

THE USE OF SECURITY CAMERAS AND LOCATION MONITORING DEVICES

1.0 Purpose

- 1.1 To set forth the framework and policies governing the installation and operation of security cameras and location monitoring devices.

2.0 Scope

- 2.1 Security cameras or location monitoring devices may be considered for use in the following situations upon justification of the need by the Director of the Department subject to review and approval by the City Manager.

- 2.2 Categories:

- As required by law or as accepted as common practice as the result of litigation in other communities.
- To enhance safety of employees or the general public in areas where there are increased safety threats.
- To monitor the availability of vehicles and equipment that may be needed in the event of an emergency.
- To improve protection of City and community physical assets in areas where damage or theft has been documented in the past.
- To monitor the handling of cash in City Departments.
- In instances where cameras or location monitoring devices can be justified as a means to increase efficiency or productivity.
- To monitor staff performance in situations where there is a documented performance issue.
- To assist with personnel training objectives and expectations

3.0 Policy

- 3.1 Installation and Notice

- 3.1.1 All cameras shall be installed in an unobstructed manner. Hidden cameras are permitted with the approval of the City Manager for the purpose of investigating a criminal matter subject to applicable statutory limitations.
- 3.1.2 Notice of this policy directive regarding the presence of the cameras, purpose of installing cameras, hours of operation and procedures for reviewing the saved media shall be reviewed with all employees via personnel training manuals and personnel will be required to acknowledge in writing such notice and review. For cameras placed in public areas, signage needs to include notice of the presence of the camera and must be

appropriately posted in clear view (i.e., THIS AREA UNDER VIDEO MONITORING).

3.2 Review and Protection of Storage Devices

For each camera or for a set of cameras intended for the same purpose, a review procedure, a storage plan and a destruction plan shall be on file with the Director of Human Resources. The procedure must include the following information:

- Identification of position titles of persons authorized to review saved media. In all cases, the Chief of Police or the Chief's designee shall be authorized to review the saved media in the event of theft, destruction of property or other criminal activity. No dissemination of the saved media will be allowed beyond those authorized to review it without the prior written consent of the Police Chief, the Chief's Deputy, or the City Manager.
- Frequency of review and disclosure of whether the saved media are intended for review on a regular basis or only after a specific incident requiring evidence that may be found on the saved media.
- Procedure for storing and securing the saved media.
- Length of time saved media will be kept.

3.3 Process for Requesting Placement of Cameras or Location Monitoring Devices

In reviewing requests for security cameras or location monitoring devices, Department Directors shall provide the following information and address the following criteria:

- Identify the problem and the category into which it falls.
- Provide documentation that other security options have been considered and rejected as being ineffective in addressing the problem. The alternatives considered shall include, but not be limited to, increased lighting, gates and fencing, locks, panic button, increased or modified supervision, and use of performance measures.
- The saved media review and protection plan as required under Part 3.2 of this Directive.
- Creation of expense line item that illustrates commitment and ability to provide ongoing funding for maintenance of the system.

4.0 Distribution

Human Resources website, www.citylf.org.



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