

# Treasure Valley Community College

Code: ECAB  
Adopted: 6/09/18

## Security Body Camera Policy

### Purpose and Scope

Treasure Valley Community College (TVCC) utilizes body cameras and are worn by TVCC Security Professionals for the purpose of creating a safer environment for all those who live, work and visit campus. This policy provides guidelines for the placement, operation of body cameras, purpose of their use, the storage and use of video and image data from these cameras at TVCC. All data obtained will be viewed and stored in accordance with state, local and federal law.

Security body cams are worn by the TVCC Security Professionals to meet the specific needs of departments and for the purpose of assisting TVCC and the Department of Public Safety to deter crime, manage emergency response situations and investigate suspected criminal behavior.

### Prohibited Activity

Security body camera use will be conducted in a professional, ethical and legal manner. Security body cameras will not be used in areas where there is a reasonable expectation of privacy. Video equipment shall not be used to harass, intimidate or discriminate against any individual or group.

### Public Notification

Security body cameras will be worn in a conspicuous manner. Security Professionals are required to notify the other party when they are being recorded.

### Review of Video Data

Authorization to retrieve and review recorded information is restricted and access to data can only be granted by the Director of Security.

### Monitoring

Viewing of any security camera feed (live or recorded), is meant solely for security purposes and any other viewing will only be permitted with the express permission of the department's Director, in consultation with Public Safety. The Department of Public Safety will be given access to all campus security cameras for use during campus emergencies.

### Public and Other Agency Requests

Any requests for recorded video will be promptly submitted to the Director of the Security Department. Every reasonable effort should be made to preserve the data requested until the request has been finally processed by the Director of the Security Department, and applicable Administration.

Video images captured by security body cameras will be made available only to the extent required by law. In many cases, especially where a student is identifiable, a subpoena will be required.

### **Media Storage Guidelines**

Only individuals authorized by the Director of the TVCC Security Department will have access to stored security body camera video and images. Security body camera video and images should be stored for a period of not less than 180 days but not longer than 30 months for data that is not related to a criminal investigation. Thereafter data will be erased, or destroyed, if not otherwise required for any related investigation, claim or other TVCC need.

All data obtained will be reviewed, stored, and erased by authorized personnel only. All records will be gathered, stored, and disposed of in accordance to the law by the Director and/or Manager of the Security Department.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 133.410](#)

[ORS 163.700](#)

[ORS 165.540](#)