

### **30 Security Camera Policy**

**30.1 Purpose.** The purpose of the policy is to give direction to departments wanting to install security cameras in Kingman County buildings or on Kingman County property. Kingman County is committed to establishing and maintaining a workplace that is secure and safe for both employees and customers. To enhance this commitment, Kingman County allows departments to install and utilize security cameras.

#### **30.2 Definitions.** Types of Cameras:

- *Video Recording Camera* – Has the ability to record images in an area. Does not have immediate or remote monitoring capabilities. Primarily used for gathering evidence.
- *Direct Monitor Camera* – Has no recording capabilities and must be monitored by a person at a remote location.
- *Security Linked Camera* – Has recording capabilities and is directly linked to the Clerk's office control center or Sheriff's security system.
- *Video Conference Camera* – Connected to a personal computer. Used to transfer images of videoconference participant. Not a continuously monitored camera. Activated by the user.

**30.3 Procedures.** Security Cameras shall only be installed under the authority of the Department Head (DH), with the final approval by the Board of County Commissioners (BOCC).

**30.4** The DH will provide a written proposal outlining the need to the BOCC to determine type and location of security camera.

**30.5** Placement of cameras shall only be considered for the security and safety of employees and customers or for legally mandated reasons. Cameras will never be placed in areas where privacy would normally be expected. Camera placement must take into consideration any confidential material that could be visible.

**30.6** Viewing of recorded video shall be limited to the Clerk's office control center personnel, DH escorted by the Human Resource Administrator (HRA), Legal Counsel, Law Enforcement, and approved individual by the Security Control Officer with a need to know. It will be HRA's responsibility as the designated Security Control Officer. The Security Control Officer will maintain any video recordings containing information related to claims until the applicable statute of limitations has expired. When an incident has been reported or is suspected to have occurred, the DH responsible for the area in question may request the Security Control Officer to review the images from the camera. As circumstances require, the Security Control Officer may authorize others to review images. *(There will be no audio recording unless approved through legal counsel.)* A record log will be kept of all

instances of access to, and use of recorded material. The Security Control Officer will give a semi-annual report to the BOCC of any access uses within the Courthouse.

**30.7** Camera installation must be coordinated with the BOCC. Departments shall not install cameras for security purposes on their own. Videoconference cameras may be installed by departments on their own under the DH's authority in coordination with the BOCC.

**30.8** Expense and maintenance of the camera shall be the responsibility of the department having the camera installed. Installation will be by the County contractor for security cameras.