

Title: Administrative Policy Video Camera / Surveillance	Policy No. Part 5, Staff Policies Chapter 1, Rules Section 8
	Effective Date May 12, 2020
Policy Custodian Facilities Management	Adoption/Revision Date May 12, 2020

Adopting Resolution(s): CC20-100

References (Statutes/Resos/Policies): C.R.S. 24-72-113; Access Authorization and Identification Access Badges Policy

Purpose: To integrate the best practices of safety and security with video surveillance technology, establish a retention standards policy for recorded video, authorize access, and establish responsibilities.

A. Best Practice and Applicability

1. Video monitoring shall be utilized for safety and compliance concerns, facilities snow removal efforts, or any other means to maintain a safe campus for employees, the public, and any county facility.
2. Video surveillance cameras may be installed in various locations to enhance the safety and security of employees, the public, the assets of the County, and in locations where a business need exists.
3. This policy is applicable to all offices and departments within Jefferson County or those offices located within Jefferson County facilities. Departments and Offices, such as Clerk and Recorder or Elections may have legitimate purposes for video camera use. In such an instance, that Department shall be responsible for establishing written guidelines specifically related to its particular surveillance process and video capturing system.
4. Exclusions
 - a. This policy is not intended to include audio and video footage obtained within the Jefferson County Courts, around or within the Jefferson County Sheriff's Office, Jefferson County Detention Facility, Board of County Commissioner Hearing or Briefing Rooms, Human Services interview rooms, or by County-owned drones. The Sheriff's Office and Human Services will maintain their own internal guidelines regarding audio and video recordings and retention in the above listed areas.

- b. This policy excludes all video used by Court personnel and law enforcement, including the video in the court rooms, Human Services interview rooms, and the license plate readers.
5. Video surveillance shall not be used:
 - a. as a method of tracking the work or productivity of County employees.
 - b. to intrude upon an individual's sphere of privacy, but rather record events occurring in common areas.
6. Signage of video recording notice is permitted, but not required.

B. Camera Locations

1. All camera locations will be visible to the public.
2. Facilities Management is responsible for the determination that a camera is needed, the installation of cameras, the storage of the video recording data and technology, and the removal of cameras.
3. Requests for new surveillance cameras must:
 - Be approved and budgeted for by the requesting Department Director.
 - Facilities Management and the County's Security & Facility Safety Manager will conduct a needs assessment, which may include evaluation of past incidents, staff observations, community input and concern, risk assessments and other relevant data.
 - Be evaluated for the best placement in coordination with the camera vendor.

C. Access Authorization

1. Facilities Management shall monitor video surveillance as appropriate. Facilities staff shall be trained appropriately and supervised in the technical, legal and ethical parameters of appropriate camera use.
2. The Deputy County Manager or the Director of Facilities Management may grant permission for reviewing or exporting video footage to other staff. A Department or Division Director or Elected Official may request access for the following purposes:
 - Enhancing the protection and safety of employees and the public.
 - The investigation or prevention of crime or property damage.
 - The investigation of an internal allegation or complaint consistent with Section A.5 of this policy.
 - To help prevent or address threats or emergencies to the safety of the facility or to the life, health, or safety of any person.

- In connection with threatened or pending litigation involving the County, to fulfil lawful demands or other government investigations.
 - In support of and to review facility operations.
3. Video will not be made available to Jefferson County employees, contractors or the public, except pursuant to a request under the Colorado Open Records Act for video content that is not subject to an exception to disclosure.
 4. Law enforcement agencies may request video recording when there are reasonable grounds to believe that an unlawful activity has occurred and been captured by the County's surveillance system.

D. Video Retention

Facilities Management shall retain video for 30 days and until final resolution of any related potential or pending claim, or an accident or other specific incident that may cause the Passive Surveillance record to become evidence in any civil, labor, administrative or felony criminal proceeding.