will be used exclusively for safety, internal security, disciplinary, and law enforcement purposes.

- C. Campus-wide electronic safety and security systems include, but are not limited to the following:
 - 1. Electronic Access Control
 - 2. Closed Circuit Television
 - 3. Panic Alarms
 - 4. Emergency Notification Systems
- D. Administrator rights and privileges to the safety and security management systems will be controlled by the College's Information Technologies Department.
- E. The existence of this policy does not imply or guarantee that these safety and security systems will be monitored in real time 24 hours a day, seven days a week. All employees are responsible for complying with this policy in their respective positions.
- F. All recording or monitoring of activities of individuals or groups by security cameras and systems will be conducted in a manner consistent with College policies and state and federal laws and will not be based on the subjects' personal characteristics or status as defined in the College's Notice of Non-Discrimination.
- G. All recording or monitoring will be conducted in a professional, ethical, and legal manner.

III. DEFINITIONS

IV. GENERAL GUIDELINES

- A. The VHCC Police Department has the authority to select, coordinate, operate, manage, and monitor all campus security systems pursuant to this policy. The VHCC Police Department, in cooperation with the Information Technology Services Department, are responsible for coordinating and approving technology devices for the safety and security of the College.
- B. All information discovered from these systems is confidential and may only be used for official College and law enforcement purposes.
- C. Employees are prohibited from using or dissemination information acquired from College security systems, except of official purposes. All information and/or observations made in the sue of security cameras are considered confidential and can only be used for official College and law enforcement purposes.
- D. No attempt shall be made to alter any part of any security camera recording.
- E. VHCC Police Department and Information Technology Services shall monitor development in the law and in security industry practices and technology to ensure that campus security systems are consistent with the best practices and complies with all federal and state laws. Both departments will collaborate on procurement and installation of security and safety equipment on VHCC's campuses.
- F. When and if Campus Police, in the performance of their duties, observe something on a security system that violates the College's policies, that officer shall immediately notify the Campus Police Chief and the Human Resources Manager. No action will be taken against an officer who discusses what is later identified as an unfounded policy violation, as long as that officer was acting in good faith and did not violate any provisions of this policy.

G. This policy shall apply to all personnel and departments of VHCC with regard to their purchase, installation, and use of electronic security devices. Exceptions to the policy stated below will be addressed on a case-by-case basis and must be approved by the VHCC Chief of Police.

1. Any and all safety and security management systems must have the approval of the Chief of Police prior to purchase and/or installation.

H. **All College personnel with access to the security management systems are prohibited from using, discussing or disseminating information acquired except for official purposes.**

V. **DELEGATION OF AUTHORITY**

A. The College President has the authority and delegates to the Vice President of Finance and Administration the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. **RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS**

VII. **OPERATING REQUIREMENTS**

A. The copying, duplicating and/or retransmission of recorded video shall only be authorized by one of the following College personnel:

1. College President
2. Chief of Police
3. Director of Human Resources
4. Vice President of Instruction and Student Services
5. Vice President of Finance and Administration

B. A log shall be maintained by the Chief of Police of all instances of access granted to or use of security camera records that are requested.

1. The log shall include the date, purpose and identification of the person or persons to whom access was granted and who authorized the access.

C. External Requests for Records Release:

1. The Campus Police Department will review all external requests to release records obtained through security management systems. The VHCC Police Department will seek consultation and advice from the Virginia Community College System's legal counsel and other departments as deemed appropriate related to these requests prior to the release of any records.
2. Any outside law enforcement agency requesting a copy of security system information shall work with VHCC's Chief of Police to identify and copy the needed file(s) that are considered an integral part of an external investigation. A subpoena may be requested by the Chief of Police prior to the release of any security system information to an external agency. Prior to the file(s) being released, the external agency representative to whom the file is to be relinquished must sign a receipt when obtaining the files.

D. Internal College Requests:

1. Any requests for security recordings must be made via the submission of “Request for Surveillance Camera Recording”.
2. All student investigation requests for information from security management systems will be made through the Office of Vice President of Instruction and Student Services, the Vice President of Finance and Administration and/or the President. If approved by the Vice President, the request will be forwarded to the Campus Police Chief or his/her designee for completion. The Vice President will, with specificity, name who is entitled to view information from the security management systems.
 - a. Should Campus Police, in the performance of their duties, view something on a security management system that violates the College’s policies, that officer shall immediately notify the Campus Police Chief and the Vice President of Instruction and Student Services.
 - b. No action will be taken against an officer who discusses what is later identified as an unfounded policy violation, as long as that officer was acting in good faith and did not violate any provisions of this policy.
3. All employee internal investigation requests from security management systems will be made through the Office of Human Resources. If approved by the Human Resources Director and/or President, the request will be forwarded to the Campus Police Chief or his/her designee, for completion. The Human Resources Director will, with specificity, name who is entitled to view information from the security management systems.
 - a. Should Campus Police, in the performance of their duties, view something on a security management system that violates the college’s policies, that officer shall immediately notify the Campus Police Chief and the Human Resources Director.
 - b. No action will be taken against an officer who discusses what is later identified as an unfounded policy violation, as long as that officer was acting in good faith and did not violate any provisions of this policy.
4. Exclusions:
 - a. Security management system installation and use are prohibited in areas where there would be a reasonable expectation of privacy, such as locker rooms and restrooms.