

The City of Delta Junction Security Camera Policy & Procedures



Table of Contents

Definitions	3
Overview	3
Scope	3
Objectives	3
Protection of Privacy & Civil Liberties Statement	3
Security Camera Oversight Group	4
Information Collected and Stored	4
Retention	4
<i>Access to the information records</i>	5
<i>Training</i>	5
<i>Internal Sharing</i>	5
<i>External Sharing</i>	5
<i>Alaska Public Records Act (APRA) Requests</i>	5
Camera Equipment and Video Management System	5
<i>Camera Equipment</i>	5
Management and Maintenance	6
<i>Program Responsibility</i>	6
<i>Program Administrators</i>	6
Prohibited Conduct	6
Punishment	6

Definitions

Public security camera - is a camera in a public space or where public access is allowed, where there is no reasonable expectation of privacy.

Internal security camera – is a camera inside or outside of City facilities/buildings where public access is restricted.

NDAA - The National Defense Authorization Act (NDAA) restricts the use, procurement, or sale of certain brands of surveillance equipment for federal agencies.

System Administrator – a user that has full administrative permissions or privileges within the video management system.

Secure Equipment Act of 2021 - This bill requires the Federal Communications Commission (FCC) to establish rules stating that it will no longer review or approve any authorization application for equipment that is on the list of covered communications equipment or services. (Listed communications equipment or services are those that the FCC determines pose an unacceptable risk to national security or the security and safety of U.S. persons.)

Video Management System - A security system's video management software (VMS) is a critical component for camera operators to control the recording, storage, and management of security, surveillance, or other video footage.

Overview

This policy was created to establish standards and oversight of the City of Delta Junction security camera system existing in internal and public spaces.

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

Scope

This policy applies to all City departments and employees that maintain and operate security cameras.

Objectives

The primary objectives of the security camera system are to:

1. Enhance the safety and security of residents, visitors, and employees in the City of Delta Junction while vigorously respecting the privacy rights of all individuals.
2. Protect and safeguard City assets and property from loss, damage, vandalism, theft, or liability.
3. Reduce the fear and incidence of crime in the City of Delta Junction by providing investigative resources to law enforcement.

Protection of Privacy & Civil Liberties Statement

The City of Delta Junction is committed to protecting individual rights and liberties when deploying and maintaining camera technology. 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:

- discrimination based on race, gender, ethnicity, sexual orientation, disability, or other classifications protected by law,
- the possibility of abuse,
- the potential for chilling effects on creativity and freedom of expression, and
- disparate racial impacts that worsen existing social injustices.

Privacy protections have been written into this policy and will be included in any internal policy and/or standard operating procedures. These protections include the following:

- Internal security cameras located in city buildings are only used to observe any misconduct.
- 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.
- The system is used primarily to monitor wide areas. Arbitrary or discriminatory tracking of individuals is expressly prohibited by policy and regulation.
- A system operator shall not use the pan, tilt, or zoom features of a public security camera in a way that targets individuals absent a reasonable suspicion of criminal activity or for risks to public safety.
- The audio recording functions of the cameras will be disabled upon installation.
- Unauthorized use or misuse of the system may result in revocation of privileges and/or disciplinary action.
- The capabilities and uses of the public camera system will be limited only to achieve the primary objectives.
- Signs may or may not be posted indicating where permanent cameras are deployed in public areas.

Security Camera Oversight Group

This policy establishes the Security Camera Oversight Group which will oversee and audit the camera system. The group will consist of City employees who will provide input from multiple perspectives and disciplines to uphold the ideals of the Protection of Privacy & Civil Liberties Statement. The group's primary responsibilities will include:

- Reviewing/Approving proposed capabilities to the existing security camera system
- Reviewing reports, complaints, or suspicions of system misuse that violate this policy
- Reviewing/Updating this policy annually

The Security Camera Oversight Group will be comprised of the following City positions:

- Mayor
- Deputy Mayor, in the event the mayor is absent
- *City Administrator*
- *An Attorney* from the City Legal Department
- *Manager of Information Technology, IT/GIS*

Information Collected and Stored

Retention

Information is collected through real-time monitoring with footage stored. Video recording devices will be programmed with minimum retention periods not to exceed thirty (30) days. Video records will

be automatically deleted after the retention period or will be stored until the record is superseded by being overwritten with new records approximately every ninety (90).

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 the final disposition of the case or applicable legal requirements.

Access to the information records

Program Administrators will grant video management system access to designated employees with varying levels of permissions. Permission levels will be dependent upon the department and the position of the employee.

City Directors or their designer must submit requests to Program Administrators to grant employee access and permissions within the video management system, along with justification. Requests will be tracked and approved by program administrators.

Training

All new users regardless of access level will acknowledge that they have read and understand this policy. All users will be trained according to their access level within the video management system. All users will have an annual recertification on the system and policies.

Internal Sharing

The City Administrator has the authorization to provide “view only” real time access for designated city employees to provide a higher quality facility management to city buildings. Employees will not have the capability to record and save from view only access. If it is necessary for an employee to get access of recorded video a written request form will be provided for approval. Once a request is approved, the Security Camera Oversight Group will provide access to the requested footage.

External Sharing

All the City’s security cameras make, and model information, capabilities, locations, images and recordings are exempt from public disclosure pursuant to Alaska Statute §40.25.120(a)(10) and shall not be subject to public records requests. The City may release images and recordings from its security cameras to law enforcement personnel or agencies upon request in connection with law enforcement activities pursuant to Ordinance 25-01 code 3.08.010 of the City of Delta Junction Code of Ordinance.

The Security Camera Oversight Group is authorized to share specific live camera feeds with secure government CCTV portals. This provides the ability to share live camera feeds for situational awareness during large-scale emergency events with regional impacts.

Alaska Public Records Act (APRA) Requests

APRA requests will not be fulfilled as confidentiality, privacy, and security issues prohibit the public from viewing security camera footage that contains personally identifying information about employees, residents, or visitors, or information that reveals or identifies City security measures.

Camera Equipment and Video Management System

Camera Equipment

The 2019 National Defense Authorization Act (NDAA) and the Secure Equipment Act of 2021 have

placed strict regulations on foreign surveillance and telecommunications products. Therefore, all camera equipment purchased and installed shall be NDAA compliant.

Management and Maintenance

Program Responsibility

The Security Camera Oversight Group will have overall responsibility for the internal and public security cameras owned by the city. The City Council will be responsible for all budgetary decisions relating to the acquisition and maintenance of camera systems.

Program Administrators

Designated users will be assigned varying levels of permissions within the video management system by the Security Camera Oversight Group.

Prohibited Conduct

No security cameras or other video monitoring devices shall be installed or located on City property without being properly approved by the standards of this policy. Tampering with or causing damage to City cameras is also prohibited.

Punishment

The city will pursue charges against any person who intentionally damages the City of Delta Junction security cameras, which could result in being fined with criminal mischief in the third degree, a Class C Felony, according to § AS 11.46.482.