

	POLICY	Motion No.	EXEC 1011-2024
	Video Surveillance	Effective Date	4/16/2024
		Responsible Department	Security and Safety
		Attorney Review / Date	[Attorney Name] [Date]

Pennsylvania Highlands Community College will employ video cameras for the purposes of deterring crime, assisting in criminal investigations, protecting the safety of employees, students, visitors and property of the College and assisting in investigating possible violations of College policies or student code of conduct violations. Video surveillance may be used to investigate a complaint, concern, or a performance issue. Video monitoring will be conducted in a professional, ethical, and legal manner. Video recordings will not be used as part of an employee's annual or regularly scheduled evaluation of work performance.

Surveillance Camera Installation

The Security and Safety Department oversees the placement and operation of video surveillance cameras at all College locations. Video cameras will be installed in plain view. Signage indicating use of video surveillance will be placed at the main entrance of College facilities with video surveillance.

- Video cameras are generally not used to observe employee work areas (e.g., offices) and are never installed in areas where employees would have an expectation of privacy such as restrooms or locker rooms.

Video Surveillance Viewing

- Only employees who are authorized by the President are allowed to review video recordings. Requests to provide video recordings directly to employees, students, or the general public will not be accommodated unless authorized by the College President.

If the incident occurred in an area where video surveillance coverage is available, an authorized employee, as determined by the President, may review the recorded video and make a determination if any video relevant to the incident is available.

- This video will be used by appropriate security personnel or Cabinet level administrators and/or law enforcement authorities to investigate and resolve the reported security incident.

Limitations of Video Surveillance Systems

Employees should be aware that a security officer may not be monitoring the cameras live and employees should not have an expectation that they are under continuous surveillance when they are in the range of a camera. However, if the College becomes aware of a concern for the safety or security of an employee, student or visitor, the live video feed may be monitored.

Employees should also be aware that the video surveillance system has cameras that cover only a fraction of the total campus, and even when camera coverage exists, it may not provide the level of detail necessary to spot suspicious activity or identify criminals. The length of time video is stored is dependent on available storage capacity, generally about thirty days or less.

Effective Date	Motion Number	Document Author	Description of Change
04/16/2024	EXEC 1011-2024		Policy revised for clarity
02/20/2024	EXEC 1004-2024		Policy revised for clarity
12/16/2014	EXEC 1022-2014	Cregg Dibert/Lorraine Donahue	Initial Release