



## **Security Monitoring Policy**

### **PURPOSE**

Fort Vancouver Regional Library District (FVRL) employs recorded digital video images to ensure the physical security of the libraries' facilities, patrons, staff, materials and equipment. In pursuit of this objective, FVRL properties may be equipped with security cameras. FVRL's 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.

### **PRACTICE**

A sign will be posted at the building entrance disclosing the use of digital video cameras. Cameras are not monitored continuously. Neither FVRL nor its employees shall be liable for actions that occur within the camera's field of view. Cameras are set to record images continuously but will likely only be examined in the event of a security or safety related incident.

Security cameras assist in the protection and safety of patrons and staff by allowing viewing and/or recording of video images for the detection, assessment and deterrence of behavior that violates the FVRL's Rules of Conduct.

Reasonable efforts shall be made to safeguard the privacy of patrons and employees. 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.

Any images retained from FVRL's security system are stored digitally. It is the intent of FVRL to retain all recorded images for approximately 14 days. Images will be erased after that time unless an incident occurs that requires retaining the video record longer. Any records produced by the video security system shall be kept in a secure manner and managed appropriately by FVRL to protect legal obligations.

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

- Video records may be used to identify a person or persons responsible for FVRL policy violations, criminal activity or actions considered disruptive to normal FVRL operations.
- Video records 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.

- Only the Executive Director or their designees shall be authorized to release video records to law enforcement.

No one should assume that the presence of a security video system at FVRL facilities guarantees safety for persons or property at any time nor should they assume that all cameras will be functioning properly at all times.

### **BOARD APPROVED**

- Original Policy June 9, 2008
- Revised and Approved by the Board of Trustees: November 19, 2018