HAGERSTOWN COMMUNITY COLLEGE

2026 Video Surveillance Policy



Hagerstown Community College
Campus Police
Video Surveillance Policy

PURPOSE

Hagerstown Community College (HCC) is committed to providing a safe and secure learning environment for all students, faculty, staff and visitors. The college understands the importance of combining best practices of safety and security with technology. Furthermore, the college respects the privacy of the campus community and the individuals that it serves. Hagerstown Community College utilizes a robust video surveillance system as part of the overall campus security plan. The intent of video surveillance system is to deter crime, aid criminal and administrative investigations, and protect the overall safety of persons and property on the college campus. The video system is a tool utilized by the HCC Police and Security Department to assist their efforts to provide a safe and secure environment. These protocols address the college's safety and security needs while respecting and preserving individual privacy rights.

The purpose of these protocols is to regulate the use of security cameras used to observe and record public areas for the purposes of safety and security. The protocols set guidelines within which the college will employ surveillance cameras. It also establishes standards and best practices for the installation of cameras, and for the accessing, viewing, recording, and releasing of surveillance system footage.

The existence of these protocols does not provide, imply, or guarantee that cameras will be monitored in real time – 24 hours a day, 7 days a week. Video surveillance shall be used exclusively for the purposes of campus safety and asset protection. The primary use will be to record images for current or future identifications of individuals in the event of criminal incidents, safety concerns, or policy violations. The Police and Security Department may use the video in real time monitoring as an additional tool to ensure campus safety and security. Real time monitoring will not be used as a means to replace foot or vehicle patrols by police or security personnel.

The video surveillance system is set to motion record for all internal and external cameras. Recorded video footage is automatically stored for at least 90 days. After that time, if not downloaded, the footage may not be available for viewing. The storage of video is dependent upon the amount of cloud storage available.

DEFINITIONS

Private Area: Any area where a college procedure or state, federal or local law would prohibit the video recording or photographing of individuals in that area. Such areas include, but are not limited to, restrooms and locker rooms.

Semi-private Areas: Those College areas that are assigned to an individual for his or her exclusive use such as individual offices.

Semi-public Areas: Those areas of the College to which access is granted to groups of individuals based on their employee assignment or special activity, their student activity, or their admission to a program or event. Such areas may include, but are not limited to: group work areas, student activity areas with specific designated purposes, theaters, and storage areas.

Classrooms: Those areas of the College generally designed for the purposes of delivering instruction to students or employees.

Public Areas: Areas where the general public or the campus community have regular access during normal business hours. Public areas do not include restrooms, locker rooms, offices, or classrooms.

Surveillance System Management Team: The Senior Director of Information and Technology (IT) Director and designated staff members have access to the video surveillance system for configuration and maintenance purposes only.

POLICY

The college reserves the right to place video surveillance cameras in situations and locations where the safety and security of either property or people would be enhanced. The college has placed cameras inside and outside the buildings on the main campus located at 11400 Robinwood Drive, Hagerstown, Maryland 21742. This policy also applies to the Bowman Training Center located at 562 Northern Avenue, Hagerstown, Maryland 21742. The external cameras are positioned to cover parking lots, entrances, roadways and walkways throughout the main campus. Internal cameras are positioned in Public Areas and Semi-Public Areas. All surveillance cameras used on the campus are overt and can be clearly seen and identified. The college does NOT utilize covert cameras in the video surveillance system. Nor does the college utilize any facial recognition software as part of the current system. HCC does have cameras designed to capture images of vehicles and their registration plates. Those cameras are NOT attached to any license plate reading (LPR) system. The cameras simply capture an image of the vehicle and the registration plate. That image is stored for the same retention period and then deleted.

PROCEDURES

Equipment: Placement of video surveillance equipment shall be at the recommendation of the Director of Public Safety/Chief of Police, in collaboration with the Senior Director of IT. Cameras will be placed with the following goals in mind:

- To deter criminal activity
- To monitor the safe and orderly operations of campus activities
- To provide intelligence related to emergency situations
- To provide investigative leads and/or evidence to further criminal investigations or concerns of misconduct
- To protect college resources
- Other college related purposes determined necessary by the Chief of the HCC Police Department

All video surveillance cameras must connect to the college's internal servers.

Video surveillance equipment shall not be placed in Private or Semi-private Areas. Those areas as defined above are such places as bathrooms, shower area, locker rooms or changing areas where a reasonable person has an expectation of privacy.

The video surveillance equipment utilized by Hagerstown Community College only captures video recordings. The college does NOT utilize any of the equipment to capture audio recordings. The system utilized at HCC is in accordance with the Maryland Courts and Judicial proceedings section 10-402, which refers to the Maryland Wiretapping and Electronic Surveillance Act.

Clearly visible signage, identifying the use of video surveillance cameras, shall be installed in buildings, parking lots or other locations where the equipment is installed.

This policy does not apply to covert cameras utilized by a law enforcement agency for the sole purpose of a criminal investigation.

ACCESS TO THE HCC VIDEO SURVEILLANCE SYSTEM

Access to the HCC video surveillance system will be restricted to protect the integrity of the video surveillance system. Members of the HCC Police Department will have full access to live view and archived footage to ensure an overall safe and orderly campus environment. The HCC Police Department can use the system to protect against theft, misuse of college property, and to conduct criminal and administrative investigations.

When granting individual access to the system, outside the police department, the college must determine the potential impact of allowing individuals rights to view the system. The college must consider the potential for abuse and misuse of the system by an individual. Only those individuals tasked with the overall safety and security of the college should be granted access to the system. Therefore, the college reserves the right to terminate an individual's privilege at any time.

