



FCCOA Surveillance Camera Policy

1. Surveillance cameras may be installed in situations and places where the security of either people or property would be enhanced.
2. When appropriate, cameras may be placed inside and outside of FCCOA buildings.
 - a. Cameras will be used in a professional, ethical, and legal manner consistent with all existing FCCOA policies.
 - b. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.
3. The Executive Director and Director of Operations will function as the Surveillance Camera Coordinators.

Reason for Policy

1. The purpose of this policy is to regulate the use of surveillance cameras to protect the legal and privacy interest of FCCOA and its clients.
2. The function of surveillance cameras is to assist in protecting the safety and property of FCCOA and its clients.
3. The primary use of surveillance cameras will be to record images for future identification of individuals in the event of legal or policy violations.
4. The exterior surveillance cameras will be used to identify clients and visitors at the doors during office hours, when exterior doors are locked.

Policy Requirements

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.
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.
3. In the event of an emergency and no Surveillance Camera Coordinator is on the premises, the _____ and members of the FCCOA Board have all been notified where emergency instructions to access the surveillance camera data is and are authorized to open the sealed instructions to view surveillance data and are able to show said data to police or other emergency personnel that have been called in if required.
4. Whenever any incident occurs that is substantiated with surveillance data and an FCCOA member (client, volunteer, or staff member) is involved, either as victim, suspect or volunteer, the Executive Director will be immediately notified.
5. Video recordings of the cameras are only kept for a period of twenty-four (24) hours before the camera's internal memory is wiped. The cameras are motion sensory, so they record only when motion in the immediate area is detected. Surveillance cameras will not record or monitor sound.
6. The installation of additional new surveillance cameras must be approved in advance by the Executive Director and the FCCOA Board. Staff will be informed of additional camera locations.
7. Requests to release information obtained through surveillance cameras must be submitted to a Surveillance Camera Coordinator.