

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of an Order Adopting a)
Security Camera Policy)**

ORDER NO. 23179

WHEREAS, to ensure the safety of both the public and County staff, as well as to deter crime and to assist the protection protecting public safety and property, the County has installed security cameras; and

WHEREAS, it is appropriate that guidelines be established to manage the use and access to the County video surveillance system that is used to monitor and record public areas; and

WHEREAS, there is no current Security Camera Policy in place.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT the attached Security Camera Policy is adopted.

DATED this 16th day of November, 2022.

BOARD OF CURRY COUNTY COMMISSIONERS



John Herzog, Chair

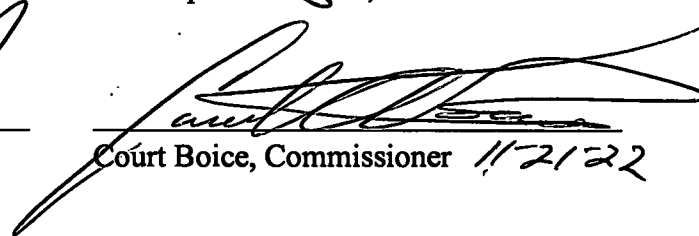


Christopher S Paasch, Vice Chair

Approved as to Form:



Michael E. Fitzgerald
OSB # 192939
Curry County Legal Counsel



Court Boice, Commissioner 11/21/22



SECURITY CAMERA POLICY & PROCEDURES

1. Purpose and Scope

The purpose of this Policy is to establish guidelines for, and manage the use of and access to, the County video surveillance system that is used to monitor and record public areas for the purposes of safety and security. Cameras subject to this Policy may not make audio recordings.

This policy applies to all full-time and part-time employees of the County, all Elected and Appointed Officials, volunteer members of County Boards and Committees, as well as to all members of the public on County property.

This policy does not apply to private video cameras, webcams, cameras used by law enforcement (such as body-worn or otherwise portable cameras used during the course of investigations or normal law enforcement functions), or other personal devices owned and operated by County employees or the public.

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

2. Definitions

- a) **Video surveillance:** The act of capturing motion picture images of a targeted area.
- b) **Video surveillance system:** The hardware (cameras, monitors, personal computers, wiring, network access points, servers, memory storage devices, etc.), and software that runs the cameras, computers, servers, and supports the capture and recording of video images on County property.
- c) **Monitoring:** The viewing of live video images as they are happening.
- d) **Video information:** Any information captured by or stored within the video surveillance system.
- e) **Video surveillance system operator:** An employee authorized to access the County video surveillance system.

3. General Principles

- a) Video surveillance of public areas is widely used by law enforcement, private security organizations and in public buildings in the United States, and is a critical component of a comprehensive security plan.
- b) Use of video surveillance for purposes other than safety and security undermines the acceptability of these resources for critical safety goals and is therefore prohibited.
- c) Video recording/monitoring for security purposes will be conducted in a professional, ethical, and legal manner and is not to include audio recordings. Video surveillance system operators will be appropriately trained in the responsible use of this technology. Violations of the procedures referenced in this policy will result in disciplinary action consistent with the rules and regulations governing employees of the County.
- d) Video monitoring of public areas for security purposes is limited to uses that do not violate the reasonable expectation to privacy as defined by law. Cameras will not be installed in areas where there is an expectation of privacy, which includes restrooms, private offices, conference rooms, and similar designated areas.
- e) Installation and use of covert cameras may only be used in special circumstances. Covert cameras will only be employed to aid in criminal investigations and require approval of the Curry County Sheriff.

4. Notification

County employees and the public will be notified that cameras may be utilized. Postings may accompany cameras or simply be posted at the building entrances, and this policy will be made available on the County website.

5. Acceptable Use

Cameras are to be used exclusively for public and employee safety purposes, and shall not to be used to monitor elected officials, employees, or the public except as necessary for a criminal investigation and/or in accordance with the terms of a warrant.

