

## VIDEO SURVEILLANCE POLICY

The **(Name of Local Unit)** reserved the right to install video surveillance in public areas of public buildings within **(Name of Local Unit)**. The use of video surveillance serves as a visual deterrent of criminal behavior and assists in the protection of employees and municipal property. The **(Name of Local Unit)** will ensure compliance with federal, state and local laws governing the use of surveillance.

Employee privacy in nonwork areas will be respected to the extent possible. Employees should not have any expectation of privacy in work-related areas.

The **(Name of Local Unit)** shall appoint one or more designee(s) to be responsible for the maintenance and administration of the video surveillance camera system. Such designee will be responsible for maintaining an access log detailing the date, time and other relevant specifics surrounding the access, viewing, preservation and/or copying of a stored recording.

Any employee who becomes aware of any unauthorized use of a video recording must advise the **(Manager, Administrator, Clerk, Mayor, Chief of Police)** immediately. Additionally, any unauthorized use of a video recording in violation of this policy by a **(Name of Local Unit)** will result in disciplinary action up to, and including termination.