

## SECURITY CAMERA LIBRARY POLICY

### POLICY STATEMENT

Kitsap Regional Library strives to maintain a safe and secure environment for its patrons and staff. To enhance the safety and security of the Library, public-facing areas, such as entrances, stairways and building exteriors, may be equipped with security systems. These systems shall only be used for the protection and safety of patrons, employees, assets, and property and to assist law enforcement officials in accordance with applicable laws. These systems and any associated recordings or still images shall not be used in a manner that would violate the confidentiality of the Library Patron Records Policy, an individual's expectations of privacy, other applicable policies, and/or state and federal laws.

### 1. Security Camera Purpose and Placement Guidelines

- A. Security cameras are used in public spaces in the library to discourage criminal activity and violations of the Standards for Patron Conduct Policy. Video footage is recorded and stored digitally.
- B. Security cameras may be installed, at the Library Director's discretion, in outdoor and indoor locations. Examples include public areas of the library such as parking lots, entrances, areas prone to theft or misconduct, and areas where money is stored or handled.
- C. Security cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as restrooms, private offices, or breakrooms, the service desks, and areas designated for pumping or nursing.
- D. Video cameras that do not have an audio component or are muted by the operator are within the bounds of privacy law.
- E. Signs will be posted at public entrances stating that security cameras are in use.
- F. Because live video feed from the security cameras is not continuously monitored, patrons and staff should take appropriate precautions for their safety and the security of their personal property. The Library, the Board of Trustees, Leadership, employees, nor any of its agents shall not be responsible for preventing or responding to misconduct that occurs within a camera's field of view or any loss of property or personal injury related thereto.
- G. Video recordings and still images from the security cameras are confidential and secured in a controlled area. Such video recordings and still images that are not related to a documented security incident or investigation are typically stored

until disc capacity has been reached. As new footage is recorded, the oldest footage is automatically deleted.

- H. Video recordings and still images from the security cameras related to an investigation will be retained for the duration of the investigation or resolution of the matter, as determined by the Library Director, plus six years and then deleted.
- I. Staff and patron safety is the priority in determining the placement and use of security cameras, with the protection of library property of secondary importance.
- J. Security cameras are not installed for routine staff performance evaluations.
- K. However, video recordings and still images from the security cameras may be used to support disciplinary action, up to and including termination, of an employee in cases where employees engage in criminal or ethical misconduct.

## **2. Use/Disclosure/Release of Video Records**

- A. Live digital footage access is limited to designated on-site employees for safety purposes. The Library Director or an appointed designee may also access footage remotely to assess library facilities and grounds, such as during inclement weather events.
- B. Access to video recordings and still images to document incidents of injury, criminal activity, or violation of the Standards for Patron Conduct Policy is limited to the Library Director, Director of IT and Facilities, IT Staff, and other designated staff specifically authorized by the Library Director. A review of archived video footage and still images should be done in non-public areas of the library.
- C. Access to review recorded footage is also allowed by law enforcement officials upon request to the Library Director when the requested footage is pertinent to the investigation of criminal activity or a violation of the Standards for Patron Conduct Policy.
- D. Video recordings and still images may be used by authorized staff and law enforcement officials 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 Standards for Patron Conduct Policy.
- E. In situations involving trespassed patrons, stored video recordings and still images may be shared with staff, for internal use only. After the trespass period ends, these recordings and images may be archived.
- F. Video recordings and still images are public records subject to disclosure under the Public Records Act (RCW 42.56.310). Any requests for such video recordings or still images will be processed according to the Public Records Policy.

- G. The Library Director or authorized designee(s) may view video recordings or still images as needed before they are released, archived, or deleted to monitor for adherence to patron privacy requirements.
- H. Recorded content 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](#). Content not connected to active security incident investigations will be deleted within 30 days of the date recorded or until storage capacity has been reached.

### **3. Disclaimer of Responsibility**

The Library disclaims any liability for the use of security camera live feed data, video recordings, or still images that result in findings of misconduct as governed by library policies and Washington State and Federal laws following the terms of this policy, given that the Library is a public facility and security cameras shall be limited to those areas where patrons and staff have no reasonable expectation of privacy.