



City of Sonora Security Camera Policy

I. Definitions:

- a. Public Security Camera:
 - i. A camera in a public place or where public access is allowed, where there is no reasonable expectation of privacy.
- b. Internal Security Camera:
 - i. A camera inside or outside City facilities or buildings where public access is allowed.
- c. System Administrator:
 - i. A user that has full administrative permissions or privileges within the video management system.
- d. Video Management System:
 - i. A security system's video management software that allows the control of the recording, storage, and management of security, surveillance, or other video footage.

II. Purpose and Scope:

- a. Security Cameras improve public safety in and around the City Administration Building (City Hall) and its surrounding areas.
 - i. The cameras monitor areas open to the public including:
 - 1. 1st and 2nd floor lobbies and common areas open to the public.
 - 2. The City of Sonora Parking Garage on each level.
 - 3. In front and back of City Hall on Washington Street and Green Street, respectively.
- b. The purpose of this policy is to provide the City of Sonora with standards and oversight of security camera systems.
- c. Security cameras are used for the following purposes:
 - i. Monitoring.
 - ii. Recording of video and images.
 - iii. Reviewing camera footage in the event of an incident.
 - iv. Providing video footage/images to law enforcement or authorized persons following an incident.

III. Policy:

- a. The primary objectives of the security camera system are:
 - i. Enhance the safety and security of residents, visitors, and employees in the City of Sonora while vigorously respecting the privacy rights of all individuals.
 - ii. Protect and safeguard City assets and property from loss, damage, vandalism, or theft.
 - iii. Reduce the fear and incidence of crime in the City of Sonora by providing investigative resources to law enforcement.
- b. Protection of Privacy & Civil Liberties Statement:



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- i. The City of Sonora is committed to protecting individual rights and liberties when deploying and maintaining camera technology.
 - ii. This policy acknowledges the importance of protecting the privacy rights of all individuals and attempts to safeguard against any side effects of surveillance technology, including, but not limited to:
 - 1. Discrimination based on race, gender, ethnicity, sexual orientation, disability, or other classifications protected by law.
 - 2. The possibility of abuse.
 - iii. Privacy protections have been written into this policy and will be included in standard operating procedures. These protections include the following:
 - 1. The public security camera system is only used to observe public places or where public access is allowed, where there is no reasonable expectation of privacy.
 - 2. The system is used primarily to monitor wide areas. Arbitrary or discriminatory tracking of individuals is expressly prohibited by policy and regulation.
 - 3. Signs are posted indicating where permanent cameras are deployed in public areas.
- c. Retention:
- i. Information is collected and recorded, and the video is archived. Video recording devices will be programmed with maximum retention periods not to exceed sixty (60) days. Video records will be automatically deleted after the retention period or will be stored until the record is overwritten with new recordings.
 - ii. If any recordings or images contain evidence of criminal activity or an occurrence that may be subject to civil liability, the recordings will be saved and maintained until final disposition of the case or applicable legal requirements.
- d. Access to information:
- i. The system administrator will grant access to video information.
 - ii. Requests will be tracked and approved.
- e. Prohibited Conduct:
- i. No security cameras, or other video monitoring devices shall be installed or located on City property without being approved by the City Administrator.
 - ii. Tampering or causing damage to City cameras is prohibited.
- f. Policy Exemptions:
- i. The Sonora Police Department (SPD) maintains additional camera equipment for law enforcement purposes.
 - ii. This camera equipment may be overt, covert, fixed site, or mobile depending on the needed application.
 - iii. Due to the sensitive nature of criminal investigations and the need to maintain investigative integrity, these specific cameras controlled and maintained by the SPD will follow SPD camera policies and are exempt from the provisions of this policy.