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## USE OF VIDEO SURVEILLANCE SYSTEM

**Policy Contact:**  
Rebecca Fleming  
Executive Officer  
rebecca.fleming@stanct.org

### 1.0 BACKGROUND AND PURPOSE

Closed circuit television (CCTV) cameras are used in various locations within the Superior Court “Court” buildings and grounds. CCTV cameras, also known as security cameras, are utilized as a tool to help enhance the security of court occupants and real property. As the Court constructs new buildings, remodels current space and acquires remote spaces, there is a need for a streamlined approach to the installation and management of security cameras and access to their recordings. There is also a need to standardize the network technology appropriate to the use of CCTV cameras.

### 2.0 POLICY

The Court may use the CCTV cameras to monitor public areas as a tool to deter crime and assist the Sheriff’s Department in protecting the safety of persons and property in and around the building(s). This policy shall apply to all CCTV monitoring conducted by the Sheriff’s Department. Monitoring of court areas for security purposes will be conducted in a manner consistent with all existing Court policies and applicable state and federal law.

2.1 Camera Placement: All buildings and grounds within the Court may be subject to CCTV coverage. Cameras may be placed in locations including, but not limited to areas with high foot traffic, where there is suspected criminal activity, or with high-value equipment. Cameras will not be placed in locations where there is a reasonable expectation of privacy (i.e., restrooms, dressing rooms, locker rooms, etc.).

2.2 Equipment and Technology: As the Court moves to a centralized CCTV system, existing video monitoring equipment such as analog cameras and Digital Video Recorders (DVR) may be utilized through the remaining usable life of the equipment. Maintenance of these legacy systems is the responsibility of Facilities Management. Upon equipment failure or the need for cameras with more functionality, the management shall upgrade to the current standard. The current standard is CCTV cameras which record footage to the centralized Network Video Recorder (NVR) Server. The NVR Server is maintained by the Superior Court Information Technology Department.

2.3 Camera Footage: Real-time monitoring of CCTV security cameras will not be staffed, and any footage or information obtained through CCTV monitoring will be used exclusively for security, laws enforcement, and official Court business purposes, or as otherwise required or permitted by applicable law.

### **3.0 RESPONSIBILITY**

Administrative and operational responsibilities for new CCTV cameras and recordings are shared among the following areas:

3.1 Court Information Technologies: Shall oversee any new CCTV camera installation for technical compliance with network resources and Court network policies. The custodian of record for CCTV camera recordings is Facilities Management.

3.2 Facilities Management: They shall review camera placement and associated building related issues. They shall oversee any new CCTV camera installation.

3.3 Sheriff's Office: Shall oversee and coordinate the use of CCTV monitoring for safety and security purposes.

### **4.0 OPERATIONS**

4.1 Camera Placement: Requests for placement of new CCTV cameras can be made by submitting an email to Facilities Management, Brandi Christensen at [brandi.christensen@stanct.org](mailto:brandi.christensen@stanct.org).

Prior to installation, all requests will be reviewed by Facilities Management and Superior Court Information Technology. They will make a recommendation to the appropriate person who will make the final decision regarding camera placement in the area in question and in a manner consistent with the stated policy.

4.2 Equipment and Technology: Purchase of equipment should be made in consultation with Facilities Management. Costs of new equipment, associated infrastructure, on-going maintenance, and hardware upgrades are the responsibility of Facilities Management. Once the request for installation is approved and the equipment is purchased, Facilities Management staff will oversee and/or install CCTV hardware, and Superior Court Information Technology will make the appropriate connection to the master NVR Server. The NVR server for the security camera system shall be maintained in a secure server room with limited access.

4.3 Camera Footage: Video recordings will be stored for a maximum of fourteen days subject to availability of disk space, and will then be erased unless retained as part of an investigation, or pursuant to an order of preservation of evidence or court proceeding, or for other official Court business purposes.

Request to inspect video records or obtain copies of video recordings must be made by subpoena. Depending on the nature of the request, certain fees permitted by law may be charged to the requesting party.

## 5.0 MANAGEMENT OF RECORDED INFORMATION

5.1 Confidential Information: Recorded images from the Video Surveillance System are classified as Confidential Information. Authorized employees will access the recorded images only if there is a security-based reason, that is, if an incident has been observed, reported or is suspected to have occurred.

5.2 Recorded Images: The recorded images will only be used:

- a. for security or law enforcement purpose; or
- b. for a legal proceeding; or
- c. for the provision of evidence in support of any inquiry or prosecution associated with criminal and/or anti-social activity on Court property or the misuse of Court space or equipment.

5.3 Image Disclosure: The recorded images may be disclosed to any of the following for the purposes described at 5.2:

- a. decision making authorities; or
- b. law enforcement agencies.

5.4 Documentation: Disclosure will be documented and will include the name of the individual to whom the information is disclosed and the date and time of access, removal or copying.

## 6.0 DISCLAIMER

No person should assume that the presence of a CCTV system at the Court will guarantee safety for persons or property at all times. Rather, it is one tool in the Court's continuing efforts to promote Court security and safety.

Misuse of the Video Surveillance System or recorded information will result in disciplinary action.