



ST. FRANCIS COLLEGE
COLLEGE SECURITY CAMERA POLICY

179 Livingston Street, Brooklyn NY

Effective Date: September 2, 2026
Issuing Office: Facilities Management / SFC Security
Contact Information: korourke@sfc.edu or 718-489-5496

Purpose

St. Francis College (the “College”) is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. In furtherance of that commitment, we have installed security cameras to various locations throughout our campus. The College respects the privacy of College community members and is mindful of both privacy and safety needs on its campus. The deployment of cameras is reviewed, approved, and supported by SFC Security, the department responsible for the oversight and approval of camera locations.

Security cameras are actively monitored and are used for campus safety and security purposes and in support of relevant disciplinary and investigative processes. The College employs a security camera system in order to enhance safety; deter crime; identify potential criminal activity; investigate criminal activity and violations of College policies, procedures and rules.

This policy establishes procedures for the installation of video surveillance equipment and the handling, viewing, retention, dissemination, and destruction of video surveillance records.

If you have any questions about this policy, please contact Kevin O’Rourke, VP of Facilities Management in charge of SFC security, at korourke@sfc.edu or 718-489-5496.

Policy

All security camera footage is owned by the College. Security camera footage will be securely stored in order to prevent tampering and will be managed by SFC Security. Technical support for camera system and stored security camera footage will be provided by the Technology Services department. SFC Security must authorize access to, the use or duplication of, or release of security camera footage. Any requests to view camera footage must be submitted SFC Security.

The Dean of Students and/or Vice President of Facilities will review, in consultation with the General Counsel, all third-party requests to release records obtained through security camera surveillance. Security camera surveillance records will generally not be released to the public, students, employees, or parents. For example, security camera surveillance records may, where directly related to students, be protected against disclosure to third parties. While SFC Security will typically review the security camera footage, the College reserves the right to allow individuals to view security camera footage as part of an investigation of a crime, code of conduct violation, significant campus safety, concern, or campus policy violation.



General Principles

Security Cameras are monitored by SFC Security. Personnel approved to monitor security camera videos should receive training in effective, legal and ethical use of the monitoring equipment. Security camera footage will be reviewed only upon report of a crime or violation.

Information obtained from security cameras may be used for campus policy enforcement, including but not limited to, student judicial functions and to assist local law enforcement investigations campus/local crime. Security camera footage must be handled with an appropriate level of safety to protect against unauthorized access, alteration, or disclosure.

Placement of Cameras

The College reserves the right to place cameras on campus where, in its sole judgment, it deems necessary and appropriate. Security cameras will be located so that personal privacy is protected. No audio shall be recorded. Unless pursuant to a court order, security cameras will not be installed in private areas which include, but are not limited to: dormitory rooms within residence halls, bathrooms, shower area, locker and changing rooms and private offices.

All video camera installations should be visible. The exact location, number and function of all cameras will generally be considered confidential for security purposes and not be released to the general public, guests, students, or employees. The College reserves the right to place cameras in areas that are not open to the campus or general public (e.g., closed buildings or secured areas).

Any student who tampers with video equipment will be subject to disciplinary action through the Dean of Students Office. Any employee who tampers with video equipment will be subject to disciplinary action through the Office of Human Resources.

Access and Monitoring

All recording or monitoring by College security cameras will be conducted in a manner consistent with College policy and applicable state and federal law. Profiling (i.e., the practice of targeting individuals or groups based on characteristics including, but not limited to age, color, disability, gender, gender expression, national origin, race, religion, sexual orientation, or other protected classification) is prohibited.

When an incident is reported, SFC Security may review the surveillance footage from the security camera. As circumstances require, the Dean of Students or Vice President of Facilities, in consultation with the General Counsel, may authorize others to review surveillance footage whose job duties require review of such footage.

Appropriate Use and Confidentiality

Personnel are prohibited from using or disseminating information acquired from College security cameras, except for official business purposes. All information gathered and/or observations made



through the use of security cameras is considered confidential to the College and can only be used for official College purposes, and upon the approval of the Dean of Students, Vice President of Facilities, SFC Security or their respective designees. Such purposes may include supporting a law enforcement investigation. Personnel are expected to know and follow this policy.

Use of Cameras for Criminal Investigations

The use of video equipment may be used in criminal investigations on behalf of the College. Individuals or agencies from outside of the College must request access to view materials in accordance with our policies governing student records. Video records may be destroyed within thirty (30) days of the conclusion of any investigation and subsequent hearing process.

Exceptions

This policy does not apply to cameras used for academic purposes. Cameras that are used for research, communications, or class projects may be governed by other policies, including those protecting human subjects and are, therefore, excluded from this policy.

Safety and Security Camera Acceptable Use Policy

This policy does not address the use of student/employee personal cameras, webcams, videotaping events, or live streaming for general use by the College. This policy also does not apply to the use of video equipment for the recording of public performances or events, interviews, or other use for broadcast or educational purposes. For example, videotaping of athletic events for post-game review, videotaping of concerts, plays, and lectures, live stream activity, or videotaped interviews of persons are not subject to this policy. Automated teller machines (ATMs), which may utilize cameras, are also exempt from this policy.

Training

Security camera control operators shall be trained in the technical, legal, and ethical parameters of appropriate camera use. Security camera control operators shall receive a copy of this policy.

Operation

Security camera control operators shall monitor based on suspicious behavior, not individual characteristics. All operators and supervisors involved in video surveillance will perform their duties in accordance with this policy. Abuse of standard operating policies or inappropriate camera control operations will result in disciplinary action.

Storage and Retention of Recordings

No attempt shall be made to alter any part of any surveillance recording. Surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information without authorization.



All surveillance records shall be stored in a secure location for a minimum period of 30 days and will then be written over as storage permits unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Dean of Students or V.P. of Facilities, in conjunction with the General Counsel.