

## 1. Purpose

The purpose of this policy is to govern the use of the TPMPD video surveillance cameras. This policy applies to all the TPMPD's surveillance monitoring and/or recording activity. This policy is established to enhance public safety and security in a manner consistent with accepted rights of privacy.

- 1.1. TPMPD is committed to promoting a safe environment by deterring acts of theft, vandalism, harassment, and/or assault.
- 1.2. Assist in the identification of individuals involved in criminal activity.
- 1.3. Assist in the daily operations of the Tukwila Pool.

To assure there is no violation of a person's reasonable expectation of privacy, permanently fixed- mounted cameras will not be placed in areas such as inside locker rooms or bathrooms.

## 2. Procedures

The TPMPD shall comply with all local, federal case law applicable to the use of surveillance cameras in public places. Information obtained through monitoring and/or recording will only be released in accordance to this policy or as required by law. [see RCW 42.56 and RCW10.97] Retention of records shall be in accordance with the Washington State Archives current local government Common Records Retention Schedule.

Only the Board President, Board Designee, or persons designated by the Director of Aquatic Operations will have access to the monitors or to the recordings made.

## 3. Device Procurement, Installation and Maintenance

Placement of the surveillance equipment needs approval from TPMPD's Board of Commissioners and the Director of Aquatics Operations.

When seeking approval, the Director of Aquatic Operations will address the following issues and concerns in supporting their request:

- 3.1. Objectives for implementing the systems.
- 3.2. Use of equipment, including:
  - 3.2.1 Location of cameras.
  - 3.2.2. Location of reception equipment.

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- 3.2.3. Personnel authorized to operate and access the system.
  - 3.3. Times when monitoring will be in effect (and staffed, if applicable). All personnel operating the surveillance system will be trained, per the TPMPD procedures, in the technical, legal and ethical parameters of appropriate camera usage.
  - 3.4. Other deterrence or detection measures that were considered, and why video monitoring is the best solution.
  - 3.5. Any specific, verifiable reports of incidents of crime or significant safety concerns that have occurred in the location to be placed under video monitoring.
  - 3.6. Video images will be stored in a secure location with access by authorized personnel only.
  - 3.7. Recorded video records shall be retained for at least 30 days after recording or determined that no security incident has occurred.
  - 3.8. Any incident records will be retained per Section 2.

#### **4. Notification Procedures**

Signage shall be prominently displayed at the perimeter of video monitoring areas advising the public that video monitoring is occurring.

#### **5. Exclusions**

This policy does not apply to the use of surveillance, or to the conduct of surveillance monitoring or recording by a law enforcement agency engaged in a legitimate criminal investigation.