

POLICY NO. 2024-1

SURVEILLANCE CAMERA POLICY FOR THE VILLAGE OF INNSBROOK, MISSOURI

PURPOSE. The purpose of this Surveillance Camera Policy is to establish guidelines for the use of surveillance cameras by the Village of Innsbrook, Missouri to enhance public safety, deter criminal activity, and protect municipal property and resources.

OBJECTIVE. This Surveillance Camera Policy is intended to balance the legitimate security interests of the municipality with the protection of individual privacy rights, and to ensure transparency, accountability, and responsible use of surveillance technology within the Village of Innsbrook, Missouri.

SCOPE. This policy applies to all surveillance cameras owned, operated, or utilized by the Village of Innsbrook, Missouri within its jurisdiction.

COMPLIANCE WITH APPLICABLE LAWS. All surveillance activities conducted by the Village of Innsbrook, Missouri shall comply with applicable federal and state laws, County regulations, and municipal ordinances, including but not limited to privacy laws and regulations.

CAMERA PLACEMENT AND AUTHORIZATION.

- a. Surveillance cameras may be installed in public areas, municipal facilities, and other locations deemed necessary for security purposes, subject to approval by the Board of Trustees.
- b. Camera placement decisions shall consider public safety needs, privacy concerns, and legal requirements.
- c. Any new surveillance camera installation must undergo a thorough evaluation and approval process, including consultation with legal counsel if necessary.

DATA COLLECTION AND STORAGE.

- a. Surveillance camera footage shall be collected and stored securely in accordance with established retention schedules.
- b. Access to surveillance footage shall be restricted to authorized personnel for official purposes only.
- c. The municipality shall maintain records of access to surveillance footage, including the date, time, and purpose of access.

PRIVACY PROTECTIONS.

- a. Surveillance cameras shall not be used to monitor areas where individuals have a reasonable expectation of privacy, such as restrooms, changing rooms, or private residences.
- b. Efforts shall be made to minimize the collection of personally identifiable information unless necessary for law enforcement or security purposes.
- c. Notice of surveillance camera usage shall be provided to the public through signage in areas where cameras are deployed, unless covert surveillance is required for specific law enforcement operations.

DATA SECURITY.

- a. Surveillance camera systems shall be secured against unauthorized access, tampering, or hacking.
- b. Access controls, encryption, and other appropriate security measures shall be implemented to protect surveillance footage from unauthorized disclosure or misuse.

REVIEW AND ACCOUNTABILITY.

- a. Regular audits and reviews of surveillance camera operations shall be conducted to ensure compliance with this policy and applicable laws.
- b. Any complaints or concerns regarding surveillance camera usage shall be promptly addressed and investigated by the appropriate authorities.

TRAINING AND AWARENESS.

- a. Personnel responsible for operating and maintaining surveillance camera systems shall receive adequate training on privacy laws, data security practices, and ethical considerations.
- b. The municipality shall provide public education and awareness campaigns regarding the purpose and limitations of surveillance cameras, as well as individuals' rights related to privacy.

POLICY REVIEW. This Surveillance Camera Policy shall be reviewed periodically to assess its effectiveness and relevance, with updates made as necessary to reflect changes in technology, laws, or community needs.

ENFORCEMENT. Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or legal action, depending on the nature and severity of the violation.

The foregoing policy is hereby approved and adopted by the Board of Trustees of the Village of Innsbrook, Missouri this _____ day of _____, 2024 and effective immediately.

(seal)

Daniel E. Reuter, Chairman
Village of Innsbrook Board of Trustees

ATTEST:

Carla Ayala
Village Administrator/Clerk