



# **ADMINISTRATIVE** **PROCEDURE**

**6520**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **SECURITY FOR DISTRICT PROPERTY**

### **Responsibilities:**

It is the responsibility of each District employee to take reasonable care to provide security for any and all District property under their control. District equipment, facilities, and property are not to be used by any individual not authorized by the District. Any loss or damage to District equipment, facilities, or property, should immediately be reported to the appropriate administrator.

### **Maintenance and Operations Department**

All District facilities are maintained by the Maintenance and Operations (M&O) Department. The M&O Department facilitates annual property liability inspections and coordinates service, inspection and testing of critical fire/life safety systems, including fire alarms and fire suppression systems. In addition, the M&O Department is responsible for all key/fob control and maintenance of all related systems. The District's current electronic access systems provide tracking and control of access to buildings.

### **Public Safety Department**

District properties are patrolled and monitored by the Public Safety Department. Officers routinely patrol District grounds, buildings, parking lots, and related facilities to ensure a safe environment for all those on District campuses, as well as, protect District property. Patrolling schedules and practices to monitor and protect District property are completed throughout various times within the officer's shifts. The Public Safety Department also creates and maintains incident reports, enforces applicable policies, and provides assistance to local authorities as needed. The Public Safety Department is also tasked with maintaining intrusion alarm systems in working order; emergency notification and disaster response practices (e.g. earthquake, fire, flood) and plans for publication of warnings about unsafe areas of campus as necessary. In addition, The Public Safety Department monitors and reviews surveillance footage from all District cameras in conjunction with incident investigation.

### **Procedures:**

#### ***Facility Access-***

Access to District facilities is restricted by the M&O Department, by way of key/fob control. Issuance of all key/fobs must be approved in writing by the appropriate School Dean, Department Head, or Vice President. This approval must be submitted via work

order request to the M&O Department. Access will only be given to areas specifically named in the request. Upon completion, the employee/student must pick up the key/fob in person, present identification, and sign a key/fob tracking card and statement of responsibility. This documentation will be maintained by the M&O Department. Transferring, loaning, or copying of keys/fobs is not permitted. All keys and fobs are property of the District and must be returned to the M&O Office upon separation from or at the request of the District. Lost or stolen keys must be reported to the M&O Department as soon as possible after discovery of loss.

### ***Facility Safety/Maintenance-***

All District properties are monitored on a daily basis by maintenance, grounds, and custodial staff for property liability, facilities securing, and general safety issues.

All facility/property safety concerns can be submitted to the M&O Department in person, via phone or email, or by work order depending upon the urgency of the issue. The M&O Department constantly monitors and prioritizes reported safety and security issues, placing those issues where personal safety and facility protection are compromised at the highest level of attention.

### ***Compliance-***

The M&O Department facilitates regular inspections with local authorities, as well as internal groups, to ensure that all facilities meet code compliance and that the District and its properties are safeguarded from potential hazards. These inspections include:

- Hazardous Materials Inventory
- Property Liability Inspections
- Fire Alarm and Fire Sprinkler testing and certification.
- Fire Inspections

## **Security Cameras**

### ***General Purpose***

The purpose of this procedure is to define the parameters for the use of security cameras on campus for the purposes of safety and security. This procedure applies to all personnel and property of the District as they relate to the use of security camera monitoring and recording.

### ***General Terms***

As used within this procedure, the following terms are defined below:

- *Security camera*: a camera used for recording public areas for the purposes of enhancing public safety, monitoring restricted areas or equipment, discouraging theft and other criminal activities, and for preventing, investigating, and resolving incidents. The college may utilize security cameras on Closed Circuit Television (CCTV).
- *Security camera monitoring*: the real-time review or watching of security camera feeds.
- *Security camera recording*: a digital or analog recording of the feed from a security camera.
- *Security camera systems*: any electronic service, software, or hardware directly supporting or deploying a security camera.

