

September 30, 2013

Information Technology Video Surveillance Camera Plan

Please explain your agency's objective behind this occurrence of video surveillance and the scope with which your agency hopes to obtain and fulfill this objective.

Information Technology will be using cameras exclusively in its two city-owned data centers to monitor activities therein. Critical network infrastructure and sensitive information is housed at both of these locations, which justifies the need for these cameras.

What level of detail is expected from the recorded video and the expected recording area? Examples; facial recognition, license plate recognition, monitoring traffic flow only; overview of an entire city park. **These cameras should activate when motion is detected within the data center. A high enough resolution should be provided that would allow for facial recognition.**

How will you provide an individual(s) with notification(s) that video recording devices are in use and that he/she may be recorded on video? *

Signs in English and Spanish will be at the entrances and exits of facilities.

Provide location of where each camera will be physically placed by providing a street name, building name, etc. *

Due to the sensitive nature of our data center locations, this information may be made available upon request.

Please indicate whether or not these cameras are being put in place permanently or for temporary purposes only. *

These cameras will be permanently installed.

Identify a person or persons in your agency that will be allowed view access to the video surveillance system. (Note that video that is part of a continuous loop is not considered a record per MGO 3.70(3)(b)(6)a.)

Information Technology management staff and Network Operations staff will be provided with access to view video from these cameras.

State your agency's plan on training regarding the use, retention and storage of video surveillance footage.

Information Technology will use the City's enterprise camera system. Video camera images will be stored on the city's enterprise system for a minimum of two weeks unless needed to identify someone or record a specific incident. Those images will be copied and kept as public records in accordance with local, state and federal public records laws.

If video footage needs to be extracted, for other than a criminal investigation, please identify no more than two people in your agency or division that will be allowed to export the needed video footage. (Please Note: Once video footage has been exported from the system, it is subject to Open Records statutes and must be retained for 7 years).

The two system administrators for the enterprise camera system will be provided with permissions to extract video footage for the data center cameras.



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