

## Bismarck Parks and Recreation District

# Security Cameras Policy

The Bismarck Parks and Recreation District (BPRD) operates security cameras for the purpose of creating a safer environment for all those who visit and work within facilities and parks. This policy provides direction for the placement and operation of security cameras, the purpose of their use, and the storage and use of video and image data from security cameras at BPRD.

BPRD strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because BPRD staff is unable to provide direct supervision over all areas within BPRD facilities and grounds, video security cameras have been strategically placed in public locations in order to observe and record activities of persons, to deter crime, manage emergency response situations, and investigate suspected criminal behavior.

Observation of activity, whether in real time or from digitally recorded storage, shall be limited to activities that are specific to BPRD operations, may affect the safety and security of BPRD patrons and staff, and provide protection for BPRD assets or property.

### **Security Camera Placement**

Camera placement shall be determined by the BPRD Executive Director or designee. BPRD may establish temporary or permanent security cameras in public areas of facilities.

Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms, lockers and changing rooms.

### **Public Notice**

Signage shall be conspicuously displayed at BPRD facilities advising of the recording of video images. For facilities with interior cameras, this shall include the placement of signs at all primary facility entrances. All such signs shall contain a notification that cameras may or may not be monitored.

### **Security Camera Monitoring and Review**

The BPRD's Executive Director holds the authority to designate BPRD staff members who may access video in real time or recorded formats. Authority may be delegated to the Facilities and Programs Director, Operations Director, or designated staff during hours of operation.

Staff will not monitor security camera live feeds. Circumstances under which designated staff may access images in real time include, but are not limited to, observation of areas beyond view from designated workstations for assurance of safety and security. Access to real time or recorded imagery is also authorized to designated staff upon report of suspicious behavior,

including policy violations, criminal activity, destruction or theft of property or assets, or other activity that may be disruptive to BPRD operations.

Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classification is prohibited.

Recorded images will not be routinely checked and will only be reviewed in the event BPRD has a need to review the recorded images.

### **Data Storage**

Cameras will record activities in real time and images will be saved to the camera server's hard drive. The storage capacities of BPRD systems vary, so older images on hard drives are overwritten and unavailable as space is required for new recordings. An exception to this procedure is video retained as part of a criminal investigation or court proceeding, or other bona fide use approved by the BPRD Executive Director. Images saved for such purposes may be recorded to a DVD or other multimedia storage device in accordance with applicable law.

### **Law Enforcement**

The Bismarck Police Department (BPD) has access to video both in real time and recorded formats for select security cameras operated by BPRD. BPD will not monitor BPRD video in real time or recorded formats unless prompted by BPRD staff or during an emergency response situation or threat to BPRD facilities. Law Enforcement can ask for access to any other video recordings as part of a criminal investigation or court proceeding, or other bona fide use.

### **Public Disclosure**

All requests for public disclosure of recorded images must be presented to the BPRD Executive Director or designee. The release of security camera video images will be only to the extent required by law and will follow procedures that are in accordance with the North Dakota Century Code/City of Bismarck Ordinance.

Approved May 16, 2024 by the Board of Park Commissioners