

**ATTACHMENT J.8 – SECURITY CAMERA POLICY AND
PROCEDURES**

CAO Security Camera Request Policy

1. Overview

The Office of the Chief Administrative Officer (CAO) seeks to provide a safe and secure workplace environment. When successfully deployed, security camera systems enhance overall operational safety and security, deter crime, and otherwise support the protection of people and property. A *security camera* is defined, by this policy, as video surveillance technology used to detect, deter, prevent, or investigate crime or other activities related workplace safety.

The CAO has a significant responsibility to take appropriate steps to protect personal privacy when it operates security camera systems. Accordingly, no security camera may be installed in any CAO location for which there is a reasonable expectation of privacy (as outlined below).

2. Purpose of Policy

The purpose of this policy is to regulate the request, approval process, and use of security cameras by any CAO unit. This policy applies to cameras installed or activated — permanently or on a temporary basis—irrespective of the specific camera technology or whether they are monitored in real time.

3. Scope and Exclusions

Efforts to promote safety and security by the installation of security cameras are primarily focused on, but not limited to, protection of CAO individuals and property. Although the physical cameras may be identical, the functions of these cameras fall into three main categories:

1. **Property Protection:** Where the main intent is to capture video and store it on a remote device so that if property is reported stolen or damaged, the video record may be available to document the incident and/or identify perpetrator(s).
2. **Workplace Safety:** Where the main intent is to capture video and store it on a remote device so that if a person is injured, the video may show what occurred. Examples: An area where industrial equipment is used.
3. **Extended Responsibility:** Where the main intent is to have the live video stream in a sensitive area monitored by a staff member in close proximity. In this case video may or may not be recorded. Example: A data center with multiple rooms and only one staff.

This policy applies to all CAO departments, employees, and contractors, with respect to the installation, operation, and monitoring of security cameras.

Security camera systems must not and will not be installed in areas where there is a reasonable expectation of privacy. These areas include, but are not limited to:

- Restrooms
- Locker rooms

Security camera systems must not be used for audio recording.

The CAO, or his/her designee, in consultation with the CAO Administrative Counsel, Chief Human Resources Officer, Chief Information Officer and Director of Privacy may grant exceptions to this policy.

4. Operator Roles and Responsibilities

Access to camera systems will be strictly controlled. The authorized users or operators of security camera systems must have been assigned that responsibility by the CAO, and/or the CAO's designee. Once authorized, operators are responsible for the installation, management, operation, maintenance, and use of security cameras.

Operators must receive a copy of this policy, and must acknowledge in writing that they will comply with this policy, House Rules and regulations, and all applicable laws.

Ultimately the Chiefs are responsible for the cameras located within their business unit.

5. Authorization and Approval of New Installations

All new installations of security cameras scheduled after the effective date of this policy must be in compliance with the terms and conditions of this. Units must have their completed **CAO SECURITY CAMERA REQUEST FORM**, endorsed by their business unit Chief and approved by the CAO and/or designee, prior to purchasing the camera (where applicable) and moving forward with the installation.

Existing installations must be brought into compliance with this policy and related standards within 90 days of the effective date of this policy.

6. Recorded Images Retention, Access, and Release

Security camera system operators are responsible to appropriately protect the privacy of personal information that may have been captured by cameras under their control.

All recorded images generated by security cameras must be stored in a secure manner and retained according to the CAO's Record Retention Policy.

Security camera systems operators must maintain a current log of all instances of access to and release of recorded material.

Access to recorded materials will only be granted to an employee who presents written authority from that employee's business unit Chief of the business need for that employee to view the recorded material.

7. Violations and Sanctions

Violations of this policy by operators of security camera systems will be considered misconduct on the part of the employee who will be subject to disciplinary action, up to, and including termination of employment.

8. Monitoring Compliance

The CAO or his designee may authorize unannounced reviews of operators, custodians, cameras, recordings, and related records covered by this policy to monitor compliance. Such reviews shall be conducted under the supervision of the Director of Privacy, the Administrative Counsel, and Office of Internal Controls.

CAO SECURITY CAMERA REQUEST FORM

The Office of the Chief Administrative Officer (CAO) seeks to provide a safe and secure environment. When successfully deployed, security camera systems enhance overall operational safety and security, deter crime, and otherwise support the protection of people and property. The following form is intended for use in conjunction with CAO's **Security Camera Request Policy**. A security camera is defined, by this policy, as video surveillance technology that records people's activities in order to detect, deter, prevent, or investigate crime or other activities related workplace safety.

Requestor Information	
Request By:	
Department:	
Business Unit:	
Supervisor:	
Date:	

Camera Information	
Building Location:	
Room(s) Location:	
Permanent or Temporary (indicate duration):	
Camera Make and Model:	
Camera Resolution:	
Color or Black/White Video:	
Audio Capable:	
Will Audio Be Used:	
Night Vision Capable:	
Night Vision Distance:	
Remote Viewing Capable:	
CAO Authorized Operator(s):	

Justification

*Provide a brief narrative on the reason(s) for the camera request. Please specify purpose of the camera(s) (Property Protection, Workplace Safety; and/or Extended Responsibility); refer to the CAO's **Security Camera Request Policy** for further guidance.*

Requestor's Signature

Date

APPROVAL

Director's Signature

Date

Business Unit Chief's Signature

Date

Administrative Counsel's Signature

Date

Director of Privacy's Signature

Date

CAO or Designee's Signature

Date