

MANUAL OF PROCEDURE

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PROCEDURE TITLE: SECURITY VIDEO SURVEILLANCE

STATUTORY REFERENCE: FLORIDA STATUTES:
Chapter 1001, Part III, Florida College System Institutions;
F.S. 119.07; 257.36; AND 934.03

BASED ON POLICY: I-1 Administration and Organization of Miami Dade College Policy
Manual Approval, I-25 Retention and Destruction of RecordsV-8
Operations and Maintenance of College Facilities,

EFFECTIVE DATE: November 28, 2017

LAST REVISION DATE: June 30, 2023

LAST REVIEW DATE: ~~June 30, 2023~~; March 15, 2024

I. PURPOSE

The purpose of this procedure is to provide guidelines regarding the use of security video surveillance equipment, including but not limited to Closed Circuit Television (CCTV) and internet-enabled cameras (IP/Cam), outlining where and how security cameras are to be installed, how images are to be stored and recorded, and the conditions under which stored images or video are to be viewed or released.

II. RESPONSIBILITIES

Miami Dade College (“MDC”), Office of Emergency Management is authorized to oversee and coordinate the use of security video surveillance monitoring and recording for safety and security purposes at the College and has the primary responsibility for disseminating the procedure and assisting other departments and campus public safety units in implementing the system and these procedures.

The Office of Emergency Management has the responsibility to authorize all security video surveillance monitoring and recording for safety and security purposes at the College.

All new security video surveillance equipment installations will follow the Office of Emergency Management design criteria and operating principles found in MDC Facilities Design Criteria - Division 28. All existing security video surveillance monitoring and recording systems will be evaluated for compliance with this procedure.

III. GENERAL

MDC is committed to enhancing the quality of life of the campus community by integrating the best practices of public and private policing with state-of-the-art technology. A critical component of a comprehensive security plan using state-of-the-art technology is video surveillance.

- A. The primary purpose of security video surveillance monitoring of public areas by security personnel is to deter crime and to assist Campus Public Safety in protecting the safety and property of the College community.
- B. Video monitoring for safety and security purposes will be conducted in a professional, ethical, and legal manner. Personnel involved in video monitoring will be appropriately trained and supervised in the responsible use of this technology.
- C. Information obtained through security video surveillance monitoring and recording will be used primarily for MDC safety and security purposes, and may be used for any and all other lawful purposes. Information obtained through security video surveillance monitoring and recording will only be released when authorized by the Office of Legal Affairs in accordance with the College Manual of Procedures, Federal, and State laws.
- D. Security video surveillance monitoring of public areas will be conducted in a manner consistent with all existing College policies.
- E. Security video surveillance monitoring shall comply with all State and federal laws.
- F. Except as indicated in this procedure, all security video surveillance cameras will be visible and signs will be posted to alert persons in the area of their use, however, video feeds are not continuously monitored.
- G. The College shall not permit any audio recording by any of its security video surveillance equipment unless otherwise approved by the College President or designee. Any audio recordings shall comply with Florida and Federal law, including but not limited to, Chapter 934 of the Florida Statutes.
- H. This Procedure shall not apply to any other types of authorized audio or video recording for other purposes on College property.

IV. PROCEDURES

- A. Use of security video surveillance equipment shall be for monitoring activity on the College's property, including but not limited to:

1. Property and building protection: Building perimeter, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, cashier locations, etc.
 2. Monitoring of access control systems: Monitor and record restricted access transactions at entrances to buildings and other areas.
 3. Alarm Verification: Intrusion alarms, exit door controls, hold-up alarms.
 4. Video patrol of public areas: monitor transit stops, parking lots, walking paths, and green space on campus.
 5. Investigations: theft surveillance, vandalisms, and any violations of College policies or procedures, State or Federal laws.
 6. Protection of pedestrians: Monitor pedestrian and vehicular traffic activity on campus.
- B. All operators and supervisors involved in security video surveillance monitoring of College property will perform their duties in accordance with all MDC policies, procedures, rules, and regulations, and State and Federal laws.
- C. All College personnel are prohibited from disseminating any information acquired from the security video surveillance monitoring equipment unless approved by the Office of Legal Affairs.
- D. Duplication of recorded video surveillance information or printing of images is prohibited unless approved by the College President or designee.
- E. Video/still image release: Video/still images may be released as provided for in law, to law enforcement to further a criminal investigation, or to comply with a warrant or other lawfully issued court order.
- F. Camera locations will be jointly approved by campus administration with district operations CCTV design criteria and the Office of Emergency Management.
- G. Each campus public safety department central monitoring center and any other monitoring centers will be configured to prevent camera operators from tampering with or duplicating any recorded information.
- H. IP Cams store recorded event on a Network Video Recorder (NVR). After 30 days, the NVRs automatically record over the oldest images when the hard drive is full, unless retained as part of an investigation, court proceedings (criminal or civil), or other bona fide use as approved by the Office of Legal Affairs.
1. No recorded image maintained on an NVR shall be altered in any manner. Copies of the recorded images not maintained on an NVR may be subject to redaction in compliance with College policies and procedures, and State or Federal laws.

2. Recordings that document specific incidents and merit retention for administrative or potential legal uses must be maintained for 5 years after the end of the year to which they relate. This retention period.

Periodically, the College or surrounding community experiences patterns of suspected criminal activity both to person and property. These occasional incidents are usually confined to vandalism, and petty theft. In an effort to combat these problems, either by deterring the activity or apprehending violators, the College may use security video surveillance equipment in a manner that is not readily visible.

	
03/15/2024	
PRESIDENT	DATE