

Video Surveillance Cameras

Safety and Security
Policy No.: S 210

Revision Policy Date: November 18, 2013

Policy Statement

The Richland County Recreation Commission uses Video Surveillance Cameras to protect the legal and privacy interests of the Richland County Recreation Commission and its Patrons.

Guidance:

Video Surveillance Cameras (cameras) may be installed in situations and places where security of either property or people would be enhanced. When appropriate, cameras may be placed facility wide, inside and outside of buildings. Cameras will be used in a professional, ethical, and legal manner consistent with all other RCRC policies. Camera use will be limited to situations that do NOT violate the reasonable expectation of privacy as defined by law.

Use of Video Surveillance Cameras:

- I. The primary use of Video Surveillance Cameras will be to record images for future identification of individuals in the event of legal or policy violations.
- II. Only authorized personnel, as determined by this policy or authorized by the Executive Director will have or may have access to Video Surveillance Camera Data. Authorized personnel listed below:
 - Director of Safety and Security
 - Information Technology Staff
 - Park District Supervisors
 - Security Manager
 - Safety Manager
 - Division Head of Facility Operations
- III. Security Cameras will not be used as means of surreptitiously evaluating employee performance.

- IV. Video copies will not be distributed to any persons without the consent of either the Executive Director of the Agency or the Director of Safety and Security. Which then a copy of the video will be given to the Director of Safety and Security to be kept on file.
- V. Any Copies found to have been distributed without consent will constitute disciplinary actions according to Richland County Recreation Commission's disciplinary policy.
- VI. It is mandatory that any potential security issues witnessed be reported immediately to the Director of Safety and Security, Director of Parks, Director of Programming, Director of Recreation or the Division Head of Facility Operations.
- VII. Signage will be posted to inform patrons and employees that video surveillance is being used.

Servicing and Maintenance

Any needed servicing of the surveillance system should be reported to the Director of Safety and Security.

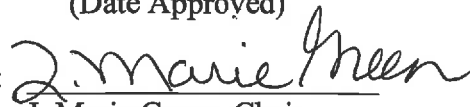
Compliance

Failure to comply with the Video Surveillance Policy may lead to disciplinary action up to and including termination of employment.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: November 18, 2013
(Date Approved)

APPROVED:


J. Marie Green, Chair

For more information about this policy, contact the Safety and Security Department.