

Policy: Security Camera Use
Approved: 8/25/2016
Office of Origin: Bishop Paiute Tribal Court
Policy Approval Authority: Bishop Paiute Tribal Council

Security Camera Use

Purpose

This policy provides the guidelines regarding the use of security cameras for the Bishop Paiute Tribal Court system, including all cameras installed by the Bishop Paiute Tribal Court which are managed by the Bishop Paiute Tribal Information Technology (IT) Department. This policy outlines when and how security camera data/video are to be stored, recorded, when live camera feed can be viewed, and the conditions under which stored camera data/ video are requested.

Policy

Scope

The Bishop Paiute Tribal Court Committee (Tribal Court Committee) will be responsible for reviewing, approving, and denying all security camera equipment purchases under the Tribal Court, and to review all requests, submitted to the Tribal Court, for video data (video footage) and determine requests as either approved or denied. This Security Camera Policy is an extension of the Security Plan for the Bishop Paiute Tribal Court.

Use of Recordings

Security camera recordings shall be used for the purpose of enhancing public safety, discouraging criminal activities, and investigating incidents. Security cameras shall not be utilized to conduct personnel investigations, work place quality or attendance.

Security Camera Monitoring and Review

- 1) The Tribal Police may monitor and review security camera feeds and recordings as needed to support investigations. It is not intended or expected that security cameras will be routinely monitored in real time. When a panic button is activated Tribal Police will have immediate access to viewing the live feed via remote access.

- 2) Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classification is prohibited. Seeking out and continuously viewing people becoming intimate in public areas is prohibited.

Notification Requirements

Except in emergency or investigative situations, locations with security cameras will have signs displayed that provide reasonable notification of the presence of security cameras. The placement of the signs and the text on the signs will be subject to approval of the Tribal Court Committee.

Storage and Retention of Recordings

No attempt shall be made to alter any part of any surveillance recording. The security system will be configured to prevent camera operators from tampering with or duplicating recorded information. Security camera recordings shall not be stored by individual departments but only by the Information Technology (IT) Department. All surveillance records shall be stored in a secure location for up to seven (7) days and will then promptly be erased or written over, unless retained as per request, part of a criminal investigation or court proceeding, or other use as approved by the Tribal Court Committee.

Request & Release of Recorded Material

The Security Video Request Form must be filled out and filed with the Tribal Court. A filing fee of \$75.00 must be paid at the time of filing. Tribal Departments requesting for internal purposes will not be subject to filing fee.

Requests for release of recorded material must be approved by the Tribal Court Committee, including requests set forth in subpoenas or other legal documents compelling disclosure.

All requests need to be filed with the Bishop Paiute Tribal Court within three (3) days of an incident and processed through the Tribal Court Committee. Requests will be reviewed and either approved or denied within five (5) business days of receipt. Neither the completion of a request nor the service of a subpoena guarantees that security video is available or can/will be provided.

Property

Any security video provided pursuant to this request process remains the property of the Bishop Paiute Tribal Court. The release of any portion of the security video by the requestor to a third party without Bishop Paiute Tribal Court consent or subject to a court order is strictly prohibited.

Note: This policy uses the terms, “live camera feed”, “live feed”, and “real time” interchangeably to describe security system’s capability of viewing the security camera’s live. The terms “video data”, “video recordings”, “surveillance recording”, are used interchangeably to describe the security camera’s video recordings.

Approved by:

_____/S/ Deston Rogers_____
Tribal Council Chairman

8/25/16

Date

_____/S/ Earleen Williams_____
Tribal Council Secretary/Treasurer

8/25/16

Date