

Policy Name: Security Camera Footage

Purpose: Provide notice of cameras on Library properties and describe how surveillance video is used to maintain a safe and secure environment. This policy also serves to notify staff and patrons of applicable federal, state, and local law concerning records and retention mandates, and the confidentiality of some Library security camera records that may violate the privacy of other TPL patrons.

Effective/Board Approval Date: 11/17/2021

Supersedes: *policy #10.31 / Use of Video Surveillance Systems*

BACKGROUND

The Tacoma Public Library strives to maintain a safe and secure environment for its staff and patrons. For this reason, select public areas of the Library premises are under video surveillance. This policy describes the purpose, use, retention and storage of security camera records collected by the Library.

POLICY INTENT

SECURITY CAMERA SYSTEM

The Library's security camera system shall be used for the protection and safety of Library patrons, employees, and assets. Surveillance may also be used to identify persons violating the Library's Rules of Behavior Policy or engaging in criminal activity. Library surveillance records may be released to law enforcement personnel for the investigation of a crime.

SECURITY CAMERA LOCATIONS

Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Cameras are positioned to record public areas and complement other measures to maintain a safe environment.

Camera locations shall not be changed or added without the permission of the Director. Camera locations include public areas of the Library such as: entrances, near book and media collections, public seating, delivery areas and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing, or listening activities in the Library. Signage shall be posted at the entrance of all TPL locations informing Library visitors that cameras are in use.

SECURITY CAMERA FOOTAGE SYSTEM ACCESS

Library Information Technology, Human Resources, Neighborhood Services Managers, and Senior Leadership may access the system for maintenance, to respond to public disclosure requests or as otherwise required by law, or for other Library business as described in this policy. Security Camera footage will not be used as the initial source of evidence to initiate an investigation into misconduct by an employee.

RETENTION AND STORAGE OF DIGITAL IMAGES

Security camera recordings are manually saved if there is suspected criminal activity, a disruptive event that impedes normal Library Operations, or a suspected policy violation. Video recordings of incidents will be retained pursuant to state law and may be retained as long as considered necessary by the Library Director.

Recordings or still images from the Library video security footage are stored and secured digitally on the City of Tacoma’s file share. To ensure a proper audit trail, access logs will be kept of any use of the recorded data. Content not manually stored to the City of Tacoma’s file share is automatically erased approximately every 28 days.

Those authorized to access the archive shall not violate any laws, rules, or this policy in performing their duties and functions related to the video security archival data. Video records shall not be used or disclosed other than as specifically authorized by this policy, or as required by law.

UNAUTHORIZED ACCESS and/or DISCLOSURE OF DIGITAL IMAGES

Any Library employee who becomes aware of any unauthorized disclosure of a video record and/or a potential breach of confidentiality has a responsibility to ensure that the Library Director is immediately informed. The Director will then act in accordance with Library policy and procedures to investigate and if necessary, take action.

STRATEGIC PLAN ALIGNMENT

This policy supports the following Library strategic priorities:

Equity and Access: This policy outlines the parameters for public disclosure requests, and was written with the intent to breakdown current access inequities built into public disclosure systems. It is intended, in part, to create a pathway to information access for those experiencing barriers, and also to protect staff and the community from undue/unlawful exposure.

Responsible and Resilient: This policy creates access points for public participation in government affairs. The policy also ensures that Library records are disclosed only as appropriate or allowed by law, and that resources such as staff time are considered when access to video surveillance records is necessary, as defined in this policy.

x	<p>Equity and Access We are committed to racial equity and social justice. It guides our work in serving Tacoma’s diverse communities, especially the most vulnerable and underserved.</p>		<p>Cultivate and Engage Community We will be the center for connecting people, ideas, and places.</p>
	<p>Learning, Creativity, and Innovation We will be the place for learning, discovery, and innovation.</p>	x	<p>Responsible and Resilient We will be an integral partner in a sustainable network that supports a thriving Tacoma.</p>
	<p>Investment in Youth We believe that youth are the future and will prioritize services, programs, and partnerships that nurture and develop young minds.</p>		

REFERENCES

[RCW 42.56.520: Prompt Responses Required](#)

Rules of Behavior Policy (currently being updated – will link new policy soon)

Exclusion from Premises (currently being updated – will link new policy soon)