

Grand Traverse County Camera Surveillance and Recording Policy

1) Terms

- i. GTCNVR – Network Video Recording server administered by the Information Technology (IT) Department.

2) Purpose

- i. The purpose of this policy is to provide guidelines regarding the use of the video surveillance system owned and operated by Grand Traverse County, and the video recorded thereby on the GTCNVR. The existence of this policy does not imply or guarantee that any camera will be monitored in real-time 24-hours a day, nor at any specific time.

3) Scope

- i. This policy applies to all Grand Traverse County personnel in the use of camera surveillance, recording, and/or distribution with regards to the GTCNVR.
- ii. This policy does not apply to the camera surveillance system in use at the Sheriff Corrections/Jail facility.

4) Policy Statement

- i. Grand Traverse County is using a video surveillance system to monitor public areas to help provide security and safety for individuals and property. Video monitoring for surveillance purposes is limited to uses that do not violate the reasonable expectation of privacy. Video monitoring will be conducted in a professional, ethical, and legal manner. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classification is prohibited.

5) Responsibility

- i. The Director of Information Technology will be responsible for the overall operation, management and serve as the custodian of the GTCNVR surveillance system records.

6) Access

- i. Only authorized personnel will have access to the video surveillance system. A help desk ticket must be completed, with department head approval, requesting access to the video surveillance system. Based on the request, IT will determine if access is warranted and if so, which access group the requestor will be assigned. Use of the video will be restricted to the use for which access is approved.
- ii. Once the request has been approved and a level of access has been determined, access will be set up by IT as designated and approved by the Director of IT.
- iii. Recorded video.
 1. Internal requests for exporting of video must be submitted to the IT Department. Requests will require approval from the County Administrator's office or the City Manager's office based on the employer of the person making the request.

7) Use

- i. All information obtained from the video surveillance system shall only be used for official purposes. Legitimate safety and security purposes for surveillance camera monitoring and video recording review include but are not limited to:

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1. Protection of individuals, property and buildings including building perimeter, entrances and exits, cashier locations, elevators, parking areas, etc.
 2. Investigation of criminal activity and specific complaints.
 3. Support of law enforcement investigations.
 4. Monitoring of traffic and pedestrian activity.
 5. Monitoring of access control systems including the monitoring and recording of access transactions at entrances to buildings and other areas.
 6. Monitoring of public areas.
- ii. Anyone who violates the intended use of this system is subject to disciplinary action.

8) Operation

- i. The video surveillance system is intended to remain operational (24) hours a day, seven days per week unless interrupted by power, network or other mechanical failure.

9) Maintenance

- i. The IT Department shall be contacted immediately in the event that any part of the system malfunctions or becomes damaged.
- ii. Should it be determined that a system component has been intentionally damaged, a damage/theft report will be completed or the Police Department will be contacted to conduct a full investigation, whichever is most appropriate.

10) Freedom of Information Act Requests (FOIA)

- i. Any person or entity wishing to submit a FOIA request for video recordings will be directed immediately to the Prosecuting Attorney who shall review and respond to the request with the assistance of the IT Department.
- ii. The IT Department may charge a fee for searching, inspecting and copying video recordings in response to a FOIA request. The fee charged shall comply with Michigan's FOIA laws, and the County's FOIA policy.

11) Retention and Security of Records

- i. The designated retention period for video surveillance records is 21 days, at which time the system will begin to overwrite older records.
- ii. Any exported video will be subject to retention schedules for which the video was created. For example, if a video is exported and submitted as evidence, the video would be subject to evidentiary retention requirements.
- iii. The video surveillance transmission and storage equipment will be maintained in a secure area that is only accessible by authorized personnel.
- iv. Any and all exported video will be maintained in a secure fashion.

12) Notification

- i. The County Administrator's office and the City Manager's office will be notified of the release of any video from the Governmental Center.