

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> Use of Electronic Security	<i>Number:</i> T 707	<i>Page(s):</i> 2
	<i>Date:</i> July 2009	

PURPOSE

To establish a policy and procedure that governs the use of electronic security at VTC.

STATEMENT OF POLICY

- I. Use of any electronic security at VTC is subject to all legal protections for personal privacy and property.
- II. Upon the written recommendation of an appropriate Dean and with the approval of the President, the Public Safety Director may be authorized to use electronic security at VTC only for the purpose of protecting people and property, and only in specific areas where one does not have a reasonable expectation of privacy.

PROCEDURES

- I. Any use of electronic security at VTC must be recommended in writing by an appropriate Dean and must be approved by the President in writing in advance of use.
- II. The Public Safety Director shall maintain a log which provides the following information:
 - a. Date of Request;
 - b. Name of requesting official;
 - c. Date of approval by the President;
 - d. Dates of electronic security use (*from ____ to ____*);
 - e. Location of electronic security;
 - f. Other information as appropriate.
- III. The log is considered to be administratively sensitive and the information contained in it can be released only for official purposes upon the written approval of the President.
- IV. The following notice shall be posted in each building at VTC:

NOTICE

The use of Electronic Security in VTC public areas has been authorized in accordance with Policy & Procedure # 707 in order to protect people and property. Such use is subject to all legal protections for personal privacy and property.

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
- a) January 2000
 - b) July 2005
 - c) July 2009

Signed By:  Patricia Moulton President
--