

SECTION: 4.0 ADMINISTRATIVE

SUBJECT: SURVEILLANCE CAMERA

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**Title:** Surveillance Camera Policy

**Point of Contact:** Department of Public Safety, Information Technology Department

**Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy:** Administrative Services, Office of Student Affairs, Residence Life, Physical Plant, Student Union Building Center for Student Leadership, and Human Resource Services

**Date of approval by LC State authority:** June 2016

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** March 2025

**Summary of Major Changes incorporated in this revision to the policy:** Language changes to reflect current organizational structure.

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**Summary**

The primary purpose of this policy is to regulate and centralize the use of Lewis-Clark State College (LC State) camera surveillance systems used to observe and record public and personal areas.

**1. Purpose**

A. Commitment

LC State is committed to providing a safe and secure learning environment while safeguarding the privacy of college students, faculty, staff, community partners, and visitors. The use of surveillance cameras is part of an integrated security approach which includes a number of strategies including physical presence of security staff, access controls, and alarm systems.

B. Use

The primary use of LC State surveillance cameras is to record video images for use by law enforcement, the Department of Public Safety, and other college officials charged with investigating alleged violations of criminal law and college policy. Any interception, duplication, transmission, or other diversion of content for the purposes other than what is authorized by this policy is prohibited. The existence of this policy does not imply, or guarantee surveillance cameras will be monitored in real time continuously or otherwise.

C. Exemption

Lecture capture systems, video conferences, and video recording of test subjects in research situations, as well as other academic/research-related recordings, are generally exempt from this policy.

**2. Definitions**

A. Camera Control Managers

Individuals designated by the college who are responsible for the college's recording, reviewing, and recovering of content.

B. Content

All information, whether audio or video, captured by a college surveillance camera. This includes system logs, stills, snapshots, stop action, and video images whether transient, displayed, or recorded.

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C. Personal Areas

A location where a reasonable person would expect privacy, such as a residence hall living quarters, public restrooms, locker rooms, or other areas defined by law.

**3. Roles and Responsibilities**

A. Department of Public Safety Responsibilities:

- i. The director of Public Safety will approve or deny requests to view camera surveillance content in consultation with an appropriate vice president or the President.
- ii. The director of Public Safety will authorize access to servers in which video surveillance content is stored.
- iii. During emergency situations, the director of Public Safety will:  
Consult on and authorize surveillance camera system installation when it is required for an impending visit by a dignitary; when law enforcement or college officials are conducting an investigation; when there is a significant, imminent risk to public security and/or college property, or in the event of a campus emergency.
- iv. Content Ownership: All content is owned by the college and is the responsibility of the director of Public Safety. The director of Public Safety will consult with the Director of Information Technology and/or the VP for Finance and Administration on decisions related to content that are deemed of high importance to the college community.
- v. Testing and Maintenance: The Department of Public Safety will verify that all cameras are functioning properly at least once per month. Inoperable equipment will be reported to Information Technology Department via a work-order request.

B. Information Technology Responsibilities:

- i. Schedule meetings with campus units who have requested a camera or cameras to discuss recommendations on camera types and associated costs. A representative from the requesting department and a member of the Department of Public Safety will be included in the meeting.
- ii. Oversee the initial instruction of camera control managers and installers, as well as ongoing guidance of those employees, as needed.
- iii. Create procedures for storage, disposal, and retrieval of content stored on LC State servers.
- iv. Develop and execute the plan to ensure the integration of current and future systems according to established standards.
- v. Maintain equipment to include all repairs as needed.

**4. Placement and Limitations**

- A. Use of campus surveillance cameras will generally be limited to public areas.
- B. Video recording must not be conducted in personal areas of the campus unless specifically authorized by the appropriate vice president or the President, or by a search warrant or other lawful order from a legitimate and duly authorized law enforcement entity.
- C. Where surveillance cameras are permitted in personal areas, they will, to the maximum extent possible, be used narrowly to protect people, money, real or personal property, documents, supplies, equipment, or pharmaceuticals from theft, destruction, or tampering.

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- D. Inoperative, placebo, or “dummy” surveillance cameras shall not be installed or utilized, unless approved by the appropriate vice president or the President.
- E. Signs indicating an area “is monitored by surveillance cameras” shall not be installed or allowed to remain on campus.
- F. Wireless cameras will be placed as needed on a temporary basis in the conduction of surveillance for suspected criminal activity or for personal safety concerns.

**5. Monitoring and Review**

- A. The Department of Public Safety may monitor, and review surveillance camera feeds and recordings as needed to support investigations and to enhance public safety. It is not intended nor expected that college surveillance cameras will be routinely monitored in real time.
- B. With prior approval from the director of Public Safety, and in consultation with the appropriate vice president or the President, when appropriate, other college employees may monitor and review surveillance camera live feeds and recordings for purpose of public safety or internal investigations.
- C. Monitoring individuals based on characteristics of race, sex, gender, gender identity, ethnicity, sexual orientation, age, disability, veterans’ status, or other protected classification is prohibited.
- D. This policy does not in any way imply or guarantee that video surveillance devices will be indefinitely operational or actively monitored at any time.

**6. Storing and Retaining Content**

- A. Content will be stored on servers accorded appropriate computer security with access by authorized IT employees, contractors, or other designated individuals approved by the director of Public Safety.
- B. As otherwise exempted by item 6.c (directly below), temporary wireless camera content capturing public and state property may be stored in cloud servers housed by third party vendors for sixty (60) days and will be managed by the director of Public Safety.
- C. Cameras owned by LC State and utilized by student housing will be stored on the student resident’s own data subscription plans. Resident Life will be responsible for ensuring that the resident’s subscription is terminated at the end of the lease or upon a tenant’s departure prior to the expiration of the lease agreement.
- D. Content stored on LC servers content will be retained for at least thirty (30) days. After the 30-day retention period, the content may be maintained, erased, or recorded over. Content may be retained as part of a criminal investigation, court proceeding, or other authorized uses as approved by the appropriate vice president or the President, or as required by law.
- E. Requests to extend the content retention period must be approved by the director of Public Safety

**7. Use of Recordings**

- A. Surveillance camera content must not be used or disclosed for purposes other than those specified in this policy.
- B. All recordings and their contents, except those recordings outlined in item 6.c, are the copyrighted property of LC State and shall not be copied, distributed or used for any broadcast, performance or publication without the express written direction of the appropriate vice president or the President, except when such actions are taken by law enforcement in conjunction with investigations or criminal prosecutions.

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- C. Recordings may support disciplinary proceedings involving employees and/or students, or a civil suit or other proceeding involving person(s) whose activities are shown on the recording and relate to the proceeding.

**8. Release of Recorded Material and Live Streaming**

- A. Requests for release of recorded material under Idaho's Open Records Law must be approved by and routed to the vice president for Finance and Administration.
- B. Requests for release of recorded material set forth in subpoenas or other legal documents compelling disclosure must be reviewed and acted upon by the vice president for Finance and Administration and the Department of Communications and Marketing.

**9. Exceptions**

Use of campus surveillance cameras beyond those described in this policy is prohibited. Individuals who have questions about the use of Public Safety Camera Systems not subject to this policy should direct those questions to the director of Public Safety.