

PUBLIC SAFETY COMMITTEE MEETING MINUTES  
MAY 31, 2022

PUBLIC SAFETY COMMITTEE MEMBERS PRESENT: Wilson, Hogan, Haff, Hicks, O'Brien

PUBLIC SAFETY COMMITTEE MEMBERS ABSENT: Clary, Rozell

SUPERVISORS: Hall, Henke, Nolan, Griffith

Debra Prehoda, Clerk

Melissa Fitch, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – May 3, 2022
3. Department Reports/Requests:
  - A. EMS
    - 1) EMS Advisory Board Appointment – Irene Bonin, Hebron Vol. Fire Co.
  - B. Alternative Sentencing
    - 1) Community Service Program Update
  - C. Public Safety
    - 1) Updates to County Policies
  - D. Future of CAD Project Discussion
4. Other Business
5. Adjournment

Chairman Wilson called the meeting to order at 1:00 P.M. in the Supervisors' Classroom and via zoom.

A motion to accept the minutes of the May 3, 2022 meeting was moved by Mr. Hogan, seconded by Mr. O'Brien, and adopted.

**DEPARTMENT REPORTS /REQUESTS:**

EMS – Bruce Mason, EMS Coordinator, addressed the following item:

- EMS Advisory Board Appointment – Requested an appointment to the EMS Advisory Board. A motion to appoint Irene Bonin, Hebron Fire, to the Washington County EMS Advisory Board was moved by Mr. Hogan, seconded by Mr. O'Brien, and adopted.

ALTERNATIVE SENTENCING – Mike Gray, Director, addressed the following item with the committee:

- Community Service Program Update - Just completed project at VFW in Greenwich, mowed for holiday weekend, turned over LEAP garden and ready for planting and community garden, and mowed Tripoli cemetery. Starting next week: moving project for town of Easton – move some of offices downstairs, in Salem painting the front of courthouse and building out back, Fort Edward has two small painting projects and in August a painting project in Hartford.

**PUBLIC SAFETY:**

Glen Gosnell, Director, addressed the following items with the committee:

- 2022 Homeland Security Grant - Received grant award for Homeland Security in the amount of \$68,285 that is shared with the Sheriff's Department, increased share from 25% to 30% \$20,486.
- Emergency Management Grant – Notified on Friday of Emergency Management Grant in the amount of \$28,837, an increase of \$759 with the application due in six day.

A motion to recognize grant awards and forward to the Finance Committee was moved by Mr. O'Brien, seconded by Mr. Hogan, and adopted.

Tim Hardy, Deputy Director, addressed the following item with the committee:

- Update to County-Wide Policies: policies attached. The Facility Safety Response Team have been working on these policies, two policies updated and one new policy.

- Identification Policy – This policy has been in place since 2018. Originally, the Personnel Department was issuing the IDs then it has gone back and forward between Personnel and Public Safety. Updated to reflect IDs are issued by Public Safety and some other small changes to reflect how the operation is currently working and request form. The changes are in red and the majority are changing Personnel to Public Safety. A motion to approve updated Identification Policy was moved by Mr. Hicks seconded by Messrs. O'Brien and Hogan and adopted.
- Access Control System Policy – This policy has been in place since 2018. Changes are indicated in red. The responsibilities section did not exist previously so that is a new addition to the policy to clearly outline the responsibilities because of multiple departments involved. Burgoyne was added to the policy because it did not exist in 2018. A motion to approve updated Access Control System Policy was moved by Mr. Hogan, seconded by Mr. O'Brien, and adopted.
- Video Recording System Policy – This is a new policy. This was developed by the Facility Safety Response Team in coordination with the Information Technology CIO. A video system has been in place since at least since 2004. The Law Enforcement Center is completely standalone. The policy is to establish guidelines for use of security cameras/video recording system in and on County facilities indicating how it will be used for safety and security. Thirty-day retention of the video is contained in the policy. A motion to approve Video Recording System Policy was moved by Mr. Hogan, seconded by Mr. O'Brien, and adopted.
- Future of CAD (computer-aided dispatch) Project Discussion – The CAD system handles the activity for the entire county, fire, EMS, law enforcement and tracks code enforcement, public health, social services, taking calls for incidents, passing information between agencies involved, first responders in the field. Started with this current system in 2014 and have been notified by the vendor that he sold his interest in company so moving forward we need to either refresh or upgrade or replace the system. They are looking to start a workgroup of their own communication group, field personnel, Sheriff Office and any Supervisors that would like to participate because the CAD system relates to the RMS, remote monitoring system, and need to look at the future of CAD and include mobile and RMS (remote monitoring system). Need to start this process now because there is no backup to the CAD and takes about two years after going out for RFP. This is an expensive project. This was in the Capital Plan a couple of years ago and slated for 2022 or 2023 but unsure what happened from there. The County Administrator stated she heard it was removed because it was an Information Technology item, removed IT items because they were not capital project eligible. We have a sole source program. The Deputy Public Safety Director stated ideally what he is looking for is a system that works across the board with RMS, mobile, CAD, does everything the Sheriff needs and Public Safety needs and if not then split systems that interface. Mr. Hicks stated a discussion about the capital plan is needed and recommended that the Deputy Director of Public Safety have a discussion with the Budget Officer before the capital plan comes up for discussion at the Finance Committee. The capital plan should be updated. The Deputy Public Safety Director thanked the vendor for getting them to the place they are at with the CAD system which is operating as expected. The Treasurer stated the size and scope of this project would make it eligible to be included in the capital plan. Chairman Wilson stated we need to get to the point where we have some options on the table, some pricing, and some understanding of the timeline but right now we are looking at uncertainty in terms of how long we can sustain is system.

