

		Security Camera and Recording Retention Policy			
Owner:	IT Director	Approving Position:	Common Council	Pages:	3
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

I. PURPOSE

The purpose of this policy is to create a governance and usage framework that will apply to all security cameras used to monitor or record indoor and outdoor spaces owned, occupied, or controlled by the City of Whitewater. The guiding principle of the policy is to identify specific locations and situations where security cameras can be placed if a risk-based evaluation of the operational need indicates camera placement is justified. Camera field of view, operational parameters, and configurations for camera security systems are determined by the Police department or the affected department. Facilities and IT departments are responsible for the operation and maintenance of the network applications and the physical system hardware that support security camera systems.

The primary purpose of utilizing security cameras is to enhance the safety and security of members of the City while preserving individual privacy and freedom of expression. Individual departments in conjunction with the IT and Police departments are responsible for approving camera placements, may impose placement restrictions that go beyond the scope of this policy where it is believed that the presence of cameras would be inconsistent with community values, or other important values. The framework created within this policy seeks to ensure that security cameras used by the City are operated in a manner that is consistent with City principles and in compliance with all applicable policy and legal requirements. The existence of this policy does not imply or guarantee that security cameras will be monitored in real-time continuously or otherwise. Additionally, while the City makes reasonable efforts to ensure its security cameras are functional/operational, this policy is no guarantee of this.

II. GUIDELINES

This policy shall not apply to use of cameras for reasons unrelated to security surveillance activity. Furthermore, this policy does not apply to video technologies that are used by devices such as laptop computers, drones, smart phones or similar devices, or recordings of City meetings. This policy also does not apply to cameras used by law enforcement in carrying out law enforcement functions such as automated license plate readers, Police body cameras, or any other law enforcement recording device.

III. PROCEDURE

A. Security Camera Placement

1. All Cameras can be placed in selected areas for the legitimate safety and security purposes of deterring of crime, providing the City with information that will enhance the safety and security of persons, and protecting the property of the City according to the guidelines outlined in this section. The installation of security cameras will be based upon evidence of a need to mitigate an identified risk or vulnerability. Such needs include:
 - a. Safeguarding of human life;
 - b. Protection of buildings owned, occupied, or controlled by the City;
 - c. Protection of City property and assets;
 - d. Monitoring of access to City controlled buildings;
 - e. Verification of security alarms;
 - f. Monitor storage, pick up, and drop off of hazardous materials;
 - g. Rapid response to emergency events or incidents;
 - h. Protection of high security spaces;
 - i. Monitor high activity street intersections
2. Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law or the City. Security camera systems generally cannot be installed to monitor areas where there is a reasonable expectation of privacy.

B. Monitoring

1. Neither the installation of security cameras nor this policy constitutes an undertaking by the City to provide continuous live monitoring of all locations visible through such cameras. Cameras may be monitored in real-time when safety or security concerns, event monitoring, ongoing investigations, alarms or other situations warrant such monitoring.
2. Generally, it is up to the individual department to monitor their cameras and not the responsibility of the Police or IT departments to do so.

C. Access to and Retention of Recordings

1. Access to or distribution of any security camera recording requires express written permission of the department for which the camera is for and the IT department. An exception for this would be for a public information request through the City Clerk or the Police department.
2. All security camera recordings must be stored in a secure location established by the operating unit and IT, accessible only to authorized and trained staff members, and configured to prevent unauthorized modification, duplication or destruction, and they will be retained in accordance with City guidelines. Security camera recordings will generally be retained for a period of time between 30-90 days, depending on the operational needs of the particular departments, subject to the limitations of the recording equipment, and subject to any applicable ordinance. The security camera system owner is responsible for

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ensuring that recordings are erased or recorded over as required in this paragraph. Requests to preserve a security camera recording from deletion should be submitted in writing to the IT Director as soon as possible and should include the reason for the preservation request.

IV. REPORTING

V. JOB AIDS