



SECTION:	Health, Safety and Security	POLICY #:	520
TITLE:	Security Camera Policy	PROCEDURE #:	
		ORDER #:	05-110
DEPT:	Business Services	DIVISION:	Risk Management
ADOPTED:	8/2005	REVIEWED:	REVISED:

1.0 Purpose

The purpose of this policy is to give guidance and direction to departments wanting to install security cameras in Marion County buildings or on Marion County property.

2.0 General Policy

Marion County is committed to establishing and maintaining a workplace that is secure and safe for both employees and customers. To enhance this commitment, Marion County allows departments to install and utilize security cameras.

3.0 Policy Guidelines/Procedures

a. Types of Cameras

1. Video Recording Camera – Has ability to record images in an area. May be digital or tape recording. Does not have immediate or remote monitoring capabilities. Primarily used for gathering evidence.
2. Direct Monitor Camera – Has no recording capabilities and must be monitored by a person at a remote location.
3. Security Linked Camera – Has recording capabilities and is directly linked to Sheriff’s security system. Camera is linked to a panic button.
4. Internet Access Camera – Has ability to be monitored remotely from the Internet.

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5. Video Conference Camera – Connected to a personal computer. Used to transfer images of videoconference participant. Not a continuously monitored camera. Activated by the user.
- b. Security cameras shall only be installed under the authority of the department head, with final approval by the Chief Administrative Officer.
- c. The department head or his/her designee shall coordinate in writing with Risk Management, Facilities Management, Information Technology and the Sheriff's Office to determine type and location of security camera.
- d. Placement of cameras shall only be considered for the security and safety of employees and customers or for legally mandated reasons. Cameras shall never be placed in areas where privacy would normally be expected. Camera placement must take into consideration any confidential material that could be visible.
- e. Viewing of recorded video shall be limited to the department head, Risk Management, Legal Counsel, Law Enforcement, and approved individuals with a need to know. It shall be Risk Management's responsibility to maintain any video recordings containing information related to claims until the applicable statute of limitations has expired.
- f. Camera installation must be coordinated with Facilities Management and Information Technology. Departments shall not install cameras for security purposes on their own.
- g. Videoconference cameras may be installed by departments on their own under the department head's authority in coordination with Information Technology. Departments are not required to coordinate videoconference camera installation with Risk Management, Facilities Management, or the Sheriff's Office.
- h. Guidelines for Camera Types
 1. Security Linked Cameras – These cameras should be used in areas that have a high probability of violence or serious crime during business hours. A panic button to the Sheriff's Office must be included.
 2. Video Recording Cameras – These cameras should be used to monitor areas where theft or vandalism may occur. The purpose is to deter crimes and gather evidence after the fact.

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3. Direct Monitor Cameras – These cameras should only be used when staff can be dedicated to monitor the images.
- i. Expense and maintenance of the camera shall be the responsibility of the department installing the camera.
- j. Cameras on Leased Buildings – All guidelines and procedures outlined in this policy will be followed when installing cameras on leased buildings. It will be the department’s responsibility to obtain authorization from the building owner.
- k. Example of Camera Policy Use
 1. Department identifies need for camera through security audit, safety inspection, or incident occurrence.
 2. Department head or designee contacts Risk Manager or Loss Control Manager about desire to install camera.
 3. Risk Manager or Loss Control Manager requests a written proposal from department outlining need for camera.
 4. Risk Manager or Loss Control Manager reviews request and determines if clear safety and security reasons are established. Risk Manager or Loss Control Manager then contacts Facilities Management, Information Technology and Sheriff’s Office for type and location of camera that will best fit need.
 5. When type and location is determined, Facilities Management will install or coordinate installation of camera.

Adopted: 8/05