



Surveillance Camera Policy Policy #PROT 06-17

PURPOSE: Security cameras for public video surveillance refer to video surveillance performed by public bodies in public spaces (streets, parks, etc). As part of a comprehensive crime prevention strategy, public video surveillance is another public safety tool that has been shown to:

- Deter crimes of opportunity;
- Detect suspicious or criminal activity;
- Aid in the coordination and deployment of appropriate response measures; and
- Support criminal investigations.

In the Town of Claresholm, Closed Circuit Television (CCTV) will be placed in four of the town's parks/public areas, Amundsen Park, Centennial Park, the Compost Area and Ring Rose Park. The camera locations within these areas have been identified through consultation between the Infrastructure Department and Bylaw Services utilizing incident data as well as professional knowledge provided by the CCTV supplier. These areas are or have the potential to be impacted by high incident rates of property crime including graffiti, vandalism and illegal public dumping of personal belongings. Management of the CCTV system will be the responsibility of the Town of Claresholm, Infrastructure Department.

IMPLICATIONS:

- **General -**
CCTV is an effective tool when used as part of a comprehensive crime prevention and public safety strategy.
- **Social -**
CCTV will likely have a positive effect on the ability to coordinate swift police and bylaw responses, the collection of evidence, the ability to identify perpetrators of crime and to respond in times of emergency, disaster or heightened security.
- **Environmental -**
Administration will work to minimize the impact of camera placement on the enjoyment of the natural environment and public open space.
- **Economic (External) -**
The successful deployment of CCTV has resulted in proven decreases in auto break-ins and decreased property crime. CCTV will also aid in efficient deployment and resource management.

DUTIES AND RESPONSIBILITIES:

The surveillance system will be operated by the Director of Infrastructure Services. In the absence of this individual the delegate from the Town of Claresholm or CAO will operate the system.

Director of Infrastructure Services Duties:

- Supervise initial installation of surveillance equipment;
- Retrieve/replace memory cards;
- Analyze information from memory cards at the Town Office during regular office hours only. Information will only be analyzed following an incident in the surveillance area;
- Report any criminal activities to the RCMP or Bylaw, if the offense is major in nature or a property crime;
- Seek guidance about information from the CAO;
- Repair/maintenance of the cameras;
- Provide memory cards to the RCMP for evidence when a major incident ONLY (property crime or major offense), has occurred at the site(s). Appendix "A", Law Enforcement Disclosure Form, must be filled out when any information is provided to the RCMP.

The CAO shall be designated as the senior person to be responsible for the public body's privacy obligations under the Act and the policy. If the CAO feels it is a Town bylaw issue (noise, excessive littering etc.) or enforcement is needed by the Community Peace Officer (CPO), then the CAO will determine the CPO's involvement and access to the recorded information.

ACCESS TO THE SYSTEM:

The system is only accessible by two people: Director of Infrastructure Services (or designate) and the Town's CAO. The CCTV will record on a seven-day loop where after seven days the system will begin recording over the oldest stored data. In the event of an incident where access is requested to the information, the data will not be overwritten and will be held until the request has been dispensed with and the Office of the Privacy Commissioner has reviewed the access request.

REVIEW OF THE VIDEO:

The video will only be reviewed in response to an incident that has occurred in the park. Review of the video by the above parties will be followed up with appropriate action as deemed by the Director of Infrastructure Services or delegate. This may include contact with the local RCMP detachment or Town Council for further consultation.

SIGNAGE:

Signage must be in place in multiple locations around the park(s) and/or area(s), notifying the public that the parks and/or area(s) are under video surveillance. The signage will also provide the contact information of the Town Office for any inquiries about the system and its use. These signs will be in place as stipulated in the *Freedom of Information and Protection of Privacy (FOIP) Guide to Using Surveillance Cameras in Public Areas*.

ADDITIONAL DETAILS:

The system will run 24 hours a day, seven days a week and information will be retrieved from the cameras only in the case of an incident occurring at a location. The memory cards when not in use will be stored in the vault safe at the Town Office and will be signed out by the CAO. Before a memory card is given to the Director of Infrastructure Services or his designate, the card will be checked to ensure that all personal information has been erased.

THIS POLICY rescinds Policy# PROT 07-08.

EFFECTIVE DATE: JUNE 26, 2017

RESOLUTION #17-067

Surveillance Camera Policy – Appendix "A"

PROT 07-08



Law Enforcement Disclosure
Request for Disclosure under Section 401(1)(q) of the
Freedom of Information and Protection of Privacy Act

_____ Date

In accordance with Section 40(1)(q) of the *Freedom of Information and Protection of Privacy Act*,

_____ Name of Public Body

requests disclosure of personal information pertaining to

_____ Name of Individual or Other Identifier

which may be generally described as:

_____ General Description of Information Requested

This information is required by this public body to assist in an investigation pursuant to:

Reference: Federal or Provincial Statute or Local Public Body Bylaw by Section or Description of Purpose

Requesting Official:

_____ Name

_____ Title

_____ Signature

_____ Badge Number (if applicable)

I, _____ Name of Disclosing Official	<input type="checkbox"/> consent to	<input type="checkbox"/> refuse
this disclosure of personal information.		

If disclosure has been authorized, the personal information bank(s) is:

_____ Name(s) of Personal Information Bank(s)

Authorized Disclosing Official:

_____ Name

_____ Title

_____ Signature

_____ Name of Public Body

NOTE: This completed record may qualify for exception to disclosure under section 20 of the
Freedom of Information and Protection of Privacy Act