

FAUQUIER COUNTY PARKS & RECREATION
POLICY

TITLE: Video Surveillance

FILE#: F 9-15-1

DATE PROPOSED: 4/3/2013

DATE APPROVED/REVISED: 4/3/2013

PURPOSE: To establish guidelines for the use of video surveillance technology on Parks and Recreation property in a way that enhances security, promotes safety, and detects, deters, and/or assists in the investigation of criminal activity while at the same time respecting the expectation of reasonable privacy among members of the community. Video surveillance shall not occur in areas where patrons and staff have a legitimate right to expect privacy. This policy will formalize procedures for the installation and monitoring of surveillance equipment, and the storage, dissemination and destruction of surveillance records.

A. Definitions:

1. Video Surveillance Technology - Any item, system, camera, technical device, communication device, or process used along or in conjunction with a network for the purpose of gathering, monitoring, recording, or storing an image or images of Parks and Recreation facilities and/or people in Parks and Recreation facilities. Images captured by video surveillance technology may be real time or preserved for review at a later date. Closed Circuit Television (CCTV) is one form of video surveillance technology.
2. Public Areas- Areas open for public use where no reasonable expectation of privacy exists, such as but not limited to Parks and Recreation gymnasiums, building hallways, public rooms, parking lots, and grounds.
3. Private Areas- Areas where a reasonable expectation of privacy exists, such as restrooms, showers, locker rooms, changing rooms, and staff areas. This includes private office spaces with exceptions made for those areas where monetary transactions occur or where is a need to safeguard property, money or supplies from theft, destruction or tampering.
4. Personal Information – Recorded information about an identifiable individual, which includes, but is not limited to, information relating to an individual’s race, color, nationality or ethnic origin, sex, and age. If a video surveillance system displays these characteristics of an identifiable individual or the activities in which he or she is engaged, it contents will be considered “personal information”.
5. Record- Any document of information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes but is not limited to: a photograph, a film, a microfilm, a videotape, a machine-readable record, and any record that is capable of being, produced from a machine-readable record.
6. Reception Equipment – The equipment or device used to receive or gather the information collected by video surveillance, including but not limited to: a camera or video monitor or any other video, audio, or other mechanical, electronic or digital device.

7. Storage Device- Any device used to store the data, visual, audio or other, captured by the Reception Equipment, including but not limited to: videotape, computer disk or drive, CD ROM, or computer chip