

COLLEGE OF MICRONESIA-FSM

ADMINISTRATIVE PROCEDURE No. 7006

College of Micronesia-FSM Closed Circuit Television (CCTV) Monitoring and Recording

Date Adopted: 28 March 2011

Date Revised: 25 September 2013

Date Reviewed: 22-24 March 2014

References: Facilities and Campus Environment Committee.
Swarthmore College.

Procedures

Campus Security and Safety monitors will:

1. Conduct video observations of public areas that are in plain view of others.
2. Be trained in the technical, legal, and ethical parameters of appropriate camera use.
3. Monitor based on suspicious behavior, NOT group characteristics.

Campus Security and Safety monitors will not:

1. Spot and continuously view people becoming intimate in public areas.
2. View private rooms or area through windows.

CCTV operators must document all reportable observations in detail on the Campus Security Daily Activity Log.

Quality Assurance Procedures

The Campus Security and Safety Supervisor and the IT supervisory staff will provide ongoing oversight of CCTV operator activities and performance. Security Systems manager will also conduct periodic, unscheduled reviews of the network digital recorder.

Campus Security and Safety will supply each center monitor with a copy of the college CCTV Monitoring and Recording Policies and Standard Operating Procedures.

Periodically and without prior notice, management will have center monitors demonstrate their knowledge and understanding of relevant policies, procedures, and technical skills.

Documentation

Each incident that is supported or initiated by CCTV will be documented. In the record of the incident, the operator will enter:

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That CCTV was- used on the incident;

The Specific- camera used; and

Any pertinent information gathered by CCTV.

Public Notice of Area Cameras

Signage giving notice of the college's possible CCTV monitoring of a public area will be posted as deemed appropriate to enhance the crime prevention value of the CCTV system