

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 6  
Business and Fiscal Affairs

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**AR 3502 Networked Video Cameras (NEW)**

**Reference(s)**

Education Code Section 32280

The Rancho Santiago Community College District operates a public safety video camera system for the purpose of creating a safer environment for all District students, employees and visitors. The purpose of this document is to provide a district-wide policy for the use of video security cameras. All recordings shall be done with recognition of the reasonable expectation of privacy among members of the college community. Public safety video security cameras may be used in conjunction with campus access control and two-way communications to enhance access to buildings and emergency notification.

District Safety & Security and Information Technology Services personnel involved in management of the video monitoring system will be appropriately trained and supervised.

Video monitoring will be conducted in a professional, ethical, and legal manner. The public safety camera system will not be used to invade the privacy of individuals, nor to look into private areas or areas where the reasonable expectation of privacy exists. This camera system is not intended for use in classrooms or private offices. Video monitoring shall not be used to harass, intimidate, or discriminate against any individual or group. Personnel are prohibited from viewing or distributing images unless authorized to do so by the Chief of District Safety.

Public areas that are covered by public safety cameras shall be marked in a conspicuous manner with appropriate signs to inform the public that the college has video surveillance. Signs shall be well lit to ensure visibility. Confidential investigations may require the use of unmarked camera locations; however, use will be limited to the duration of the investigation.

All media will be stored in a secure area with access restricted to authorized persons. Recordings not otherwise needed for official reasons shall be retained for a period not more than sixty days and thereafter shall be automatically erased with the video recording system. Any recordings needed as evidence in a criminal or civil proceeding shall only be copied by authorized campus safety personnel to a suitable medium and secured in accordance with current procedures.

The review or the release of video images shall be done only with the authorization of the Chief of District Safety & Security or their designee and only with a properly documented request.

Requests for recorded video images from other government agencies or by the submission of a court order or subpoena shall be promptly submitted to the Chief of District Safety & Security and People and Culture, who will submit to District legal counsel for further handling. Every reasonable effort will be made to preserve the data requested until the request has been fully processed by District legal counsel. Video images captured by public safety cameras that are requested by the public or media will be made available only to the extent required by law. Except as required by a valid court order or other lawful process, video images requested under the Public Records Act will generally not be disclosed to the public when such video images are evidence in an ongoing criminal investigation in which a disposition has not been reached.

The Chief of District Safety & Security or designee will conduct an annual review of the public safety camera system. The annual review will include an inventory of video monitoring installations, date of installation, summary of the purpose, adherence to this AR and any proposed policy or AR changes. The results of each review will be documented and maintained by the Chief of District Safety & Security or designee and other applicable advisory bodies. Any concerns or deviations from this regulation will be addressed promptly and effectively.

**RESPONSIBLE MANAGER:** Chief, District Safety & Security

**Adopted:** xxxxx, 2024