

VILLAGE OF FRIENDSHIP HEIGHTS

VILLAGE COUNCIL

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The Village of Friendship Heights Security Camera Policy

Introduction

The Village Council finds that the adoption of a security camera policy is in the best interests of the residents of the Village. The following policy establishes the rules, standards, and procedures concerning the use of security cameras by the Village.

Purpose

The Village may use and operate security cameras in order to enhance safety and security; protect and safeguard property from loss, damage, vandalism, or theft; and provide aid to police, fire, and rescue services.

The Village's use of security cameras and the adoption of this Policy, however, do not imply or guarantee that security cameras will be monitored in real time continuously or otherwise. The Village is not undertaking any duty to provide security.

Privacy

Security cameras are to be used only to observe public areas, where there is no reasonable expectation of privacy. Any audio-recording functions of security cameras will be disabled at the time of installation. Any system operator shall not use the pan, tilt, or zoom features, if any, of security cameras to target individuals absent a reasonable suspicion of criminal activity or for risks to public health, safety, and welfare. Unauthorized use or misuse may result in the revocation of privileges and/or disciplinary action. Only persons authorized by the Village Manager may use and operate security cameras. The Village Manager may post signs indicating where permanent security cameras may be deployed. Village staff and Village Council members will be informed about the location of security cameras.

Recordings

Video recordings shall be preserved according to the Village's document retention schedule. Recordings will generally be kept for 1 to 2 months, subject to the storage capacity of the system. Only authorized persons will be permitted to review recordings.

Public Access

Requests to view recordings under the Maryland Public Information Act (MPIA) should be addressed to the Village Manager. Requests will be processed according to the Village's Rules and Regulations for Access to Public Records. Requests for inspection may be denied according to the MPIA and privacy and public security laws.

Approved by Village Council January 8, 2024