

Avon Volunteer Fire Department

Security Camera Policy Draft Proposal

May 25, 2021

Purpose:

The Avon Volunteer Fire Department (AVFD) currently occupies four fire stations throughout the Town of Avon. It also utilizes storage facilities at 99 Thompson Road and a small garage located on West Avon Road across from Avon High School. Helping to safeguard assets and property, security cameras are strategically placed throughout these facilities. These may, if necessary, assist law enforcement in criminal matters. This policy establishes guidelines for the use of those cameras.

Scope:

This policy applies to the Department's security cameras and the retrieval, viewing, and use of the images they record.

Roles and Responsibilities:

The Fire Chief is responsible for ensuring compliance with the terms of this policy. It is also his/her responsibility to determine camera placement.

The Chief and/or designated staff may view real-time or recorded images when there is reason to believe a breach of security, threat to safety, or violation of law has occurred.

Because live image feeds are not continuously monitored, members should take appropriate precautions for their safety and the security of their personal property.

Procedures:

1. Public Notice: A sign informing the public that video cameras are in use will be posted at the entrance to the Company One Station on Darling Drive. Similar signs may be placed in other locations at the discretion of the Chief.

2. Camera Locations: Reasonable effort is made to safeguard the privacy of members and the public. Cameras are positioned to monitor areas which contain assets and property. They are not placed in areas where there is a reasonable expectation of privacy such as restrooms or member lounges. Cameras are not to be placed to monitor office workstations or meeting rooms.

3. Camera Usage: Unless rare, special circumstances present themselves, all video surveillance cameras are **not** monitored. Any video monitoring or reviewing for security purposes will be

conducted in a professional, ethical and legal manner. The security camera equipment will not possess the capability of recording sound.

4. Data Storage: Video images are recorded in real time and saved digitally to the camera server's hard drive. The storage system retains images for at least 14 but no longer than 21 days. They are then automatically deleted.

5. Access to Recorded Data: Access to the stored images is strictly limited. The Chief and designated staff may review the images to evaluate incidents of suspected criminal activity, and matters related to litigation.

At the request of the Chief or authorized staff, Town of Avon personnel, including the police, may review recorded images when such access is deemed helpful in assessing security concerns related to public safety, facility maintenance or a specific incident.

Access is also allowed pursuant to a subpoena or court order, or when otherwise required by law. All requests for access are referred to the Chief or, in his/her absence, his/her designee.