## Saddleback College
### Classified Senate General Meeting
#### Agenda
**Wednesday June 25, 2013**
10:30am to 11:30am Presidents Conference Rm

<table>
<thead>
<tr>
<th>1</th>
<th>Call to Order</th>
<th>A. President Mike Sauter</th>
<th>1 min</th>
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<tbody>
<tr>
<td>2</td>
<td>Approval of Agenda</td>
<td>A. Senate Body</td>
<td>1 min</td>
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<tr>
<td>3</td>
<td>Approval of Minutes</td>
<td>A. Senate Body</td>
<td>1 min</td>
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</tbody>
</table>
| 4  | Reports | A. Budget Report - Treasurer - Lori  
B. BAARC Report - Member at Large - Craig  
C. BP & AR - Pres./Pres. Elect - Mike, Dennis  
D. Academic Senate - Pres. Elect - Dennis  
E. Strategic Planning - Pres. - Mike  
F. Technology Committee - Pres. - Mike  
G. Parking Committee - Michelle | 10 min |
| 5  | President’s Report | A. Committee Assignments for Senators | 5 min |
| 6  | CLI Experience | A. Dennis Stachelski  
B. Craig Connor  
C. Lori Parra  
D. Mike Sauter | 25 min |
| 7  | Senate General Meetings Summer | A. Classified Senate Connection Fiesta  
Friday, July 18th, 2014 11-2pm SSC 212 Open Entry  
B. Valerie Senior Leading the Charge | 5 min |
| 8  | Senate Executive Team Retreat | A. July 25, 2014. Goals and Objectives for the year. | 5 min |
| 9  | BP&ARC | A. Update on BP&AR on Cameras | 15 min |
| 10 | Adjourn Meeting | A. Senate Body |     |
The South Orange County Community College District authorizes the use of a live video and audio monitoring and recording system for the sole purpose of creating a safer environment for all those who work at or visit District properties and/or facilities. Monitoring devices will be placed in strategic public locations in which students access or where money is exchanged, such as parking lots, building entrances, exteriors, hallways, and lobbies, throughout the District at the direction of the Chief of Police at each College Location. Established procedures and training will be followed. This monitoring system will be used for detecting and deterring criminal behavior, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to improve or monitor public safety. In accordance with FERPA/HIPPA regulations, this monitoring system will not be used in instructional areas, private offices, private employee work areas, or other areas where there is a reasonable expectation of privacy or confidentiality. This monitoring system will not be used for district employee evaluation or disciplinary purposes.
I. PURPOSE AND SCOPE

The South Orange County Community College District operates live video and audio monitoring and recording system for the sole purpose of creating a safer environment for all those who work at or visit the District properties and/or facilities.

This monitoring system will be used for detecting and deterring criminal behavior, to help safeguard against potential threats to the public, and to help manage emergency response situations during natural and man-made disasters. The live video and audio monitoring and recording system can be used in conjunction with campus access control and two-way communications to enhance access to buildings and emergency notification.

II. MONITORING AND REVIEW

Images from each camera will be recorded on a 24-hour basis every day of the week. These images will be transmitted to monitors installed in designated location(s) within the Campus Police Department.

In the event of an emergency situation, the Chief of Police may authorize video feeds from the public safety audio and camera system to be set up at a location other than the Campus Police Communications Center for monitoring by other Law Enforcement Agencies or Emergency Response personnel when the situation requires such action.

Designated college safety personnel are authorized by the Chief of Police of each college or his/her designee.

When activity warranting further investigation is reported or detected at any camera location, designated college safety personnel may selectively view the appropriate camera and relay any available information to responding police officers. Designated college safety personnel are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

Recorded audio and images will be used for the purpose of criminal investigations and the monitoring of activity around public areas, high value or high threat areas. In addition, the monitoring system will be used for the following purposes:

a) To assist in identifying, apprehending and prosecuting offenders.
b) To assist in gathering evidence for criminal and civil court actions.
c) To help emergency services personnel maintain public order.
d) To monitor pedestrian and vehicle traffic activity.
e) To help improve the general environment on the public streets.
f) To assist in providing effective public services.
In accordance with FERPA/HIPPA regulations, this monitoring system will not be used in instructional areas, private offices, private employee work areas, or other areas where there is a reasonable expectation of privacy or confidentiality.

Designated campus safety personnel are prohibited from using or disseminating any of the information acquired from the monitoring system except for purposes outlined in this Administrative Regulation. All information and/or observations made in the use of this monitoring system are considered confidential.

III. TRAINING AND SUPERVISION

The Chief of Police and the Director of Information Technology of each campus will be responsible for the management, supervision and training of the audio and video monitoring system. Designated users will be trained on the proper use of the equipment and thoroughly briefed on rules regulating privacy, the Fourth Amendment of the Constitution of United States of America, District policy, and any labor contracts in effect.
IV. PROHIBITED ACTIVITY

Video monitoring will be conducted in a professional, ethical and legal manner. The public safety camera system will not be used to invade the privacy of individuals, to look into private areas or areas where the reasonable expectation of privacy exists. This camera system is not intended for use in classrooms or private offices. All efforts will be taken to protect these rights. Video monitoring shall not be used to harass, intimidate or discriminate against any individual or group. Personnel are prohibited from viewing or distributing images unless authorized to do so.

V. CAMERA MARKINGS

All public areas that are monitored by public safety cameras shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is monitored by public safety cameras. Signs shall be well lit to ensure visibility. Confidential investigations may require the use of unmarked camera locations; however, use will be limited in duration to meet a specific objective.

VI. MEDIA STORAGE

All media will be stored in a secure area with access restricted to authorized persons. Recordings not otherwise needed for official reasons shall be retained for a period of not less than one year and thereafter should be erased with the written consent of the Campus Chief of Police. Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures (Government Code § 34090.6).

VII. REVIEW OR RELEASE OR OF VIDEO IMAGES

The review or the release of video images shall be done only with the authorization of the Chief of Police or his/her designee and only with a properly completed written request. Video images needed for a criminal investigation or other official reason shall be collected and secured in the Campus Police Department Evidence /Property room in accordance with current departmental evidence procedures.

VIII. PUBLIC AND OTHER AGENCY REQUESTS

Requests for recorded video images from other government agencies or by the submission of a court order or subpoena shall be promptly submitted to the Chief of Police, who will submit to District legal counsel for further handling. Every reasonable effort will be made to preserve the data requested until the request has been fully processed by District legal counsel. Video images captured by public safety cameras that are requested by the public or media will be made available only to the extent required by law. Except as required by a valid court order or other lawful process, video images requested under the Public Records Act will generally not be disclosed to the public when such video images are evidence in an ongoing criminal investigation in which a disposition has not been reached.
IX. ANNUAL REVIEW OF THE PUBLIC SAFETY CAMERA SYSTEM

The Chief of Police or his/her designee will conduct an annual review of the public safety camera system. The annual review will include an inventory of video monitoring installations, date of installation, summary of the purpose, adherence to this AR and any proposed policy or AR changes. The results of each review will be documented and maintained by the Chief of Police or his/her designee and other applicable advisory bodies. Any concerns or deviations from this policy will be addressed promptly and effectively.

X. AUDIT PROCESS

Periodically, a review or audit of the BP and AR – 3XXX Public Safety Camera System will be conducted to ensure the college police departments are implementing the policy and administrative regulation as intended.

Reference:

Policy 378, SOCCCD Police Departments.
Classified Senate

Connection

Fiesta!

FOOD FUN AND CONNECTIONS

FRIDAY JULY 18
SSC 212 11-2pm

Save the Date