

# TOWN OF ORFORD SECURITY CAMERA POLICY

## 1. PURPOSE

The purpose of this policy is to regulate the use of security cameras to protect the legal and privacy interests of the Town of Orford, the community at large and Town employees while concurrently assisting in the protection of safety in and property of the Orford Town Hall municipal building.

The primary use of security cameras will be to record images for future identification, investigation, and possible prosecution related to illegal and/or criminal activity and actions, and as such are exempt from public disclosure under NH Rev Stat SS 91 •A.

## 11. GENERAL POLICY

The Town of Orford is committed to establishing and maintaining a workplace that is secure and safe for employees, Town Officials and the community at large. To enhance this commitment, the Town of Orford may utilize security cameras in public areas. The cameras will be used in a professional, ethical, and legal manner consistent with all existing Town policies, as well as State and Federal laws. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by NH Rev Stat 644:9.

### 111. POLICY GUIDELINES AND PROCEDURES

A. Security cameras shall only be installed under the authority of the Board of Selectmen for municipal locations, excluding the Orford Police Department where the Chief of Police shall have authority to install and monitor security cameras in the Police Department, Police Storage area, Police Evidence/Property room, and entrances to these locations.

B. Department Heads and/or designees shall coordinate installation of security cameras within areas or buildings used by their departments. The Chief of Police shall advise as to the type and location of security camera.

C. Placement of cameras shall only be considered for the security and safety of employees and customers or for legally mandated reasons. Cameras shall never be placed in areas where privacy would normally be expected. Camera placement must take into consideration any confidential material that could be visible.

Do Any building where cameras are located upon or in shall have a statement placed conspicuously at each entrance to the building notifying citizens of the presence of audio and/or video recording equipment\*

E\* Public display of live video from security cameras is not permitted and recordings will not be subject to public disclosure.

F, Viewing of recorded video shall be limited to the following:

- From Town Hall cameras: Selectmen, Chief of Police, or designees of any of these parties.
- From Police Station cameras: Chief of Police or his/her designee(s) and other Law Enforcement personnel involved as part of any investigation and/or prosecution effort.

He Video recordings shall be maintained and retained by Orford Police Department according to the following schedule:

- External Building Cameras: 30 Days
- Internal Building Cameras: 30 Days
- It shall be the responsibility of the Department Head to ensure that all recordings are kept secure, and shall permit no individual unless those stipulated herein to view recorded material.
- In the event of a law enforcement investigation, or in the event of an active claims investigation for insurance purposes, video recordings may be retained for periods of time longer than time limits specified herein.

I. When an incident is suspected to have occurred, the Selectboard or Department Head shall immediately take steps to ensure that any video recording of the incident is preserved by notification of the incident to the Chief of Police.

J. When an incident is suspected to have occurred, designated personnel herein may review the images from security camera data/recordings and any illegal or criminal activity shall immediately be investigated by the Orford Police Department or other law enforcement entity as required.

K. Video recordings shall not be copied or removed except in relation to an ongoing investigation. Investigative personnel, Chief of Police, and the Board of Selectmen are authorized to permit copying video recordings from town security cameras.

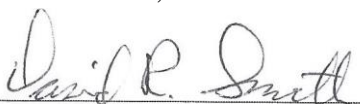
#### IV. VIOLATIONS & PENALTIES

Any person who may violate the terms and conditions of this policy may be subject to disciplinary action, up to and possibly including termination.

Any person who commits any violation of law shall be subject to civil or criminal penalties as warranted or recommended by the Chief of Police or other Law Enforcement Investigative agency.

Adopted by the Orford Board of Selectmen on this 27 day of February, 2019  
Orford Board of Selectmen

  
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John Adams, Chair

  
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David Smith

  
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James McGoff

# WARNING

These Premises Are  
Protected By

## CLOSED CIRCUIT TELEVISION

Images Are Recorded For The Purpose Of  
Crime Prevention And Public Safety

**24HR VIDEO RECORDING**

1 sign 12"x8" at each building entry door

1 sign 2"x4" at each internal door where a camera is located