

[CHURCH NAME]

POLICIES AND PROCEDURES

Surveillance Camera Policy (Sample)

IN GENERAL

Surveillance cameras may be installed in situations and places where the security of either people or property would be enhanced.

When appropriate, cameras may be placed inside and outside the church buildings.

- Cameras will be used in an appropriate, professional, ethical and legal manner consistent with all existing church policies.
- Cameras will be limited to situations that don't violate the reasonable expectation of privacy as defined by law.
- The Administrative Manager, Facilities Director and Minister of Youth will function as the Surveillance Camera Coordinators.

PURPOSE

The purpose of this policy is to regulate the use of surveillance cameras to protect the legal and privacy interest of [Church Name] and its members.

GUIDELINES

The function of surveillance cameras is to assist in protecting the safety and property of [Church Name] and its members.

The primary use of surveillance cameras will be to record images for future identification of individuals in the event of legal or policy violations.

The exterior surveillance cameras will be used to identify members and visitors at the doors during office hours, when exterior doors are locked.

PROCEDURE

1. Only authorized personnel, as determined by this policy and authorized by the Surveillance Camera Coordinators, will be involved in, or have access to, surveillance camera data.
 - a. The secretaries and the night custodian will have access to exterior surveillance camera images only, as it's in their area of responsibility to open church doors for members and visitors.
 - b. The Administrative Manager, Minister of Youth and the Facilities Director will have access to all surveillance camera data.

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2. When an incident is suspected to have occurred, designated personnel as authorized by a Surveillance Camera Coordinator may review the images from surveillance camera data. Examples of this would be nursery workers, Youth Worship leaders, Ministers, custodians, etc.
3. In the event of an emergency and no Surveillance Camera Coordinator is on the premises, the 2nd shift custodian, the media center director, the Youth Worship coordinator and members of the Executive Committee have all been notified where emergency instructions to access the surveillance camera data is and are authorized to open the sealed instructions. They then can follow the step-by-step instructions to view surveillance data and can show that data to police or other emergency personnel that have been called in.
4. Whenever any incident occurs that is substantiated with surveillance camera data and a church member (child or adult) is involved, either as a victim, suspect or volunteer, the Council President will be notified.
5. Video recordings of the cameras will be preserved for a period of 28 days. The cameras are motion sensory, so they record only when motion in the immediate area is detected. Surveillance cameras will not record or monitor any sound.
6. The installation of additional new surveillance cameras must be approved in advance by the Facilities Committee with input from either the Executive Committee or the Youth Education Committee.
7. Requests to release information obtained through surveillance cameras must be submitted to a Surveillance Camera Coordinator.

Revised: _____