**Administrative Regulations**
**City of Iowa City**
**Title: Audio/Visual Security and Surveillance Policy**
**A.R. Number: Effective Date: 3/14 Page: 1 of 1**
**Supersedes: N/A A.R.: N/A Dated: 3/14**

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## I. Purpose

The following represents a policy regarding the use of City owned and operated audio/visual systems to provide security and safety while balancing the privacy rights of individuals. This policy also outlines provisions for access to and disclosure of audio and visual material obtained through the City's audio/visual surveillance system.

## II. Policy

A. The City owns and maintains an internal audio/visual system hereafter referred to as "system." This system is provided by the City for the purpose of providing security, conducting City business and maintaining safety on City premises.

B. The system is owned by the City and as such is City property. Additionally, all audio or video recordings and/or images captured by the system are and remain the property of the City. They are not the private property of any employee, and employees should not consider any audio or video recordings and/or images captured by the system confidential, personal, and/or private.

C. Unless specifically authorized by the City Manager or designee, the system shall not be used to monitor or conduct surveillance on employees and/or persons on City premises. Employees with access to the system shall not allow others access without specific written authorization by the City Manager or designee.

D. The confidentiality of any activity should not be assumed or expected. The City Manager or designee may direct Information Technology Services staff to monitor specific audio/video locations and/or recordings. The City Manager or designee reserves the right to access, review, and audit all audio or video recordings or images created, by the system for any purpose. The contents of any recording or file may be disclosed without the permission or prior notification of the employee and/or other person(s). The City is not responsible if "hackers" retrieve, and make public, system activity.

E. Signage stating that "security cameras in use" shall be installed in applicable locations such as Emma Harvat Hall, the employee break room and the employee exercise room as well as at such other locations as the City Manager or designee may determine.

## III. Regulation Update and Responsibility

Periodic review and revision of this policy, along with questions regarding interpretation and enforcement of same, shall be the responsibility of the Director of the Finance Department.

**Approved:**

**City Manager**