

CITY OF EUREKA

Category: Administration

POLICIES & PROCEDURES

Subject: Security Camera Use Policy

Date Adopted:

File 1.82
Number

I. Purpose

This policy is intended to ensure that the City's use of security cameras is in accordance with the following community interests:

- a. Protection of crime victims and society from those who commit crimes;
- b. Protection of civil rights and civil liberties, including privacy and free expression;
- c. Investigation and prevention of crimes; and
- d. Protection and maintenance of public property.

II. Authorized Use

- a. The images and video (data) captured by City-owned security cameras shall be used for City business purposes only, and never for personal or non-City uses.
- b. The security cameras shall never be used in areas where there is a reasonable expectation of privacy, such as inside a restroom or inside a private residence.
- c. Security cameras shall never be used to intimidate, harass, or discriminate against any individual or group.
- d. For the purpose of this policy, City business shall include use for City administrative, civil, and criminal investigations and monitoring activity to protect against harm to persons or property.
- e. It shall be permissible for data collected from the cameras to be used for the following public purposes:
 - i. To assist in identifying and preventing threats to persons or property;
 - ii. To assist in identifying, apprehending, and prosecuting offenders;
 - iii. To assist in gathering evidence for administrative, civil, and criminal investigations and court actions;
 - iv. To help public safety personnel respond to emergencies;
 - v. To assist in investigating and resolving staff and customer complaints and issues relating to conduct of the public or employees;
 - vi. To assist in identifying public facilities that need maintenance.

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III. Data Collection

The City's security cameras will be used to collect video footage and images. The City's security cameras will never be used to collect audio data from members of the public. The City's security cameras do not have facial recognition or license plate reading capability.

IV. Data Access

Access to view live video footage shall be granted by the City Manager to those City employees who have been trained in the proper operation of the security cameras. Authorized employees will access and use data only in accordance with this policy.

V. Data Protection

The data captured by the City's security cameras shall be protected from data breach by industry standard security protocols. All downloaded media shall be stored in a secure manner consistent with the City's document retention protocols.

VI. Data Retention

Data may be downloaded onto an electronic storage device for purposes of documentation or evidence in City business. Downloaded, copied, and printed data for such purposes shall be maintained in accordance with applicable state law and City policy. Data that is not downloaded for City business is deleted after 90 days.

VII. Public Access

Data shall be made public or deemed exempt from public disclosure pursuant to state or federal law.

VIII. Third-Party Data-Sharing

- a. Data-sharing from this equipment shall be limited to the following:
 - i. The District Attorney's Office for use as evidence to aid in prosecution, in accordance with the laws governing such evidence;

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- ii. Public Defender's Office or criminal defense attorney via the District Attorney's Office in accordance with California discovery laws;
- iii. Other law enforcement agencies as part of a specific criminal or administrative investigation;
- iv. Parties in civil litigation in response to a subpoena;
- v. Pursuant to court order.

IX. Audit and Oversight

The City Manager is primarily responsible for ensuring the guidelines set forth in this policy are adhered to, and that the data uses hereunder comply with the letter and intent of this policy.