



College of The Albemarle Procedure

Procedure Number: 2.1.2.1

Pages: 1 of 3

Title: Requesting Video or Pictures from the Security System

Related Policy and Procedures: Policy 2.1.2 Campus Safety and Emergency Planning; Policy 3.3.3 Employee Code of Conduct; Procedure 5.3.2.1 Discipline and Appeal for Academic Violations; Procedure 5.3.2.2 Discipline and Appeal for Non-Academic Violation; Procedure 5.3.3.3 Student Threat Assessment; Procedure 5.3.4.1 Title IX Sexual Harassment and Sexual Violence; Procedure 5.3.4.2 Unlawful Discrimination and Harassment;

Division of Responsibility: Operations

The College of The Albemarle (College) has an obligation to provide a safe environment for its students to learn and a safe place for its employees to work. When any College employee has a concern about a suspected incident that has occurred in violation of a College policy or procedure, they are encouraged to report the matter according to the applicable policy or procedure via the College's online incident reporting system which is located on the College's website. As the procedure applies to both students and employees, reports regarding students will be reviewed by the vice president of student success and enrollment management (vice president), or designee and reports regarding employees will be reviewed by the director of human resources (director), or designee. All information or observations made in the use of security cameras is considered confidential and will only be used for official college and law enforcement purposes.

The following procedures outline the process to request the review of video or pictures from the College's security system.

A. Student Investigation

1. Employees filing complaints (Complainants) that reference students are urged to do so in writing as soon as possible after disclosure or discovery of the facts giving rise to the incident. Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to incident reports. The vice president, or designee, shall investigate any complaints. During the course of the investigation, the vice president may consult with other relevant College administrators.
2. All requests for the review of video or pictures from the College's security system must be included when submitting a complaint using the College's online incident reporting system. Reports should be complete and include all information specific to the request for the review of footage. Needed information includes but is not limited to the reason for the request, dates and time frames in which the incident may have occurred, and any involved parties.
3. During the investigation the vice president will make a determination as to whether the review of video or pictures is applicable to the complaint. If the review of footage is determined to be appropriate, the vice president or designee will notify the director of facility, operations, safety and security (director of security) in writing via the online



College of The Albemarle Procedure

Procedure Number: 2.1.2.1

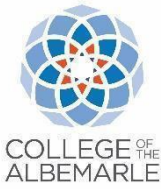
Pages: 2 of 3

incident reporting system of the request. The director of security or designee will complete the request and upload all information requested via the online incident reporting system under the appropriate case number.

4. If applicable to the investigation, the vice president may update the personnel allowed to view the uploaded footage. Arrangements must be made in advance for review of the footage at approved time and location. If the review of the footage is not determined to be necessary to conduct the investigation, the vice president, or designee, shall notify the complainant at the close of the investigation.
5. All approved video or picture requests shall be maintained in the video request log.

B. Employee Investigation

1. Employees filing complaints (Complainants) that reference employees are urged to do so in writing as soon as possible after disclosure or discovery of the facts giving rise to the incident. Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to incident reports. The director, or designee, shall investigate any complaints. During the course of the investigation, the director may consult with other relevant College administrators.
2. All requests for the review of video or pictures from the College's security system must be included when submitting a complaint using the College's online incident reporting system. Reports should be complete and include all information specific to the request for the review of footage. Needed information includes but is not limited to the reason for the request, dates and time frames in which the incident may have occurred, and any involved parties.
3. During the investigation the director will make a determination as to whether the review of video or pictures is applicable to the complaint. If the review of footage is determined to be appropriate, the director or designee will notify the director of facility, operations, safety and security (director of security) in writing via the online incident reporting system of the request. The director of security or designee will complete the request and upload all information requested via the online incident reporting system under the appropriate case number.
4. If applicable to the investigation, the director may update the personnel allowed to view the uploaded footage. Arrangements must be made in advance for review of the footage at approved time and location. If the review of the footage is not determined to be necessary to conduct the investigation, the director, or designee, shall notify the complainant at the close of the investigation.
5. All approved video or picture requests shall be maintained in the video request log.



College of The Albemarle Procedure

Procedure Number: 2.1.2.1

Pages: 3 of 3

C. Immediate Review of Video or Footage

In the event of an emergency or an urgent need of video coverage the President or president's designee shall grant permission to the Director of Facility Operations Safety and Security to conduct a review and send the information directly to the President or president's designee requesting the coverage.

October 16, 2023

October 16, 2023

October 16, 2023

**Date Approved by Presidents
Leadership Team**

Date of Last Review

Date of Last Revision