



Video Surveillance	Administrative Policies
	Effective Date: January 28, 2020
	Approved Revision Date: January 28, 2020

- (1) Dixie Tech conducts appropriate video surveillance on its campus in a professional, ethical, and legal manner in order to assist in providing public safety and security for the Dixie Tech community as well as for ensuring academic integrity, operational effectiveness, and compliance with College policy. This policy regulates all video surveillance on the Dixie Tech campus and applies to all employees and students as well as campus visitors.
  - (a) All public areas of the College campus are subject to video surveillance for the purposes set forth above.
  - (b) Except as directed by lawful court order, video surveillance cameras will not be directed at private spaces on or off campus.
  - (c) Use or installation of camera or video equipment by persons for the express or implied purpose of surveillance is subject to this policy.
  - (d) Use or installation of video or camera equipment for purposes other than surveillance is not subject to this policy. Non-surveillance purposes include but are not limited to academic instruction, video conferencing, recording and/or transmission of public events or performances, use of web and mobile phone cameras, etc.
  - (e) Recording audio data as part of video surveillance is specifically prohibited unless it is part of video monitoring excluded from this policy or is undertaken as the result of court order issued lawfully under State or Federal laws and regulations.
- (2) The College operates a central video surveillance system to manage all video surveillance installations and centralize viewing and recording of video feeds. This system is operated by and its uses directed by College Facilities Officer and the Vice President of Administrative Services.
  - (a) College Security and Information Technology (IT) Services operate the central video surveillance system under the direction of the College Facilities Officer and the Vice President of Administrative Services. All video surveillance installations are controlled by the College Facilities Officer and the Vice President of Administrative Services.
  - (b) IT Services will maintain site installation standards and is responsible for installation and technical maintenance of video surveillance sites.
  - (c) Other specialized video surveillance systems for a specific purpose incompatible with the central College video surveillance system, or any other video surveillance installed on College premises for any purpose must be approved by the College Facilities Officer and the Vice President of Administrative Services.
- (3) Access for employees to view live video surveillance feeds must be approved by a College Vice President. Access to surveillance feeds must be based on an employee need-to-know basis and in harmony with the purposes for surveillance as defined by

- this policy. Access procedures will be maintained by College Security and IT Services.
- (a) College Security shall have access to all live surveillance feeds only as it directly relates to the performance of their duties to provide public safety and security, including safeguarding College property and assets.
  - (b) IT Services shall have access to all live surveillance feeds only for the purposes of installation and maintenance of surveillance sites.
  - (c) Access to the live surveillance feeds of the building exteriors may be provided to the St. George Police Department with the approval of the College President.
- (4) Access for employees to view or export recorded video feeds must be approved by the College President or the Vice President of Administrative Services. IT Services may access recorded video feeds to the extent necessary to test and maintain the stored data.
- (5) Recorded video data may only be used for the following purposes.
- (a) Investigations of actual or potential criminal actions, College policy violations, loss or misuse of college property, security issues, safety concerns and/or accidents.
  - (b) Investigations involving academic integrity and/or academic or professional misconduct.
  - (c) Compliance with court orders, search warrants, subpoenas, and law enforcement requests issued lawfully under Federal regulations or State law.
  - (d) Other circumstances, including public records requests, approved by the College President or Vice President of Administrative Services.
- (6) Any employee or student of Dixie Tech may submit a written request to the Vice President of Administrative Services to change the location or limit the visual range of video surveillance equipment based on a belief that use of the equipment infringes on that individual's reasonable expectation of privacy or protected rights.
- (a) Specific information regarding the location, the right believed to have been infringed, and how the installation infringes on that right is required.
  - (b) The Vice President of Administrative Services or his/her designee may issue a decision, which may not be appealed.
- (7) Definitions:
- (a) Camera: Any digital or analog device that can capture or transmit visual images designed to monitor a specific area, including but not limited to video cameras, still cameras, cellular telephones, webcams, and electronic surveillance systems and computing devices.
  - (b) Campus: The Dixie Tech campus and other owned or controlled properties, buildings, or facilities, including locations where an official College activity is being held.
  - (c) Private Spaces: Areas in which individuals have a reasonable expectation of privacy, including but not limited to restrooms, locker rooms and dressing rooms.
  - (d) Video Surveillance: Viewing, recording, or making available for viewing visual

images of campus in the form of photographs, video recordings, live feeds, or in other formats.

- (e) Video Surveillance System: All components of video surveillance including hardware, software, camera installations, recording protocol, monitoring, etc.