



SECURITY CAMERA POLICY & PROCEDURES

1. Purpose

The purpose of this policy is to establish City of Woodburn guidelines for use of security cameras and remote monitoring systems in City buildings or on City property in a way that enhances security while respecting the privacy expectations of employees and members of the Woodburn community.

This policy shall not apply to use of cameras for reasons unrelated to surveillance activity or video conferencing. Nor shall this policy apply to cameras used by law enforcement in the following manners: covert operations for the purpose of criminal surveillance; or mobile cameras used in, on, or about law enforcement vehicles; or body-worn or otherwise portable cameras used during the course of investigations or normal law enforcement functions.

2. Scope

This policy covers all employees, including seasonal, temporary, volunteers, and interns, and visitors of City facilities.

3. Definitions:

Video recording camera: This type of camera that has ability to record images in an area. May be digital or tape recording.

Video Conference Camera: Connected to a personal computer. Used to transfer images of videoconference participant. Not a continuously monitored camera. Activated by the user.

Transit Video Camera System: Video camera system installed in transit vehicles. These systems are self-contained and are not connected to the City's network.

4. Policy

It is City of Woodburn's policy that the City is committed to protecting public property and establishing and maintaining workplaces and public areas that are secure and safe

for both employees and residents. To enhance this commitment, City of Woodburn allows departments to install and utilize security cameras in public areas.

The existence of this policy does not imply or guarantee that security cameras will be monitored in real time continuously or otherwise.

5. Responsibilities

The City Administrator is responsible for overseeing the installation, maintenance, and utilization of security cameras on City property, along with implementation of associated standards and procedures. Pursuant to this policy, the City Administrator may delegate certain responsibilities to other City employees.

Security cameras shall only be installed pursuant to the request of a City department head, with final approval by the City Administrator.

Recorded video will be secured, and viewing access granted based on the following.

- a) Viewing of personnel in recorded video shall be limited to approved individuals with a need to know, with prior approval of the Risk Manager and/or HR Director.
- b) Any other access such as for vandalism, stolen/missing items, or other security related issue will be authorized by the respective department head.

With the exception of transit video camera system recordings, it shall be the Risk Manager's responsibility to maintain all video recordings until the applicable statute of limitations has expired. The Transit Manager shall maintain transit video camera system video recordings.

Expense and maintenance of the camera shall be the responsibility of the department requesting installation of the camera.

The IT Manager is responsible for preparing the annual budget for the costs of maintenance, server storage, and future equipment replacements, and for the allocation of those costs to the benefitted departments. To maintain uniformity, purchase, installation, and maintenance of camera equipment will be completed by the IT Department. All security camera equipment must comply with current City standards. New surveillance cameras must connect to the City's centralized surveillance system. Live view of the cameras will be checked weekly by the IT Department to make sure cameras are working properly, the image quality meets the City's needs, and video storage periods meet or exceed the State of Oregon's record retention standards. Any cameras found not meeting these standards will be recommended for repair or replacement.

Transit Video Camera Systems may be purchased, installed and maintained by the Transit Manager. The Transit Manager is not required to coordinate these activities with the IT Department, Risk Management, or Facilities Management.

6. Acceptable Use

The installation or removal of a Department's security camera must be coordinated with Facilities Management and Information Technology. Departments shall not install cameras for security purposes on their own.

Placement of cameras shall only be considered for the security and safety of employees and the public, security of City facilities and property, or for legally mandated reasons. Cameras may be installed in outdoor and indoor locations that are deemed public areas. Examples include public common areas such as parking lots, entrances, seating areas, service desks, transit vehicles, and areas prone to theft or misconduct, or areas where money is stored or handled. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices. If needed, electronic shielding will be placed in the security camera so that the camera cannot be used to look into or upon private areas on City property or on adjacent properties. Camera placement must also take into consideration any confidential material that could be visible.

Videoconference cameras may be installed by departments in coordination with Information Technology. Departments are not required to coordinate videoconference camera installation with Risk Management and Facilities Management.

Signs may be posted at the entrances to City buildings or other public facilities informing the public and staff that security cameras are in use.

The City Administrator, Chief of Police, Risk Manager, HR Director and other authorized personnel may monitor and review security camera live feeds and recordings as needed and appropriate to support investigations and to enhance public safety. Department Directors may monitor and review security camera live feeds and recordings only of their work areas for purposes of public and employee safety. Other employees with a need to access select security cameras will have that access granted by the City Administrator. IT Department personnel will monitor and review security camera live feeds and recording as needed to troubleshoot and support the camera system, software, and staff.

Video footage will be stored on servers accorded appropriate computer security with access by authorized personnel only.

Access to the archived footage for investigating violations of HR Rules is restricted to designated staff, with approval from the HR Director. Access to the archived footage for investigating potential criminal activity is restricted to designated staff, with approval from the City Administrator or Chief of Police.

7. Prohibited Conduct

No security cameras, videoconference cameras, or other monitoring devices shall be installed or located upon City property without being properly approved and meeting the standards of this policy. Tampering with, or causing damage to City cameras is also prohibited.

Cameras are not installed nor will they be used for the purposes of routinely monitoring staff. However, the City may utilize routine security camera recordings in support of disciplinary proceedings against employees, or in a civil suit or other proceeding involving person(s) whose activities are shown on the recording and relate to the proceeding.

Confidentiality, privacy, and security issues prohibit the general public from viewing security camera footage that contains personally identifying information about employees and citizens, or information that reveals or identifies City security measures. If the City receives a request from the general public to inspect security camera footage, the City will respond according to Oregon public records laws and City policy.

A breach of this policy may result in disciplinary action up to and including dismissal. Any employee who becomes aware of any damage to or tampering with a City security camera, unauthorized disclosure of a video recording, and/or a potential privacy breach has a responsibility to immediately inform the City Administrator or HR Director.

8. References

Oregon Administrative Rules Chapter 166, Division 200 City general records retention schedule

Oregon Revised Code Chapter 192 Records, public reports and meetings

City of Woodburn HR Rules

9. Review of Policy and Procedures

This policy will be reviewed every three years or as state and federal regulations are revised and necessitate a change in the policy or procedures.

Adopted: November 2018