

Policy Statement

City of Maple Valley Parks and Recreation Department Use of Security Cameras

I. Purpose and Proposed Use

The Parks and Recreation Department (“Department”) has installed surveillance technology in the form of security cameras at various public locations throughout its parks system. The intent of the cameras includes, but is not limited to, monitoring City Park property for one or more of the following reasons: (i) for security purposes, and (ii) to protect the physical integrity of City infrastructure and resources.

The cameras have been installed in locations throughout the Park System, including but not limited to, interior/exterior of the Lodge, around the Beach House, near the entrance(s) to Lake Wilderness Park, and in other public areas of the parks. The Department may also post a camera aimed at cash register(s) operated by the Department.

The Department intends to use this technology to assist in providing safe and secure parks for public use and enjoyment while preserving City assets and infrastructure. If criminal activity does occur on camera, the footage will be made available to law enforcement as authorized by law.

II. Use and Data Management Guidelines and Protocols

A. Deployment of Cameras and Anticipated Duration of Surveillance Activity

- 1) The surveillance technology has been deployed in a manner that will be easy to monitor by authorized staff, and easy to preserve footage as needed.
- 2) The technology will operate continuously 24 hours a day/7 days a week and record over itself after a 2-week period.
- 3) The technology will be installed permanently.

B. Identification and Markings of Surveillance Technology

- 1) The technology may be mounted on building and/or poles and be plainly visible to the public.
- 2) Signage will be posted advising the public that the area is under video surveillance.

C. Rules of Operation

- 1) The surveillance technology will be operated by the following authorized city personnel: Parks & Recreation Director, Park Operations Manager, other staff as authorized by the Parks & Recreation Director.
- 2) Camera adjustments, including but not limited to angle, position, and zoom maybe done by Parks & Recreation Director and/or designee.

D. Data Retention and Deletion

- 1) Surveillance data will be retained in compliance with the Washington State Records Retention Schedule—Washington State Archives Local Government Common Records Retention Schedule (CORE) (30 days after last recording or until that no security incident has occurred whichever is sooner.) Any system settings will be adjusted to ensure compliance, and saved footage will be stored in the security camera electronic file. If a public disclosure request is made, the City will take action in order to retain the requested record(s) before any otherwise authorized deletion/destruction. If no public disclosure request is made, the data shall be deleted/destroyed at the end of the retention period.
- 2) If an incident is identified and data requested by a member of the public, immediate steps shall be taken to preserve any data available, even prior to receipt of a written public records request notification.
- 3) During the retention period, surveillance data will be securely stored on the Network Video Recorder (NVR)
- 4) Regular deletion/destruction after the retention period elapses will occur by the NVR recording data over itself.
- 5) The City Clerk's office is responsible for ensuring compliance with data retention and deletion/destruction requirements.

E. Access to Data

- 1) The Parks & Recreation Director shall authorize and document which personnel are authorized to access the data for purposes of reviewing the data, either routinely or after notice of a potential incident.
- 2) Safeguards will be used to protect data from unauthorized access, included password protected access.
- 3) Any incidents or potential incidents will be reviewed by authorized personnel within 2 business days of the date of the report by authorized personnel. Incidents/potential incidents shall be brought to the attention of the Parks & Recreation Director (or designee) immediately.
- 4) Data will be released under the following circumstances: to law enforcement if requested by law enforcement as part of an official police investigation; to the extent required by court order, subpoena, or as otherwise required by law.

F. Maintenance of Technology

If the surveillance technology malfunctions, the issue shall be reported to the Parks and Recreation Director (or designee) and the situation documented, including any other action taken.