



COUNTY OF CARROLL OFFICE OF THE COMMISSIONERS

Administration Building
P.O. Box 152, 95 Water Village Road
Ossipee, New Hampshire 03864-0152
Phone 603-539-2428 • Fax 603-539-4287



Security Camera Policy

I. PURPOSE

The purpose of this policy is to regulate the use of security cameras to protect the legal and privacy interests of the County of Carroll, MVC residents, County employees, and the community at large, while concurrently assisting in the protection of safety in and around property and buildings owned by the County.

The primary use of cameras will be to record images for future identification, investigation, and possible prosecution related to illegal and/or criminal activity and actions, and video evidence of alleged personal injury and accident investigations.

II. GENERAL POLICY

Carroll County is committed to establishing and maintaining a workplace that is secure and safe for employees, County officials, and the community at large. To enhance this commitment, the County may install and utilize security cameras and video recording equipment. The cameras will be used in a professional, ethical, and legal manner consistent with all existing County policies, as well as State and Federal laws. Camera use will be limited to situations that do not violate the reasonable expectation of privacy, as defined by law.

III. POLICY GUIDELINES AND PROCEDURES

- A. Security cameras shall only be installed under the authority of the Board of Commissioners.
- B. Department heads may request additional cameras in their departments if the necessary funding and request for such installation has been approved by the Commissioners. The Director of Maintenance shall coordinate with the department heads or their designees as to the type and location of cameras installed.
- C. Placement of cameras shall only be considered for the security and safety of employees, residents, and public and/or for legally mandated reasons. Cameras shall never be placed in areas where privacy would normally be expected. Camera placement must take into consideration any confidential material that could be visible. No camera shall record audio without proper reason, knowledge, or public notification.

Amanda Bevard
Chairman

Terry McCarthy
Vice Chairman

David Babson
Clerk

D. Any building where cameras are located upon or in shall have a statement placed conspicuously at each entrance to the building notifying citizens of the presence of video and/or audio recording equipment.

E. No approved video recording device, or any component of the video recording system, may be manipulated, purposefully blocked, or otherwise rendered inoperative or tampered with, without express written consent of the Commissioners.

F. Viewing of recorded video shall be limited to the following:

- **From Administration Building Cameras:** Director of Maintenance (security camera system facilitator), County Commissioners, County Administrator, Sheriff Department personnel, or designees of any of these parties.

(Note: Carroll County Registry of Deeds office has three cameras that have video feed directly to monitors in that office that is viewable by all staff and visitors)

- **From MVC Cameras:** Director of Maintenance, County Commissioners, County Administrator, MVC Administrator, or designees of any of these parties. (Note: MVC has a monitor at the receptionist station that regularly scrolls thru the connected security camera live feed, which is viewable by the public).

Note: Carroll County employs security cameras in its facilities for lawful purposes. It is the intent of Carroll County to prevent unauthorized viewing of security cameras for capturing employee behavior. However, it is the responsibility of Carroll County to protect the interests of Carroll County, its employees, and the public.

Realizing this intent, no employee of Carroll County shall actively monitor, or view recorded content of the security camera system without express written consent of The County Commissioners, the County Administrator, or in regards to MVC, the MVC Administrator. (This policy does not apply to the Department of Corrections or the Sheriff Department for criminal investigations)

**Any requests to investigate criminal activity shall be immediately forwarded to the Sheriff Department.

G. Video recordings will be maintained on the video recording device for a minimum of 30 days, whereupon recorded video may then automatically expire unless downloaded to a permanent file. When downloaded, it shall be the responsibility of the investigating individual to ensure that all recordings are kept secure, and shall permit no individual, unless those stipulated herein or otherwise authorized, to view recorded material.

In the event of a law enforcement investigation, or in the event of an active investigation for insurance claim or disciplinary purposes, video recordings may be retained indefinitely.

H. When an incident is suspected to have occurred, the Department Head shall immediately notify the proper investigative authority to review, and if deemed necessary, the investigative authority shall preserve any video recording of the incident. Any suspicion of illegal or criminal activity shall be immediately reported to the proper authorities.

- I. Video recordings shall not be copied or removed except in relation to an ongoing investigation. Investigative personnel are authorized to copy and remove video recordings from County video recording devices as necessary.

IV. VIOLATIONS & PENALTIES

Violations of this policy generally fall under those listed under Class "A" violations of the Carroll County Personnel Reference Guide. Any person who violates the terms and conditions of this policy may be subject to disciplinary action, up to and including possible termination.

Adopted by the Carroll County Board of Commissioners, May 1, 2019



Amanda Bevard
Chairman



Terry McCarthy
Vice Chairman

*Refused to sign,
Today not needed*
DAB
5/1/20

David Babson
Clerk