



VIDEO SURVEILLANCE POLICY

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I. Purpose

Kaskaskia College is committed to enhancing the quality of campus life by integrating best practices of safety and security technology. The utilization of video surveillance cameras is a critical component of a comprehensive security program. Camera coverage of public areas provides the Campus Police Department with a valuable resource for investigating crimes, accidents, and other incidents occurring on campus while respecting individual privacy rights.

This policy guides the installation, operation, monitoring, retention, and release of video surveillance on College property.

II. Responsibility

The Chief of Police (Chief) or Assistant Director of Public Safety is authorized to oversee and coordinate the use of video surveillance cameras at Kaskaskia College. The Chief is responsible for:

- Disseminating this policy and assisting other departments in implementing procedures
- Purchasing and authorizing installation of video surveillance cameras in accordance with this policy
- Monitoring developments in relevant laws and security industry practices to ensure compliance with federal, state, and local laws
- Accepting input from College employees and groups regarding camera locations
- Periodically reviewing camera locations to ensure policy compliance
- Maintaining (in conjunction with Information Technology) a list of camera locations, general description of deployed technology, and camera capabilities
- Reviewing all requests to release recordings from video surveillance cameras
- Approving installation of covert cameras for criminal investigations

The Chief Information Officer is responsible for:

- Ensuring technical infrastructure supports secure storage, access controls, and audit logging
- Coordinating with Campus Police on system maintenance, upgrades, and technology integration

III. Camera Placement

Cameras may be placed in public areas of Kaskaskia College on a temporary or permanent basis. Video surveillance cameras shall record video only; audio recording is prohibited.

Permitted Locations:

Video surveillance cameras may be placed in public areas, including but not limited to:

- Building entrances and exits
- Parking lots and pedestrian walkways
- Common areas, hallways, and lobbies
- Areas with high-value assets or elevated security concerns
- Outdoor campus grounds

Prohibited Locations:

Video surveillance cameras shall not be placed in private areas of campus, including:

- Bathrooms, shower areas, locker rooms, and changing rooms
- Private offices (except as noted below)
- Any area where a reasonable person might change clothing
- Private buildings not on College property

Exception for Investigations:

Cameras may be temporarily placed in classrooms and offices when authorized in writing by the Chief and

communicated to senior leadership or legal counsel, as needed. Such authorization shall be documented and maintained by the Campus Police Department.

Video surveillance cameras shall not be directed or zoomed into windows or doorways of private rooms.

Covert cameras used by Campus Police for criminal investigations shall be approved by the Chief and governed by applicable Illinois law.

IV. Camera Use and Monitoring

Real-Time Monitoring:

The existence of this policy does not guarantee that video surveillance cameras will be monitored in real-time; however, the College reserves the right to do so. Real-time monitoring shall be conducted only by authorized officers of the Campus Police Department in the course of normal duties.

Video Access and Review:

Non-police employees shall not monitor or view video except as necessary in the course of an investigation by Campus Police and with prior written approval of the Chief or Assistant Director

All video reviews shall require prior written authorization, except in cases of ongoing crimes or recent incidents requiring immediate review

The video management system logs all access and activity

In cases of ongoing crimes or recent incidents requiring immediate review, Campus Police employees may access necessary recordings and shall prepare a memo to the Chief documenting the reason for access

Authorized Use:

Video surveillance may be used for:

- Preventing, deterring, and identifying criminal activity
- Responding to critical incidents and emergencies
- Assisting in identifying, apprehending, and prosecuting offenders
- Documenting interactions to safeguard the rights of the public and officers
- Monitoring pedestrian and vehicle traffic activity
- Monitoring work areas where financial transactions occur (cameras shall not view contents of computer screens)

Prohibited Use:

Video surveillance cameras shall not be used to:

- Monitor individual students, faculty, or staff (except as necessary for criminal investigations in accordance with Illinois law)
- Prosecute petty violations such as parking violations
- Harass, intimidate, or discriminate against any individual or group
- Target individuals or groups based solely on race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability

Incidental Access:

Information Technology staff responsible for installing, maintaining, or adjusting cameras are authorized to access footage incidentally in the course of their duties.

Public Notification:

Reasonable notice of the presence of video surveillance will be provided, including signage at primary building entrances.

V. Video Access Documentation

A log shall be maintained documenting all persons not assigned to Campus Police monitoring locations who have been given access to view video surveillance footage. The log shall record:

- Date and time access was given
- Name and department of the person given access
- Name of person authorizing access
- Identifiable portion of footage viewed
- Purpose/reason for access

VI. Storage, Retention, and Release of Recordings

Storage and Access:

- All recordings shall be stored in a secure system with access restricted to authorized personnel
- Video recordings shall be password-protected to ensure proper audit trail of access
- All actions taken with respect to retention shall be appropriately documented

Retention Schedule:

Recordings will normally be retained for approximately 30 days before being overwritten, depending on the camera's location and activity level in the area, in accordance with the College's records retention schedule.

Permanent Retention:

The Chief shall authorize permanent storage of recordings required for court proceedings or ongoing investigations. Such recordings shall be treated as evidence and maintained in accordance with the evidentiary chain of custody requirements.

Evidentiary Integrity:

- All downloaded and retained recordings shall be treated as evidence:
- Strict adherence to chain of custody requirements
- Electronic authentication, including encryption, digital masking of uninvolved individuals, authenticity certificates, and date/time stamping as appropriate
- Access, maintenance, storage, and retrieval are conducted to ensure the integrity of the evidence

Release of Recordings:

All recorded video footage gathered by video surveillance equipment is for official use of the Kaskaskia College Police Department.

- Release to law enforcement agencies: Authorized by the Chief or Assistant Director of Public Safety in accordance with specific and legitimate law enforcement purposes
 - Release to media or public: Authorized by the Chief or Assistant Director, with coordination through senior leadership or legal counsel as needed
 - Court orders or subpoenas: Processed in accordance with established College subpoena procedures and with coordination with legal counsel
- Small video clips or image stills may be released to the media or public when the Chief determines it necessary to aid an investigation, search, or other legal requirements, with coordination through senior leadership or legal counsel as needed.

VII. Technology Integration

The College may integrate its video surveillance system with other technology to enhance available information and safety response, including but not limited to:

- Gunshot detection systems
- Incident mapping and crime analysis systems
- License plate recognition technology
- Video-based analytical systems
- Emergency notification systems

The College shall evaluate the availability and appropriateness of networking with appropriate private-sector entities and ensure that additional safeguards are in place for advanced analytical technologies.

VIII. Supervisory Oversight

Supervisors shall monitor video surveillance access and use to ensure that personnel operate in accordance with this policy and applicable laws. Supervisors shall ensure access and use are appropriately documented and logged.

IX. Training

All personnel authorized to operate or access video surveillance systems shall receive appropriate training, including:

- Camera operation and system features
 - Interaction with dispatch and patrol operations
 - Review of relevant policies and procedures
 - State and federal law related to video surveillance and privacy
 - Chain of custody and evidentiary integrity requirements
 - Access logging and documentation requirements
- Training records shall be maintained by the Campus Police Department.

X. Reporting Violations

Suspected violations of this policy should be reported to:

- The Chief of Police
- The Chief Information Officer
- Or through privacy@kaskaskia.edu