Cameras may be used to prosecute violations on County property, provided that there is a video record of such behavior. However, in general, video surveillance is not to be used to collect data on employees or the public, such as parking patterns or general activity.

6. Prohibited Conduct

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 County security camera, unauthorized disclosure of a video recording, and/or a potential privacy breach has a responsibility to immediately inform the Board of Commissioners or Sheriff.

Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices. Camera placement must also take into consideration any confidential material that could be visible. Signs may be posted at the entrances to County buildings or property informing the public and employees that security cameras are in use.

Cameras are not to be used to evaluate employee performance nor to monitor employees during their non-working time.

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 County facilities and property, or for legally mandated reasons. Cameras may be installed in outdoor and indoor locations that are deemed public areas.

7. Video Surveillance Cameras Monitoring

Video may only be monitored by those approved by the County to do so. No unapproved employees may monitor or view video for any reason except as necessary in the course of an investigation or adjudication. If the County feels it is necessary to aid in an investigation or search, small video clips or image stills may be released to the media or the public at the discretion of law enforcement. Prior to releasing the video clip or image still, the face and identifying features of all those on video but not of interest to the investigation should be blurred.

Those approved to monitor video will receive training in effective, legal and ethical use of the monitoring equipment. These individuals will receive a copy of this policy, provide written acknowledgement that they have read and understand this policy and receive any and all updates or amendments to this policy.

8. Authorized Access and Use of Video Surveillance Footage

Pursuant to this policy, the Sheriff may delegate certain responsibilities to other County employees. Additional security cameras shall only be installed pursuant to the request of a department head, with final approval by the Board of Commissioners.

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 County Sheriff.
- b) Any other access such as for vandalism, stolen/missing items, or other security related issue will be authorized by the County Sheriff.

The Sheriff or their designee may authorize employees of the County view-only access to the video surveillance system when there is a defined operational reason for having access (e.g. public and employee safety, protection of assets, or the management of access to areas of the facilities). All employees authorized to access video surveillance and monitoring of public areas will perform their duties in accordance with the procedures contained in this policy, other County policies and procedures, and relevant laws.

Video surveillance system operators will not monitor individuals on the basis of race, color, national origin, religion, creed, age, disability, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, carrier status, military or U.S. veteran status, domestic violence victim status, prior criminal conviction, socioeconomic status, or any other differences

among people which have been excuses for misunderstandings, divisiveness, or hatred or other characteristics protected by law. Video surveillance system operators will monitor individual activities based upon information developed by investigation, observed suspicious or criminal behavior, and not solely on individual characteristics.

Video surveillance system operators will not monitor individuals or groups based solely upon their exercise of the right to assemble in public and protest the actions of government or other groups. Video surveillance system operators will monitor gatherings only for protection of the group or the public from criminal activity. Additional access to the video surveillance system as an authorized user may only be approved by the County Sheriff or their designee.

9. Requests to Review Recorded Video Information

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 County security measures. If the County receives a request from the general public to inspect security camera footage, the County will respond according to Oregon public records laws and County policy.

If the video relates to an issue involving employee conduct, then no video will be released without approval of the County Sheriff, who, in conjunction with County Counsel, will determine if usage is legal appropriate.

Requests from governmental agencies for reasons of public safety will be accommodated immediately and are not subject to a Records Request. Requests from any other external agency (such as media requests, or requests of individuals or legal counsel) must be referred to County Counsel's Office, which will instruct the operator as to what video information is authorized for release and identify the entity that may receive it.

10. Storage of Video Surveillance Footage

County video recorders and video information will be kept in secured locations, protected from unauthorized access. All information captured by the County video surveillance system is considered to be potential evidence and treated as such. Thus, video is generally retained for 90 days and will be treated as confidential. After a request is made, the video system will be checked to determine that the requested video is available. If approvals for access to video footage are pending, then an archive copy must be made and stored as evidence pending the decision.