





facilities according to the college's rental policies, including completing all necessary docume

## **562.02 CCSNH Alcohol Policy**

### **Policy Statement:**

CCSNH and its colleges are committed to establishing and maintaining an environment that fosters mutually beneficial interpersonal relations and a shared responsibility for the welfare and safety of others. Accordingly, the CCSNH and its Colleges recognize that in implementing an alcohol policy consideration must be given to the duty to promote a safe and secure, positive and productive environment.

### **Policy Purpose:**

Because alcohol can have a significant effect on the academic, working and residential environment, CCSNH has adopted this policy for governing alcohol use by students, staff, faculty, visitors, and guests. While CCSNH policy permits responsible consumption of alcohol at some places and times, the consumption of alcohol should never be the primary purpose or focus of an event. Alcohol-free social events are encouraged.

### **Policy:**

1. Alcohol is not permitted on CCSNH property, including any of the colleges, academic centers, and leased facilities except as specifically allowed by CCSNH policy.
2. A request for approval to serve alcoholic beverages form must be submitted to the president of the college or chancellor of CCSNH for each function being planned where alcohol, beer or wine will be served. This form adopted in this policy (2)(n)-



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- a. Academic Use This policy does not apply to the legitimate academic use of video cameras for educational purposes.
- b. Private Video Cameras

- Private offices, except as noted below
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shall include the date, time, and identification of the person or persons to whom access was granted, as well as a summary of the reason for which access was necessary.

#### 8. Release of Information

Recorded information obtained through video monitoring will only be released when authorized by the Chancellor and/or the President of the College, according to procedures established in this policy. The following guidelines will govern dissemination of recordings obtained through use of the surveillance technology:

- a. Law Enforcement Purposes Information obtained through video monitoring will be used for security and law enforcement purposes, and CCSNH or the College will cooperate and assist local law enforcement officials as requested with criminal investigations. This includes providing copies of video recordings within CCSNH's or the College's possession.
- b. Commercial Use Under no circumstances shall the contents of any captured video recordings be exploited for purposes of profit or commercial publication, nor shall such recordings be publicly distributed except as may be required by law.
- c. Release Pursuant to Valid Judicial Orders Video recordings will be released as required by subpoenas or other judicial process or orders after consultation with CCSNH's and/or the College's legal counsel.

#### 9. Destruction or Tampering with Video Surveillance Technology

Any person who tampers with or destroys a video surveillance camera or any part of the video surveillance system will be subject to appropriate administrative and/or disciplinary action, as well as possible criminal charges.

#### 10. Violation of This Policy

Violation of policy will result in appropriate administrative and/or disciplinary action consistent with the rules and regulations governing students and/or employees of CCSNH and its Colleges, which may include dismissal or expulsion for students or discharge for employees. Any information obtained in violation of this policy may not be used in a disciplinary proceeding against a member of CCSNH or its College faculty, staff, or student body.





CCSNH Records Retention Schedule, and suspends destruction for the affected records until the Records Preservation/Hold Order is released.

**Records Retention Schedule** – identifies what records are being managed and how long the records need to be retained based on the CCSNH’s operational, legal/compliance, financial and historical requirements.

#### 5. Records Management Program Accountabilities

CCSNH departments and offices are responsible for creating, implementing and monitoring their department or office-specific records retention and disposition procedures.

CCSNH legal counsel is responsible for providing legal advice on recordkeeping requirements, for developing and maintaining a Records Retention Schedule and for issuing and monitoring a Records Preservation/Hold Order where there is reasonable anticipation of litigation, government investigation, or audit.

CCSNH Information Technology is responsible for identifying and providing appropriate storage and media, protective procedures and systems to protect records on electronic media in conjunction with the CCSNH Records Retention Schedule and Records Preservation/Hold Order. This includes purchasing, designing, modifying or redesigning information systems, business applications and communication systems so that records may be adequately created, maintained and destroyed as a routine part of the CCSNH operations.

Third parties who manage CCSNH Records are responsible for compliance with CCSNH recordkeeping requirements and for making CCSNH Records available upon request by authorized personnel. CCSNH Records Owners are accountable for ensuring that third parties working on their behalf comply with all applicable

- x Train and educate staff concerning this policy, the CCSNH Records Retention Schedule, and any departmental or office procedures for handling records
- x Ensure that access to records and systems containing PII is restricted in accordance with CCSNH's ISAP
- x CCSNH Records that have met their authorized retention period are destroyed in accordance with CCSNH Records Retention Schedule and ISAP
- x Duplicate Records (including duplicate electronic records) are destroyed upon determining that such duplicate records are no longer necessary to fulfill the department or office's mission

## 7. Good Records Management Practices

CCSNH employees must manage CCSNH Records in a reliable manner that ensures their authenticity and usefulness. In order to do this, departments and offices have the responsibility to implement practices to ensure that their employees:

- x Create records that fully and accurately document their core activities
- x Manage and store their records in a manner that facilitates timely and accurate retrieval
- x Ensure that records are stored in authorized, secure locations and in safe and stable environments
- x Allow only those with proper authority to access records and information systems
- x Know and comply with laws, regulations, standards and professional ethics that bear on the management of their records
- x Destroy records that have met their authorized retention period and are not subject to a Records Preservation/Hold Order in a manner that provides an appropriate level of protection of the information contained in the records