

## TORCH LAKE TOWNSHIP POLICY MANUAL

### 16.0 Video Surveillance Policy

**16.1 Purpose.** The purpose of this Policy is to establish policy and procedural guidelines concerning the authorization, distribution, use, and maintenance of the Township's camera/video/surveillance system ("Video Surveillance System" or "VSS").

**16.2 Policy.** It is the policy of Torch Lake Township to utilize a Video Surveillance System to surveil and record areas open to the public and common work areas primarily for security reasons, improving workplace safety, and other lawful reasons. Surveillance equipment shall not be installed in private places, washrooms, change rooms or areas where a person has a reasonable expectation of privacy (e.g., individual offices, private conference rooms).

Notice of the use of the Video Surveillance System shall be posted signs, visible to members of Township staff and public, at all building entrances and prominently displayed on the perimeter of the grounds under video surveillance. The VSS will not contain an audio recording feature unless specifically posted in the area under audio recording.

**16.3 Scope.** This Policy applies to all types of video surveillance cameras and equipment, surveillance monitors, and camera recording devices that are used for security and safety purposes.

The use of the Video Surveillance System is strictly for the official use of the Township and any personal use or misuse shall subject any person in violation of this Policy to discipline, up to and including termination.

Any information obtained from the video recordings that may indicate criminal activity shall be preserved and law enforcement personnel contacted for reporting and investigation. The Township reserves the right to use any other recorded activity for safety and security purposes, customer service, employee service evaluation, or any other lawful purpose.

#### 16.4 Definitions

- A. Surveillance – the close observation of a person or group.
- B. Electronic surveillance – close observation of a person or group by using electronic video and/or audio recording devices.
- C. Electronic surveillance equipment – electronically charged devices designed to produce video and/or audio recordings.

#### 16.5 Operational Procedures

- A. Authorized Persons. Only authorized personnel shall be permitted to operate the Video Surveillance Systems and view recordings. The VSS may only be operated and recordings viewed by the following individuals, unless exigent circumstances exist, Court order, or law enforcement personnel having jurisdiction:

- Fire Chief and EMS Director: Fire Station and South Fire Station

- Deputy Clerk: Day Park
  - Supervisor and Deputy-Supervisor: Fire Stations, Day Park, Township Hall and the Administrative section of the Community Services building
- B. Electronic surveillance equipment. All electronic surveillance equipment will be checked for functionality per week and any damage, malfunction, or other disrepair shall be reported to the Supervisor on the date that the equipment is found to be in such condition. The Township shall utilize Digital Video Recorders (DVR). All video shall be recorded in color with a minimum of 30 days of storage for retrieval and the recording shall have the capabilities to be location identified and “date stamped”. A recording of an incident will only be stored longer than 30 days where it may be required as part of a criminal, safety, or security investigation or for evidentiary purposes. Video recorders shall be positioned to capture all areas under surveillance.
- C. Record book. The Township shall maintain a record book detailing all activities related to video recording devices and records. Such recorded information shall include the person who accessed and the use of the recordings, the installation, use, maintenance, and storage of records. The record book shall be stored in secure location with the video recording equipment.
- D. Video recording release. Video recordings may only be released pursuant to the Freedom of Information Act, Court order, and law enforcement purposes. Whenever a request for a video recording is received, the Township Attorney shall be notified before releasing any information. Viewing of video recording or images for law enforcement purposes shall take place in a private room not accessible to persons not related to the incident.
- E. Public Inquiries. Persons who express interest in the subject of this Policy shall be referred to the Township Supervisor, or designee.
- F. Contractual IT Staff. IT staff shall be responsible for the technical aspects of the electronic surveillance equipment.
- G. The Township Supervisor shall be responsible for the review, implementation, and enforcement of this Policy. Any violation of this Policy shall be reported to the Supervisor on the date that the violation is suspected.

Adopted \_\_\_\_\_  
 Torch Lake Township  
 Board of Trustees