



Responsible Department: Parks, Culture & Recreation

Document Type: POLICY

Number: [NN.SSDD]

Title: [Security Camera policy]

Effective Date:1-1-2023

Re-evaluation Date: 1-1-20224

Reference: [Applicable state, federal or local statutes or codes]

DRAFT ----DRAFT-----DRAFT----DRAFT---revised 1/25/23

PURPOSE: [clear understanding of who us permitted to have camera access.]

SCOPE: [employees and patrons]

DEFINITIONS: [List Definitions below]

Definition 1 – PCR- Parks, Culture and Recreation and all included parks.

ATTACHMENTS: [List Attachments]

DETAILS: [Statement of Policy]

- a. The PCR promotes safety and security through the use of a video surveillance system. Selected areas of the PCR premises are equipped with video cameras that generate live video feeds and may record images. The video surveillance system is intended to promote the safety and security of the public. PCR staff and PCR facilities, support the PCR's rules of conduct, and discourage inappropriate and illegal behavior. The video surveillance system complements other measures to maintain a safe, secure and welcoming environment in compliance with the PCR's Rules of Conduct and laws applicable to the use of the PCR spaces.
- b. **Privacy**
The video surveillance system and associated recordings shall not be used in a manner which would violate the city of Unalaska's Privacy Policy. Surveillance systems will not be positioned to allow the monitoring of areas where individuals have a reasonable expectation of privacy including shower areas and bathrooms. Camera locations will be positioned, changed or added only with the permission of the PCR Director or authorized designee.
- c. **Retention**
Recordings which are not related to a specific security incident will be maintained for a period 30 days and then automatically deleted. Recordings related to a documented security incident will be saved and a copy will be provided to Unalaska Police Department if requested.
- d. **Access and Disclosure**
The PCR Director will have access at all times to live and recorded security camera footage and may designate more staff members to also have access to live and/or recorded footage subject to any restrictions the Director may impose. The general public will not be allowed to view live security camera footage. Any requests for recordings; Parents and/or legal guardians may request to view recorded footage if it pertains to an accident or incident. All other requestors should fill out the City of Unalaska's Public Records Requests Form. Footage may be furnished to law enforcement agencies upon written request and follows the city's F.O.I.A. procedure.

Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. The PCR is not responsible for loss of property or personal injury.

APPROVED:

Chris Hladick, City Manager

Date