

## **Fort Vancouver Regional Library District Security Monitoring Policy**

### **PURPOSE**

Fort Vancouver Regional Library District (FVRL) employs recorded digital images to ensure the physical security of the libraries' facilities, patrons, staff, materials, and equipment.

### **POLICY**

FVRL properties may be equipped with security cameras. FVRL's digital 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.

A sign will be posted at the building entrance disclosing the use of digital security 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 FVRL's Rules of Conduct.

Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Access to security camera 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 30 days. Images will be erased after that time unless an incident occurs that requires retaining the digital record longer. Any records produced by FVRL's security system shall be kept in a secure manner and managed appropriately to protect legal obligations.

### **Use and Disclosure of Digital Security Camera Records**

- Digital Security Camera 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.
- Digital Security Camera records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Digital Security Camera records are subject to the Washington State Public Records Law.
- Only the Executive Director or their designees shall be authorized to release Digital Security Camera records to law enforcement.

No one should assume that the presence of a digital security camera 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.

## **ADMINISTRATION**

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation, and for making the policy available for the public at each branch and via the Library's website.

## **SEVERABILITY**

The Board of Trustees hereby declares its intention that the provisions of this policy are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, chapter, title, or other portion of this policy, or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the policy, or the validity of its application to other persons or circumstances.

## **CONTINUANCE**

The Board of Trustees hereby declares its intention that the provisions of this policy shall be construed and applied as a continuation of the provisions of the policy, as amended, insofar as applicable, and the repeal of any part of this policy shall not be construed as affecting such continuous application.

**Relevant policies:** Rules of Conduct; Confidentiality of Patron and Circulation Records; Special Use of Library Facilities and Grounds Policy; Appeal Rights of Patrons

**References:** 42.56 RCW Public Records Act

**Board Approved:** Original Policy June 9, 2008; Revised and Approved by the Board of Trustees: November 19, 2018; Revised and Approved by the Board of Trustees: June 21, 2021