

## DIGITAL SURVEILLANCE POLICY

**Statutory Reference:** RCW 42.56.310

**Scope:** This policy outlines the manner in which the Columbia County Rural Library District will use security cameras for the protection and safety of people, assets, and property.

**Policy:** Columbia County Rural Library District strives to maintain a safe and secure environment for its staff and patrons. To this end, CCRLD public service areas may be equipped with security cameras to promote the safety of patrons and staff and to provide extra security for resources and facilities.

The video security system shall be used only for the protection and safety of patrons, employees, assets, and property, and to assist law enforcement officials in accordance with applicable laws. Cameras are not intended to be used to monitor individual employee work performance and will be positioned to record only in areas specified by the Executive Director.

A sign will be posted at the building entrance or in external areas to buildings equipped with security cameras to disclose this activity. Cameras will not be monitored continuously, and neither CCRLD nor its employees shall be responsible for doing so. Cameras may not be recording at all times.

Access to video records shall be limited to authorized employees, who shall access such records only as appropriate during the course of their assigned duties.

Video records will be retained consistent with section 2.11 of the Local Government Common Records Retention Schedule approved by the Local Government Records Committee in accordance with RCW 40.14.070. Staff shall have a period of 10 days after recording to report security incidents and review any relevant video records to determine whether to retain such records. Video records of security incidents will be retained for six years after the investigation of the security incident is completed or the matter is resolved, as determined by the Executive Director. Video records not involved in reported security incidents will be deleted within 30 days of the date recorded.

### **Use and Disclosure of Video Records:**

- Only the Executive Director and designees shall be authorized to release video records to law enforcement.
- Video records may be used to identify a person or persons responsible for CCRLD policy violations, criminal activity or actions considered disruptive to normal operations and may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video records are subject to the Washington State Public Records Law.

### **HISTORY**

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Adopted April 16, 2018