### ***General Principles***

- Security cameras are utilized to enhance the safety and security of the campus community and to protect District property.
- The District is committed to enhancing the quality of life of the campus community by integrating the best practices of campus safety with state-of-the-art technology. A critical component of a comprehensive security program is the use of security cameras.
- Security cameras will be used in a professional, ethical and legal manner in accordance with District policy and local, state and federal laws and regulations.
- Copies of information obtained by security camera recording will be released internally or to law enforcement personnel only as authorized by the Superintendent/President or designee. Copies will not be released to any other party except pursuant to a valid subpoena that has been reviewed and approved by the Superintendent/President or designee and Legal Counsel.
- Use of Security cameras to record public areas for security purposes will be conducted in a manner consistent with existing District policies, including Non-Discrimination Policy, the Sexual Harassment Policy, Family Educational Rights & Privacy Act (FERPA), and other relevant policies and agreements.
- All installation and use of security cameras will be done in accordance with all agreements between the District and any Bargaining Units.

### ***Responsibilities***

- The Director of Public Safety and Emergency Preparedness has the responsibility to authorize all security camera operation for safety and security purposes within the District in consultation with the Safety Committee, and approval from Executive Cabinet.
- The Safety Committee will review and recommend approval for all requests for camera placements to ensure adherence to District policies and guidelines. Final approval shall be made by Executive Cabinet.
- Information Technology will provide the necessary technology for setup, maintenance, security and data storage.
- The Public Safety Department is authorized to oversee and coordinate the use of security camera equipment at the College. Public Safety has the primary responsibility for disseminating and implementing policies and procedures.
- Public Safety, Human Resources, and the College of the Desert Safety Committee will monitor new developments in the law and industry standards and protections.
- There will be no installation of security cameras or CCTV technology without the review and approval of the Safety Committee, Executive Cabinet, and the written authorization of the Director of Public Safety and Emergency Preparedness.

### ***Procedures***

- All operators and supervisors involved in security camera recording of public areas will be regularly trained to perform their duties consistent with District policy and local, state and federal laws and regulations.
- Public Safety will ensure that appropriate campus signage for security camera and CCTV use is posted, as directed by Human Resources.
- Information Technology shall ensure that the security camera recording equipment will be configured so as to prevent the tampering with or duplicating of information.

- In general, cameras will not be actively monitored. Security camera recordings will be reviewed in response to specific incidents.
- Security camera recordings will be stored for a period not to exceed 30 days then subsequently erased, unless retained as part of an ongoing investigation, court proceedings (civil or criminal), or as approved by the Director of Public Safety and Emergency Preparedness.
- Public Safety will work with Information Technology to ensure that video Media is stored in a secure location with access by authorized personnel only.
- Mobile or portable security camera equipment may be used in compliance with this policy to ensure the safety and security of the college community and its property.
- In special circumstances, limited security camera monitoring may be conducted on campuses, though there is no guarantee that any specific camera is being actively monitored at a given time.

### ***Compliance***

- The Director of Public Safety and Emergency Preparedness will ensure that records related to the use of security cameras and recordings from security cameras are sufficient to validate compliance with this policy. Departments that maintain or support security camera technology must also maintain records and configure systems to ensure compliance with this policy. Security camera systems procured by the District will need to ensure compatibility with the system identified as the campus standard by the Public Safety Department, Human Resources, Information Technology and District policy.

### ***Procedure Revision***

This procedure is reviewed periodically by the Director of Public Safety and Emergency Preparedness and approved by the Safety Committee and the College Planning Council.

### **References: Education Code Sections 81600 et seq.; Accreditation Standard III.B.1**

Administrator: VP Administrative Services

Executive Cabinet Review/Approval: March 31, 2020

College Planning Council Review/Approval – 1<sup>st</sup> Reading: April 24, 2020

College Planning Council Review/Approval – 2<sup>nd</sup> Reading: May 8, 2020

Board Meeting/Information Item: May 15, 2020

Next Review: June 2025