

# Security Camera Policy

## TOWN OF FREMONT SECURITY CAMERA POLICY

### **I. PURPOSE**

The purpose of this policy is to regulate the use of security cameras to protect the legal and privacy interests of the Town of Fremont, the community at large and Town employees while concurrently assisting in the protection of safety in and property of municipal buildings owned by the Town.

The primary use of security cameras will be to record images for future identification, investigation, and possible prosecution related to illegal and/or criminal activity and actions.

### **II. GENERAL POLICY**

The Town of Fremont is committed to establishing and maintaining a workplace that is secure and safe for employees, Town officials and the community at large. To enhance this commitment, the Town may install and utilize security cameras. The cameras will be used in a professional, ethical, and legal manner consistent with all existing Town policies, as well as State and Federal laws. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.

### **III. POLICY GUIDELINES AND PROCEDURES**

- A. Security cameras shall only be installed under the authority of the Town Board of Fremont.
- B. Placement of cameras shall only be considered for the security and safety of employees and customers or for legally mandated reasons. Cameras shall never be placed in areas where privacy would normally be expected. Camera placement must take into consideration any confidential material that could be visible.
- C. Any building where cameras are located upon or in shall have a statement placed conspicuously at each entrance to the building notifying citizens of the presence of video recording equipment.
- D. Public display of live video from security cameras is not permitted.
- E. In the event of a law enforcement investigation, or in the event of an active claims investigation for insurance purposes, video recordings may be retained for periods of time longer than time limits specified herein.
- F. When an incident is suspected to have occurred, the Town Supervisor / Deputy Supervisor shall immediately take steps to ensure that any video recording of the incident is preserved pending investigation.

G. When an incident is suspected to have occurred, designated personnel herein may review the images from security camera data. Any suspicion of illegal or criminal activity shall immediately be referred to the State Troopers or Sheriff's Department.

H. Video recordings shall not be copied or removed except in relation to an ongoing investigation. Investigative personnel, Town Supervisor and the Deputy Town Supervisor are authorized to copy and remove video recordings from town security cameras.

I. Video equipment should not be adjusted, removed or shut down by any Town personnel.

J. If service is required notify the Town Clerk and the company will be contacted to come for service.

K. Locations where camera software and other equipment are stored should be within a locked room.

#### **IV. VIOLATIONS & PENALTIES**

Any person who may violate the terms and conditions of this policy may be subject to disciplinary action, up to and possibly including termination.