

SECURITY CAMERA POLICY

Culpeper County Library uses security cameras to enhance the safety and security of library users and staff by discouraging violations of the Library Patron Behavior Policy, assisting library staff in preventing the occurrence of any violations in library policies, and when necessary, providing law enforcement assistance in prosecuting criminal activity.

This policy establishes guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images originating from any facility of the Culpeper County Library.

Purpose & Placement Guidelines

Video recording cameras will be used in public spaces of library locations to discourage violations and criminal activity. The recording of audio is restricted under the Electronic Communications Privacy Act and will not be used.

Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, entrances, seating areas, service desks and areas prone to theft or misconduct or areas where money is stored or handled.

Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as restrooms or private offices.

Signs will be posted at all entrances informing the public and staff that security cameras are in use.

Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property.

Recorded data is confidential and secured in a controlled area; however, it is expressly understood that recorded data may be subject to disclosure under the Virginia Freedom of Information Act, See Virginia Code §§ 2.2-3700 *et seq.* Video recordings will typically be stored for 30 days, with the exception of records retained for criminal, safety, or security investigations. As new images are recorded, the oldest images will be automatically deleted.

Cameras are not installed nor will they be used for the purpose of routine staff performance evaluations.

Use & Disclosure of Video Records

Access to archived footage in pursuit of documented incidents of injury, criminal activity, or violation of the Library's Code of Conduct is restricted to designated staff; however, it is expressly understood that recorded data may be subject to disclosure under the Virginia Freedom of Information Act, See Virginia Code §§ 2.2-3700 *et seq.*

Those designated managers may also have access to real-time images, viewable on desktop monitors placed in staff areas to ensure private access.

Access is also allowed by law enforcement when pursuant of a subpoena, court order, or when otherwise required by law, such as disclosure under the Virginia Freedom of Information Act, See Virginia Code §§ 2.2-3700 *et seq.* Only the Library Director or director's designee may use a still shot or portions of the recorded data to request law enforcement review for assessing a security risk or investigating a crime. Only the Library Director or director's designee will be authorized to release images to law enforcement.

Video images will not be maintained past the 30 days, provided no criminal activity or policy violation has occurred or is being investigated.

Authorized individuals may use video records and still photographs to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations as delineated in the Library Patron Behavior Policy.

In situations involving banned patrons, stored still images may be shared with staff system-wide. Shared images may remain posted in restricted staff areas for the duration of the banning period.