

SD 5.16 Surveillance Camera Policy

1. Surveillance cameras may be installed in places where the security of either people or property would be enhanced.
2. When appropriate, cameras may be placed inside and outside of church buildings.
 1. Cameras shall be used in a professional, ethical and legal manner consistent with all existing church policies.
 1. Cameras shall not be placed in bathrooms, locker rooms, mothers' nursing areas, or other areas where a person would reasonably expect privacy
 2. Signage shall be placed as notification of such surveillance activity to dispel any reasonable expectation of privacy.
 2. Camera use shall be limited to situations that do not violate the reasonable expectation of privacy as defined by law.
3. The school Principal, Business Manager, and Safety & Security Committee Chairperson shall function as the Surveillance Camera Coordinators.

Reason for Policy

1. The purpose of this policy is to regulate the use of surveillance cameras to protect the legal and privacy interest of Immanuel Lutheran Church & School and its members.
2. The function of surveillance cameras is to assist in protecting the safety and property of Immanuel Lutheran Church & School and its members.
3. The primary use of surveillance cameras shall be to record images for future identification of individuals in the event of legal or policy violations.
4. The exterior surveillance cameras shall be used to identify members and visitors and monitor campus areas.

Policy Requirements

1. Only authorized personnel, as determined by this policy or authorized by a Surveillance Camera Coordinator, shall be involved in, or have access to, recorded surveillance camera data.
2. Live surveillance camera images will be visible in the main church and school offices in order to provide passive monitoring capability over the church and school facilities.
3. The Surveillance Camera Coordinators shall have access to all surveillance camera data.
4. When an incident is suspected to have occurred, designated personnel as authorized by a Surveillance Camera Coordinator may review the images from surveillance camera

data. Examples of this would be nursery workers, Children's Worship leaders, custodians, etc.

5. Whenever any incident occurs that is substantiated with surveillance data and a church member (adult or child) is involved, either as victim, suspect or volunteer, the Senior Pastor shall be notified.
6. Whenever any incident occurs that is substantiated with surveillance data and the Senior Pastor is involved, either as victim or suspect, the MMC Chairperson shall be notified.
7. Video recordings of the cameras are intended to be kept for a period of twenty-eight (28) days, except as may be directed by law enforcement, upon advice of legal counsel, or otherwise by the Principal, Business Manager, and Safety & Security Committee Chairperson. All cameras shall be directly controlled or motion sensory, so they record only when motion in the immediate area is detected. Surveillance cameras shall not record or monitor sound.
8. The installation of additional surveillance cameras must be approved in advance by the Surveillance Camera Coordinators.
9. Any request to review the surveillance camera information must be in writing and received by a Surveillance Camera Coordinator within 14 days of the date of the incident giving rise to such request.
10. The Camera Coordinators shall determine whether the individual requesting to review the video recordings will be granted access to the recordings. Requests by law enforcement authorities shall be complied with to the extent permitted or required by law.