

SUPPORT SERVICES COMMITTEE
AGENDA
COUNTY ADMINISTRATOR
MAY 6, 2015

Committee Members: Supervisors Vanselow, McDevitt, Taylor, Frasier, Wood, Brock and Seeber

- I. Committee meeting called to order by Chairman Seeber
- II. Motion to approve the minutes of the prior meeting
- III. Action Agenda/New Business Items:
 1. Temporary Mail Room assistance.
 2. Request for one hard copy of new Elections District Enrollment for each political party at no cost (*as a result of recent consolidation of elections districts*).
 3. Consideration of IT Security Camera Access Policy.
- IV. Referrals/Pending Items:

None.
- V. Discussion Items:

None.
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

Attachments:

1. Proposed IT Security Camera Access Policy.

COUNTY SECURITY CAMERA ACCESS POLICY

PURPOSE

As part of a plan to provide increased security in the County Municipal Center for the benefit of employees and visitors, alike, the County has recently installed and may continue to install or move video cameras (hereinafter "cameras") at various public locations in and outside the building to monitor those areas. There are also cameras in the public areas of the Human Services Building that have been there for some time now. There may be or will be cameras installed in other County buildings or on County property and this Policy is intended to apply to all such cameras.

- I. PHYSICAL ACCESS/CONNECTION TO CAMERAS, RECORDING DEVICES, WIRING, STORAGE FACILITIES OR CONNECTED COMPUTERS AND OTHER RELATED APPARATUS**
 - A. The County Information Technology Department (hereinafter "IT Department"), under the direction of the Director of the IT Department (hereinafter "IT Director"), shall be the only agency authorized to access cameras, recording devices, wiring, storage facilities or connected computers and other related apparatus for purposes of inspecting, adding or removing equipment, changing equipment location, rewiring, downloading or otherwise servicing, installing, repairing, or in some other manner altering, modifying or changing the existing cameras, except that the IT Director of designee may authorize a contractor, officially retained and authorized by the County or IT Director to access and engage in any activities reserved to the IT Department.
 - B. No other County Department or agency shall have the access authorized for the IT Department above, unless authorized by resolution of the Warren County Board of Supervisors.
- II. ACCESS TO CAMERA CREATED VIDEO RECORDINGS**
 - A. The IT Director and/ the Sheriff or their designees may, at any time view or watch live camera recordings.
 - B. The IT Director and/or Sheriff working through the IT Director or their designees are authorized to access previously recorded camera video recordings for purposes of viewing the same at any time for any lawful purpose.
 - C. The IT Director may grant any other County Official access to camera video recordings only after receiving in writing the reason or purpose for the viewing access and receiving authorization from the County Administration who shall determine if the access is reasonable and appropriate after consultation with the County Attorney.
 - D. When viewing previously recorded camera videos or allowing others to do so, the IT Director and staff shall take such precautions as shall be professionally advisable and necessary to ensure the preservation of the original video recording and otherwise prevent any erasure, changes or damage to the recordings.

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- B. No other County Department or agency shall have the access authorized for the IT Department above, unless authorized by resolution of the Warren County Board of Supervisors.

II. ACCESS TO CAMERA CREATED VIDEO RECORDINGS

- A. The IT Director and/ the Sheriff or their duly authorized designees may, at any time view or watch ~~live camera recordings.~~ real time camera video.
- B. The IT Director and/or Sheriff ~~working through the IT Director~~ or their duly authorized designees are authorized to access previously recorded camera video recordings for purposes of viewing the same at any time for any lawful purpose.
- C. The IT Director may grant any other County Official access to camera video recordings only after receiving in writing the reason or purpose for the requested viewing access and receiving authorization from the County Administration who shall determine if the access is reasonable and appropriate after consultation with the County Attorney.
- D. When viewing previously recorded camera videos or allowing others to do so, the IT Director and/or Sheriff and their respective staff that have been duly authorized to access previously recorded camera videos shall take such precautions as shall be professionally advisable and necessary to ensure the preservation of the original video recording and otherwise prevent any erasure, changes or damage to the recordings.