## MCLENNAN COMMUNITY COLLEGE

### COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

| Procedure Title | Procedure Number | Page(s) | Date Adopted: |
|---|---|---|---|
| Closed Circuit Security Monitoring and Recording of Public Areas for Safety and Security Purposes | CHA – I | 2 | 08/26/2025 |

### BASED ON BOARD POLICY

| Section | Policy Title | Policy Number | Date Adopted: |
|---|---|---|---|
| C - Business and Support Services | Site Management: Security | CHA | 08/26/2025 |

## PURPOSE

McLennan Community College will use closed circuit security cameras (CCSC) in public areas in a manner consistent with the rights of privacy for the purposes of safety and security.

The purpose of CCSC monitoring of public areas by security personnel is to deter crime and to assist the MCC Campus Police in protecting the safety and property of the College community. Any diversion of security technologies and personnel for other purposes would undermine the acceptability of these resources for critical safety goals and is therefore prohibited. Video monitoring of public areas for security purposes at the College is limited to uses that do not violate accepted rights of privacy.

## PROCEDURE

### MCC CAMPUS POLICE

The MCC Campus Police Department is authorized to oversee and coordinate the use of CCSC monitoring for safety and security purposes at the College. MCC Campus Police will monitor new developments in the relevant law and in security industry practices to ensure that CCSC monitoring at the College is consistent with the appropriate standards and legal protections.

### CCSC MONITORING COMMITTEE

A CCSC Monitoring Committee will review camera locations and requests for release of recorded video. The CCSC Monitoring Committee consists of five members: MCC Chief of Police; Director, Student Development; Director, Human Resources; EEO Officer; and Director, Information Systems and Services.

The locations of permanent CCSC cameras are approved by the CCSC Monitoring Committee. A list of College camera locations will be made available to anyone requesting the list. The locations of temporary cameras to be used for special events will be approved by the CCSC Monitoring Committee.

The CCSC Monitoring Committee will review complaints regarding camera locations and determine whether this procedure is being followed. The panel will determine if potential community security needs outweigh any likely infringement of individual privacy or conversely.

The CCSC Monitoring Committee will review requests received by MCC Campus Police to release recordings obtained through CCSC monitoring. No releases of CCSC recordings will occur without authorization by the Chief of Police and the President or Vice President, Finance & Administration. Excluded from review by the CCSC Monitoring Committee are releases of recordings directly related to a criminal investigation, arrest, or subpoena. Any release of recordings will be documented.

**RECORDED INFORMATION**

The MCC Campus Police and will ensure security measures are in place to prevent tampering with or duplicating recorded information. Recorded video will be for a period not to exceed 30 days and will then be erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Chief of Police.

EXAMPLES OF VIDEO MONITORING & RECORDING OF PUBLIC AREAS

I. *Protection of Buildings and Property*: Building perimeter, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, cashier locations, etc.
II. *Monitoring of Access Control Systems*: Restricted access at entrances to buildings and other areas.
III. *Verification of Security Alarms*: Intrusion alarms, exit door controls, fire alarm locations, etc.
IV. *Video Patrol of Public Areas*: Bus stops, parking lots, streets, bookstore, and vehicle intersections, etc.
V. *Criminal Investigation*: Robbery, burglary, and theft surveillance.
VI. *Protection of pedestrians*: Monitoring of pedestrian and vehicle traffic activity.