

**SUMMER VILLAGE OF LARKSPUR**  
**SECURITY MONITORING POLICY 2019-2**

Adopted:

Annual Review:

**Policy purpose:**

This policy applies to video surveillance in the Summer Village of Larkspur.

The Summer Village has installed security cameras in public areas to promote a safe community. The purpose of video surveillance in public areas is to aid in crime prevention and help identify individuals who are involved in committing crimes. Video derived from this surveillance may be used by law enforcement agencies to assist with investigations.

**Roles and responsibilities:**

Council is responsible to develop and approve the policy and for subsequent amendments.

The Chief Administrative Officer and or designate is responsible for the operations and maintenance of the surveillance system and to ensure that the policy is adhered to.

Persons with access to the surveillance equipment are required to review and comply with this policy.

**Procedure:**

1. The Summer Village security cameras are motion activated.
2. Recorded footage is on a continuous loop and will be recorded over once filled.
3. The cameras will be aimed to monitor both entrances into the summer village.
4. The monitoring and recording equipment location is not disclosed to the public.
5. The monitoring screen is not open to public viewing at any time.

**Public awareness of cameras:**

The public will be notified that video surveillance is in place by signs placed in the vicinity of the monitoring in the summer village.

**Access to Surveillance Footage:**

Only council, administration, and security company employees will have access to the video footage.

**Use, disclosure and retention of information:**

1. Members of the public will not be allowed to view recorded footage for any reason.
2. Administration Staff, Council, Security Company Employees and Peace Officers may view footage as required for any incidents that require investigation.
3. Video will be reviewed only when an incident occurs.
4. Peace Officers may use the recorded footage for any investigation.
5. Peace Officers may copy and take control of recorded surveillance as they see fit.

**Policy review and termination of surveillance:**

The CAO will provide a report to Council on an annual basis on matters related to this surveillance policy. At this time, the Council will decide if the surveillance should continue for another year or if it should be terminated.