

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Security Cameras		SOP #: FAC.004.01
Effective Date	01/18/2019	
Last Revision/Review	Revised 2021-12-01	

1. Purpose

Security cameras and electronic surveillance systems are in operation at Burrell to enhance the general safety of the campus. There are also cameras in place for educational purposes. This describes their application and use.

2. Related Policy/Authority

Policy B4010 Security and Public Safety

3. Faculty/Staff Responsibilities

4. Definitions/Abbreviations

5. Procedural Steps

- a. Cameras are located at various locations around the Burrell campus. These include security cameras in hallways, public spaces, and video recording equipment in certain classrooms and conference/seminar rooms.
- b. These cameras are placed and used for educational and surveillance/security purposes.
- c. Access to real time or recorded events is restricted to appropriate individuals, which may include campus personnel as well as campus security contractors. All requests for access should be directed to the Asst. VP for Administration.
- d. In some circumstances, as a result of investigations, subpoenas, lawsuits, or other legal exigencies, the College may be required by law to provide records (electronic or other) or information related to those records or relating to the use of information resources to third parties. All such 3rd party requests should be directed through the Asst. VP for Administration.
- e. The College may, in its reasonable discretion, review electronic records information to ensure proper function of the College and its programs, in connection with investigations or audits or to protect the safety of individuals or the BCOM community.
- f. The College may also permit reasonable access of data to third-party service providers in order to provide, maintain or improve those services.
- g. Cameras are not located in any space where a reasonable expectation of privacy exists – including locker facilities and bathrooms.

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6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

- a. Operation and location of electronic surveillance cameras and equipment shall be reviewed at least annually by the Campus Safety and Security Committee.

8. Signature

	12.3.2021
Asstistant VP of Administration / CIO	Date

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
2021-12-01	2	Referenced relevant policies		