

Town of Neenah Park and Trail Security Camera Guidelines

Purpose:

Establish guidelines and procedures for the use of security cameras in the Town of Neenah Parks or Trails. This guideline will be maintained by the Town of Neenah Park and Trail Committee (TNPTC) under guidance from the Town of Neenah Board of Supervisors. It shall be the intention of the TNPTC to utilize security cameras in a professional manner to support public safety objectives and law enforcement efforts.

Scope

The provisions of these guidelines apply to personnel installing, maintaining, viewing, or assisting law enforcement. All proposed changes to this guideline will be addressed by the TNPTC.

Background

In order to help ensure public safety and security, the TNPTC has installed security cameras in areas of the parks and trails. The installation of the cameras are part of the TNPTC integrated approach to provide enhanced protection for visitor safety and will provide critical supplemental assistance to law enforcement for ongoing security and public safety efforts. Security cameras are part of an effective law enforcement and security tool that can facilitate the detection, investigation, prevention, deterrence of crime, and the safety of visitors.

These guidelines establish and authorize the limited use of security cameras and the proper disposition of stored images.

Objectives.

1. Security cameras will be used to help ensure public safety and security; facilitate the detection, investigation, prevention and deterrence of crime.
2. Security cameras will be used only to visually monitor public park areas and public activities where no constitutionally protected reasonable expectation of privacy exists.

Operation and Use

1. Security cameras, which will also record images, will be maintained by the TNPTC or their designated subcontractor twenty-four hours a day, seven days a week, in a professional manner and only to further legitimate law enforcement and public safety objectives.
2. No person will be targeted or monitored merely because of race, religion, gender, sex, disability, national origin and political affiliation or views.
3. Security camera images will not target or focus on the faces of persons engaging in constitutionally protected activity unless there is a reasonable indication of a threat to public safety or that they are engaging in criminal activity.
4. Disclosure and use of any information obtained will be limited to appropriate law enforcement for public safety or crime prosecution purposes.

5. The security camera images will be stored electronically in a secure area or locked storage device. Images will be gathered by unattended recording devices that are accessible only by authorized personnel.

6. Access to the security recording system will be limited to authorized law enforcement, security, maintenance, and repair personnel, whose access, with date and time information, will be approved by the Town of Neenah Administrator-Clerk-Treasurer.

7. Access to recorded images will be limited to authorized law enforcement and security personnel for public safety purposes and to attorneys and police managers for civil litigation and disciplinary purposes. The Town of Neenah Attorney should be consulted prior to any release of images or footage. Any footage released to the media should be approved by the Town of Neenah Board of Supervisors or Town Attorney.

8. Any recorded video images shall be documented and stored in a secure location with controlled access. Any recorded video images shall be retained for no more than 12 months and then destroyed unless needed as evidence for a documented criminal incident. Once the recording is no longer needed, it should be destroyed.

9. Upon the written approval and consent by the Town of Neenah Board of Supervisors, selected photographic stills or portions of the video recording may be reproduced and retained for historical documentation or training purposes, except that no such photograph/video still shall reveal any civilian's identity.

Accountability

1. Any violation of this guideline may result in appropriate disciplinary action.

2. Nothing in this guideline is intended to create any rights, privileges, or benefits not otherwise recognized by law. Rather, it is meant to ensure that security and video monitoring is properly used based on legally appropriate and relevant law enforcement and public safety considerations and information.

Public Notice and Comments

The TNPTC encourages public comments regarding its security camera guidelines. Please address any comments to the Town of Neenah Administrator-Clerk-Treasurer for presentation at the appropriate committee level.