

## **Missoula County Digital Video Surveillance Policy**

### **Purpose**

Missoula County employs video surveillance cameras to ensure the physical security of Missoula County facilities, staff, and visitors. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as for the access and retrieval of recorded digital video images.

### **Scope**

This policy is applicable to all County Departments and entities. Departments may not develop their own policies related to digital video surveillance, and this policy does not apply to the Missoula County Detention Center or to systems deployed specifically for law enforcement purposes.

### **Administration**

The Missoula County Board of County Commissioners is responsible for administering, interpreting and applying the terms of this policy. Department heads are responsible for coordinating policy implementation within their departments with the Director of Technology and ensuring on-going compliance.

### **Policy**

The approval, installation, operation and use of all video and electronic surveillance systems shall comply with all applicable state and federal laws, and all County policies and standards, including but not limited to, those laws and policies that prohibit discrimination and harassment and that honor an individual's reasonable expectation of privacy in accordance with accepted social norms.

Missoula County respects the privacy of individuals on County premises. The County will take pragmatic and measured steps to provide an efficient, effective, safe, and secure environment and avoid unnecessary intrusions upon individual civil liberties including privacy, freedom of expression, and freedom of assembly.

## **1. Security Camera Locations**

The Board of County Commissioners, or a designee, shall have authority to determine the placement of security cameras in County buildings and shall approve any changes or additions. Examples of areas where cameras may be located include common areas of County facilities such as entrances, public hallways, public seating, and parking lots. Cameras will not be installed in areas where staff or the public have a reasonable expectation of privacy, such as restrooms, and may not be positioned to identify a person's reading, viewing, or listening activities. No audio recordings will be utilized with the video surveillance cameras.

Signage will be posted at entrances to Missoula County buildings informing the public that security cameras are in use. The video security cameras will be positioned to record only in those areas specified by the Board of County Commissioners and will complement other measures designed to maintain a safe and secure environment.

## **2. Access to Digital Video**

Only the designated Systems Administrator(s), Director of Technology, or designated alternate are authorized to access the recorded digital video images for official purposes. Other staff members may be given authorization to access video recordings on a limited basis under special circumstances.

Occasional spot checks of the recorded data will be made by Missoula County's Director of Technology or designated Systems Administrator(s) to assure proper operation of the system and to review access procedures. The frequency of viewing and the amount of footage reviewed at one time will be limited to the minimum needed to give assurance that the system is working properly and to verify compliance with access policies. Video recordings will not be monitored in real time unless specifically authorized by the Missoula County Board of County Commissioners or designee.

## **3. Use/Disclosure of Video Records**

Digital video may be provided to authorized individuals to identify those responsible for Missoula County policy violations, criminal activity on County property, or actions considered disruptive to normal County operations. Digital video records may be shared with County departments to maintain a safe, secure, and policy-compliant environment upon approval by the Board of County Commissioners or designee. Under certain circumstances, individuals authorized under this policy may use selected portions of recorded video to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on County property.

#### **4. Release of Surveillance Information**

All requests for video camera footage or still photographs shall be made to the Director of Technology or the designated alternate. Requests must be made in writing and must provide a reason for the request; information that identifies the desired footage, such as location, date, and time; any other information the County deems relevant to the request. A reasonable fee may be charged for the information. The Technology Department will keep a log of all records released. The Director of Technology may seek consultation and advice from the County Attorney's Office or other department(s) prior to a release of records.

#### **5. Retention of Video Records**

Missoula County will avoid creating unnecessary video records, retaining records not needed for the fulfillment of the mission of Missoula County, and engaging in practices that could place personally identifiable information on public view.

Recorded digital video images will be stored on hardware in a secure area of Missoula County. Recordings will be retained for no more than 60 days in accordance with Missoula County's records retention schedule, unless required as part of an ongoing investigation or litigation.