

Central Virginia Community College Policies  
II - General Administrative Policies  
Video Surveillance



Policy #:	CVCC0048
Effective:	__/__/__
Last Reviewed/Revised:	11/14/2022
Responsible Dept.:	Public Safety and Campus Police
Other Policy References:	<a href="#">Virginia Code 19.2-67</a>

### Video Surveillance

The purpose of this policy is to regulate the lawful use of video security/surveillance cameras on all property owned, leased or managed by Central Virginia Community College (CVCC).

The use of video security systems is highly regarded as a tool in reducing unlawful activities in public places, and discourages vandalism, graffiti, theft and other criminal acts by serving as a deterrent and/or by assisting police officers in identifying unlawful offenders. This policy applies to all CVCC property locations and all personnel in the use of video security recording and monitoring.

The CVCC Police Department protects persons and property by providing essential law enforcement and public safety services, stability and order through service, assistance, and visibility while promoting student participation in life experiences that highlight accountability and personal responsibility.

The CVCC Police Department strives to enhance the quality of life of the campus community by integrating the best practices of public and private security with state-of-the-art technology. A critical component of a comprehensive safety and security program is the use video surveillance.

Video monitoring for safety/security purposes will be conducted in a professional, ethical, and legal manner; and personnel involved in the use of video equipment will be appropriately trained and supervised in the responsible use of this technology.

Information obtained through video recording will be used for security and law enforcement purposes and for compliance with College policy. Information obtained will only be released to non CVCC staff with the authorization of the President of the College or his designee.

Video monitoring for security purposes will be conducted in a manner consistent with all existing College policies and will be limited to locations that do not violate the reasonable expectation of privacy as defined by state and federal laws. This policy is consistent with the code of [Virginia 19.2-67](#).

Video camera installations will not possess the capability of recording sound at any time with the exception of active investigations or covert operations that must be authorized by CVCC Chief of Police.

The CVCC Police Department is the department authorized to oversee and coordinate the use of video equipment for safety and security purposes at Central Virginia Community College.

CVCC Chief of Police has the responsibility to authorize and manage the acceptable use (i.e., monitoring, viewing, internal distribution) and the installation of video security/surveillance equipment.

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The CVCC Police Department will monitor new developments in relevant law and in security industry best practices to ensure that video monitoring at the college remains consistent with the highest standards and practices.

Designated operators and technicians will follow all rules and regulations governing the use of video security systems.

IP cameras will record events temporarily unless retained by law enforcement as part of a criminal or civil investigation or as otherwise approved. The servers shall have the capability of storing images up to 30 days; and unless these images are retained, the oldest image captured will be recorded over first.

Notices and information regarding the use of video surveillance" will be provided to the campus community during convocations, orientations, SDV and other presentations, printed materials and via signage installed at significant points on campus facilities.

Cameras will not be consistently monitored under normal operating conditions but may be monitored for specific purposes. Monitoring will be conducted only at the direction of the Chief of Police.

Covert (hidden) camera surveillance may be used periodically when the College experience patterns of criminal activity to either persons or property. These cameras would not be installed in any area such as bathrooms and locker rooms that would violate the reasonable expectation of privacy as defined by the law.

Video Security Recordings shall not be saved, stored or transferred to an external or removable storage device, without the authorization of the Chief of Police for specific legitimate purposes.

Video Security Recordings will be accessed by approved and designated CVCC employees only and may not be used for illegal, illicit or unconscionable purposes.