The Chief of the HCC Police Department and the Executive Director of Human Resources may authorize other individuals, both internal and external to the college, to have the ability to view recorded or live footage. The purposes of this access must be in accordance with the policies and procedures set forth in this document. Legitimate reasons to allow internal or external access include, but are not limited to, the following:

- For the purpose of gathering intelligence and managing fire, EMS, and police resources during an emergency situation, the Washington County Division of Emergency Services and the Washington County Sheriff's Office may have access to live and recorded surveillance footage.
- For the purposes of furthering a criminal investigation, the Chief of Police can authorize another member of a state, local or federal law enforcement agency to view live and/or recorded video surveillance footage.
- For the purpose of maintaining and configuring the surveillance system, designated members of the IT department will have access to the overall system. In addition to this, the surveillance system vendor and/or technicians have the ability to access the system for repairs, installation, and routine maintenance/upgrades. The Senior Director of IT will have oversight into internal and external members accessing the system for maintenance purposes.
- For the purpose of monitoring the mechanical systems (maintenance rooms, heating & cooling, electrical etc.) of the college while on campus and remotely (VPN). HCC video surveillance cameras are placed inside mechanical closets and other locations where a member from Facilities could monitor for flood, fire or structural damage.
- Upon written request, the Chief of Police and/or the Executive Director of Human Resources may authorize an individual viewing rights with specific access to the system. Generally, the viewing rights to the system will only be for authorized individuals who are responsible for the safe, efficient, and orderly operation of the college campus. The extent of those rights granted may be limited to:
    - Live footage only
    - Access to footage from a particular camera(s)
    - Access to the surveillance system from inside or outside the network
    - Access to the surveillance system for a limited duration

Generally, access to footage from the surveillance system will only be allowed from within the Hagerstown Community College network. The Senior Director of IT may grant remote access to one or more surveillance cameras to an individual who has already been authorized to access the network system. This individual would then have to also adhere to the policies related to the Virtual Private Network (VPN).

USE OF THE SURVEILLANCE VIDEO FOOTAGE

1. Individual(s) granted access to view the live or archived video footage may NOT, without the express permission noted:
    - View the footage for any purpose other than to monitor the general operations of campus activities within that individual's scope of employment.
    - Record video footage in any manner (screen shots, external video recording of monitors, photographing video monitors etc.) without expressed permission or within the scope of their position.
    - Release any video footage to any person or entity without written permission from the Chief of Police.
    - Live video surveillance shall not be used to track any member of the campus community unless a threat to campus security has been received by college officials, or a reasonable cause exists of a serious violation of campus policy, a terroristic threat has been identified, or a criminal act has been committed.
2. Archived surveillance footage is controlled by the Hagerstown Community College Police Department.
    - Individuals are prohibited from transferring archived surveillance footage from the surveillance system to any other storage or memory device without the written permission of the chief or sergeant of the HCC Police Department.
    - The Chief of Police may authorize college employees to view archived video footage for the purpose of furthering an administrative investigation within that employee's scope of legitimate purposes and with permission from the Executive Director of Human Resources.
    - Individuals to whom the archived video surveillance footage is released are prohibited from releasing that footage to another person or entity without the written permission from the Chief of Police. Individuals in possession of archived video surveillance footage are required to safeguard the footage in an effort to prevent copies being made. Every effort should be made to preserve the integrity of the video footage and prevent the unauthorized release and/or copying of that video.
    - The Chief of Police, or an authorized HCC police officer, are the only college personnel allowed to release archived video surveillance footage to outside entities for the following purposes:
        a) Pursuant to the request from a law enforcement entity and/or from the Office of the State's Attorney and for the purpose of furthering a criminal investigation.
        b) Pursuant to a request from an insurance carrier, governmental entity or similarly situated party. In certain circumstances the college can request a subpoena to accompany the request.
        c) Pursuant to a subpoena
        d) Request for the release of surveillance footage that falls outside those listed above, must be filed as a Public Information Act (PIA) request pursuant to Hagerstown Community College's PIA procedures
        e) Except in the case of an emergency permitted by law, all requests that include surveillance of covered students shall be reviewed for compliance with the Family Education Rights and Privacy Act (FERPA).

RELEASE OF VIDEO/INFORMATION

Internal request to release information and/or video footage from the HCC surveillance system must be submitted, in writing, to the Chief of Police. For internal requests, video footage will be maintained by the Chief of Police. Video footage should not be released to internal members of the College, without approval from the Chief of Police and Executive Director of Human Resources.

External requests of video by third parties must follow college policies, state and local requirements, FOIA, MPIA, and be in accordance with the Family Education Rights and Privacy Act (FERPA). The college reserves the right to request a subpoena from outside attorneys requesting information regarding a civil or criminal investigation.

RECORDED VIDEO SURVEILLANCE FOOTAGE

Video surveillance recordings that are being used as evidence shall be stored in a secure location with access limited to authorized personnel only. Sworn members of the HCC Police Department will be responsible for storing and securing recorded footage from the video surveillance system. Files containing video surveillance footage are typically downloaded to a media storage device or saved on a college owned computer/drive. Video surveillance footage should not be stored on personally owned devices or saved to unprotected drives. HCC Police should take every precaution necessary to protect the integrity of the recorded video. Recorded videos being used in an HCC Police criminal case should be treated as evidence and protected as such. Generally, video recordings exported from the system shall be stored for a MINIMUM of 90 days, after which they will be promptly erased, unless retained as part of a college record, administrative hearing, criminal investigation or some sort of civil proceeding.

No recording shall be altered in any manner except when necessary to protect the privacy of non-participants. Tampering with or destroying video surveillance equipment/archived footage (evidence) may be prosecuted in the criminal courts or through the college's administrative process.