

SURVEILLANCE CAMERAS

I. Purpose

This policy provides guidelines regarding the use of all types of surveillance camera systems and the placement of surveillance cameras located on Western Dakota Technical College (WDTC) property. To ensure the protection of the individual privacy rights of employees, students, and visitors, WDTC formalizes the process of using video surveillance equipment on WDTC property. The College's use of surveillance cameras for monitoring or recording must be conducted in a professional, ethical, and legal manner consistent with all existing College policies. Tampering with surveillance cameras or camera systems, unauthorized installation or removal of cameras or camera systems, unauthorized monitoring of video, and unauthorized access to or duplication of recorded video is strictly prohibited.

II. General Statement of Policy

This policy outlines the conditions under which live camera feed and stored images or videos are to be used and when and how surveillance cameras are to be installed as part of crime deterrence, to capture evidence of a crime or wrongdoing, to promote health and safety, to promote academic integrity in testing centers, and to safeguard and monitor property. It applies to all WDTC locations, whether owned or leased, where surveillance cameras are installed. This policy applies to all students and all employees. It also applies to contractors, service providers, and visitors.

The existence of this policy does not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week; however, the College reserves the right to do so. The surveillance camera system does not guarantee that someone on College property is safe from crime or injury. Victims and witnesses of crime should dial 911 or contact the Director of Compliance and Financial Aid at 605-718-2411.

A. Installation Procedures and Locations

1. The use of surveillance cameras is limited to those that do not violate a person's "reasonable expectation of privacy," as that term is defined by law. Accordingly, surveillance cameras are not and may not be installed in any privacy areas, except for private offices, in which case surveillance cameras may only be installed or removed at the request of the primary user(s) of the private office and with the President's approval. Prior written consent must be obtained by the President and by the person(s) with reasonable expectations of privacy in that office.
2. All new installations, removal, or reinstallation of existing surveillance cameras will only occur with the advance approval of the President or Vice President of Finance

and Operations and must be coordinated with the Director of Facilities and the Director of Information Systems.

3. Surveillance cameras will be installed and configured to prevent tampering with or unauthorized duplication of recorded video.
4. Generally, surveillance cameras will not be installed in classrooms except in computer and testing rooms or when approved by the Vice President of Teaching and Learning and by the President.

B. Surveillance Monitoring or Recording, Viewing, and Video Footage Retrieval

1. The President, the VP for Finance and Operations, the VP for Institutional Effectiveness and Student Success, the VP for Teaching and Learning, the Human Resources Office, and the Director of Facilities have rights to surveillance monitoring or recording and viewing.
2. The VP for Finance and Operations and the Director of Facilities may grant rights to facilities/maintenance personnel to surveillance monitoring or recording and viewing.
3. Enrollment Services and Student Success Center staff members have rights to surveillance monitoring or recording and viewing of testing rooms for the purpose of proctoring exams.
4. The Director of Compliance and Financial Aid has rights to surveillance monitoring or recording and viewing in the case of an emergency or for Clery compliance.
5. The Director of Facilities, the Director of Information Systems, the Applications System Specialist, the Student Engagement Specialist, or their designee(s) may retrieve video footage when requested by the President, the VP for Finance and Operations, the VP for Institutional Effectiveness and Student Success, the VP for Teaching and Learning, the Human Resources Office, and the Director of Compliance and Financial Aid as follows:
 - a. President – all situations
 - b. VP for Finance and Operations – facility and operation concerns
 - c. VP for Institutional Effectiveness – student, emergency, Clery, and law enforcement concerns
 - d. VP for Teaching and Learning – academic concerns in classrooms and labs
 - e. Human Resources Office – employee concerns
 - f. Director of Compliance and Financial Aid – emergency, Clery, and other law enforcement concerns
6. Permission to surveillance monitoring or recording, viewing, and video footage retrieval in all other situations must be granted by the President, the VP for Finance and Operations, or the Vice President of Institutional Effectiveness and Student Success.

C. Storage and Retention

1. Recorded surveillance camera data may be retained for up to 4 weeks unless required for a continuing investigation of an incident, after which the recorded data will be erased or destroyed.
2. All recorded data will be stored on designated secured video storage with limited access.
3. Recorded data retained for investigation purposes will be strictly managed with limited access.
4. The College will have signage indicating surveillance cameras are in use.

III. Definitions

- A. "Academic Integrity" is a fundamental principle which is important to the College. Students are responsible for ensuring they are honest in their academic pursuits. Academic dishonesty means any behavior that misrepresents or falsifies the student's knowledge, skills, or ability with the goal of unjustified or illegitimate evaluation or gain and includes cheating, plagiarism, and falsification of records.
- B. "Employee" is any member of the college workforce: all staff (full-time, part-time, temporary); all student employees; all faculty (full-time, part-time, adjunct); all administrators, including interim; all contract employees.
- C. "Privacy Areas" are areas such as bathrooms, lactation rooms, shower areas, and changing rooms, and private offices where students and staff have a reasonable expectation of privacy as defined by law.
- D. "Surveillance Camera" is a WDTC-owned camera, technology or communications device used alone or in conjunction with a network for the purpose of gathering, monitoring, recording, or storing an image or images of property and/or people for surveillance purposes. This does not include classroom audio or visual equipment for instructional purposes. Image capture may use any technological format.
- E. "Surveillance Monitoring or Recording" refers to using a camera or other related technology to observe, review, report, or store visual images as part of crime deterrence, to capture evidence of a crime or wrongdoing, to promote health and safety, to promote academic integrity in testing centers, and to safeguard and monitor property. This does not include classroom audio or visual equipment for instructional purposes.
- F. "Video" is the comprehensive term for all recorded (still or action) images that are addressed as part of this policy. Images may include audio and other data.
- G. "Video Footage Retrieval" is capturing still images or recorded clips from surveillance video to be shared with others.
- H. "Viewing" is observing live camera feed as it occurs or recorded video.

IV. Reporting Procedures – None

V. Dissemination of Policy and Training

- A. This policy shall appear on the WDTTC website on the policy webpage.
- B. New employees are informed of the location of WDTTC policies during new employee orientation.
- C. Employees are notified a minimum of once per year of the location of policies by the VP for Institutional Effectiveness and Student Success.

Legal References: [34 CFR Part 99; 20 U.S.C. § 1232g - Family Educational Rights and Privacy Act of 1974; SDCL 22-21.1](#)

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