

TOWN OF ALBANY NEW HAMPSHIRE SECURITY VIDEO CAMERA POLICY

I. PURPOSE

The purpose of this policy is to regulate the use of security cameras to protect the legal and privacy interests of the Town of Albany, the community at large and Town employees while concurrently assisting in the protection of safety in and property of municipal buildings owned by the Town.

The primary use of security cameras will be to record images for future identification, investigation, and possible prosecution related to illegal and/or criminal activity and actions. There shall be no ability or intent to record audio from these security cameras.

II. GENERAL POLICY

The Town of Albany is committed to establishing and maintaining a workplace that is secure and safe for employees, Town officials and the community at large. To enhance this commitment, the Town may install and utilize security cameras. The cameras will be used in a professional, ethical, and legal manner consistent with all existing Town policies, as well as State and Federal laws. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.

III. POLICY GUIDELINES AND PROCEDURES

- A. Security cameras shall only be installed and operated under the authority/approval of the Board of Selectmen.
- B. The Selectmen and/or designees shall coordinate installation of security cameras within buildings used. The Carroll County Sheriff may advise as to the type and location of security camera.
- C. Placement of cameras shall only be considered for the security and safety of employees, citizens, visitors and customers or for legally mandated reasons. Cameras shall never be placed in areas where privacy would normally be expected. Camera placement must take into consideration any confidential material that could be visible.
- D. Any building where cameras are located upon or in shall have a statement placed conspicuously at each entrance to the building notifying citizens / visitors of the presence of video recording equipment.
- E. Public display of live video from security cameras is prohibited.
- F. Viewing of recorded video shall be limited to the following:
 - From Town Hall cameras (inside or outside of building): Selectmen or their designee (s), Town Administrator, or Carroll County Sheriff or their designee(s).
- H. Video recordings shall be maintained and retained by the Town according to the following schedule:
 - External Building Cameras: 30 Days
 - Internal Building Cameras: 30 Days
- I. Video recordings from these security cameras shall not be transmitted over the internet at any time.

Policy: BOS-1.2

J. It shall be the responsibility of the Selectmen and Town Administrator to ensure that all recordings are kept secure, and shall permit no individual unless those stipulated herein to view recorded material.

K. In the event of a law enforcement investigation, or in the event of an active claims investigation for insurance purposes, video recordings may be retained for periods of time longer than time limits specified herein.

L When an incident is suspected to have occurred, the Selectmen or Town Administrator shall immediately take steps to ensure that any video recording of the incident is preserved pending investigation and shall provide investigative personnel with access to video recordings as requested.

M. When an incident is suspected to have occurred, designated personnel herein may review the images from security camera data/recordings. Any suspicion of illegal or criminal activity shall be immediately referred to the Carroll County Sheriff's Department.

N. Video recordings shall not be copied or removed except in relation to an ongoing investigation. Carroll County Sheriff's Department investigative personnel and/or designees, Selectmen and/or designees and Town Administrator are authorized to copy and remove video recordings from town security cameras.

IV. VIOLATIONS & PENALTIES

Any person who may violate the terms and conditions of this policy may be subject to disciplinary action, up to and possibly including termination. And also subject to any penalties for violating N.H. State and/or Federal laws.

Adopted by the Albany Board of Selectmen on: August 3, 2016