

## KITSAP COUNTY USE OF SECURITY CAMERAS

### I. Purpose and Proposed Use

Kitsap County has surveillance technology in the form of security cameras at various public and County work locations. Cameras may be used to monitor building entrances, publicly accessible work spaces near and around County facilities, or areas where employees and volunteers work. The purpose of the cameras includes the following:

- Provide a safe and secure environment for the public and for County staff
- Protect the physical integrity of County assets and infrastructure
- Monitor County property for security purposes
- Assist in identifying and preventing threats to employees and the public
- Assist in identifying, apprehending, and prosecuting criminal offenders

If criminal activity does occur on camera, the footage will be made available to law enforcement as authorized by law.

### II. Guidelines and Protocols for Use of Technology

The cameras are monitored by authorized staff and the technology allows for preservation of footage as needed. The cameras will operate continuously 24 hours a day/7 days a week and will overwrite recordings only as in compliance with Public Records laws. The technology may be mounted and will be plainly visible. Signage will be posted advising that the area is under video surveillance. Cameras shall not be used in locations where there is a reasonable expectation of privacy, such as restrooms, and shall not be used to harass, intimidate, or discriminate against any individual or group.

The security cameras will be operated and maintained by the Information Services (IS) Department. Access to technology and data will be allowed as authorized by the Information Services Security Camera Policy. Adjustments to the cameras including angle, position, and zoom may only be made as authorized by the Security Camera Administrator in IS.

It shall be permissible for the cameras and related data to be used for public safety, security, and County business purposes. A County business purpose shall include a specific safety or administrative investigation where access is reasonably necessary for a specific criminal, civil, or administrative investigation. For example, as part of administrative investigations and cases, access to recordings shall be provided to Human Resources, County Prosecutor, or others authorized by the IS Director or the HR Director for purposes of the specific investigation or case. Data shall not be accessed or used for personal, non-County purposes, except as required by law.

In the event of an accident, incident, or misconduct allegation involving a County employee, the County may review all available data to determine what happened. Any discipline resulting from the review of the data must be related to the initial purpose of the review; however, if during review of the data, additional misconduct is discovered, the County may initiate further investigation which may result in other discipline. The County will not audit arbitrarily or randomly review data for the purposes of discovering misconduct or other disciplinary purposes.

### III. Access to Data

The IS Director or designee shall determine and document which County personnel are authorized to access data for purposes of reviewing the data. Data will be released under the following circumstances: to law enforcement if requested by law enforcement as part of an official police investigation and to the extent required by a court order, subpoena, or as otherwise required by law. Data may be used for County administrative/personnel, civil, and criminal investigations and related actions, cases, and prosecutions.