**OTHER BUSINESS:**

County-Wide Dog Control – Mr. O'Brien bought up county-wide dog control because there are more and more delays in getting responses and feels it is time to look at this again. The Sheriff and State

Police get a lot of calls on dogs and the Sheriff should be included in the discussion. This will be an agenda item for next month.

The meeting adjourned at 1:43 P.M.

*Debra Prehoda, Clerk*  
*Washington County Board of Supervisors*



# WASHINGTON COUNTY

## ACCESS CONTROL SYSTEM POLICY

Rev.: 05/31/2022  
PFA to Public Safety

### POLICY

All Washington County employees, officers and authorized vendors / personnel are required to access Washington County facilities by utilizing their County issued access device (herein referred to as a “FOB”). All FOBs remain the property of Washington County and may be suspended or revoked at any time.

Use of FOBs will:

- Provide reliable and controlled identification of those accessing County facilities
- Provide a cost-efficient and controlled method of controlling access to certain areas of the property
- Provide Reports on Employee access to the various facilities controlled by the system
- Confirm the presence of authorized personnel upon County property

The official access FOB / device may not be defaced, pierced, or altered in any manner. Items affixed to the FOB will impair its purpose and performance.

Each department is responsible for developing and implementing any additional procedures within their own department, necessary to comply with this policy.

The system will be administered by the FOB Access Team, which will consist of the Senior Safety Officer, Deputy Director of Public Safety and Buildings & Grounds Electronics Technician.

### RESPONSIBILITIES

The Washington County Facilities Safety Response Team / FOB Access Team has been designated responsible for overseeing and managing Washington County Access Control System, along with implementation of associated standards and procedures relative to the operations of these systems, excluding those of the Washington County Law Enforcement Center. Responsibilities by Department for assigned responsible personnel are as follows:

- **Department of Public Safety and Safety Officer (Management):** Management of the overall systems, new / proposed access control projects, including device / system provisioning, processing requests for access and changes in user access, system reporting, conducting needs and placement assessments and coordinating installation and networking needs with Information Technology and Buildings and Grounds personnel and coordinating system maintenance needs with the vendor.
- **Buildings and Grounds (Support):** At the request of the authorized Facilities Safety Response Team personnel, conduct the installation of authorized access control system devices, including wiring and hardware installation at the approved placement locations. Provide assistance with wiring and hardware installation troubleshooting as requested by the Facilities Safety Response Team personnel.

- **Information Technology (Support):** At the request of the authorized Facilities Safety Response Team personnel, conduct the installation of authorized access control system devices, including wiring/hardware installation and network integration at the approved placement locations. Provide assistance with connectivity or network troubleshooting as requested by the Facilities Safety Response Team personnel.
- **County Attorney (Oversight):** Provide guidance and direction to the other members of the Facilities Safety Response Team related to the management and operation of the systems, to include (but not limited to), requests for recordings, request for user access, placement of systems / components.
- **County Administrator (Oversight):** Provide guidance and direction to the other members of the Facilities Safety Response Team related to the management and operation of the systems, to include (but not limited to), requests for recordings, request for user access, placement of systems / components.

## PROCEDURES

### ISSUANCE

All employees working in Buildings A, B and C, Annex 1, 2,, **Burgoyne Avenue Complex**, Salem and the Law Enforcement Center as well as FOB equipped Highway / Department of Public Works components, will be issued FOBs allowing access to facilities in which the employee / vendor or other authorized personnel has a job related necessity for access.

Department Heads are responsible for completing and submitting all requests for Access Control issuance / modification utilizing the [Washington County Buildings Access Request / Modification](#) form for each employee / access request pertinent to their department.

Department Heads will ensure all personnel FOBs are issued to receive a copy of this policy, understand their responsibilities and complete and sign the Policy Acknowledgement form (retained by the Department) accordingly.

All requests will be reviewed by the FOB Access team, who will approve / deny any requests for access. Appeals shall be made to the Chairman of the Board of Supervisors who has final decision making authority.

The Chairman of the Board of Supervisors, County Administrator, Sheriff's Office Law Enforcement personnel, Senior Safety Officer and Safety Officer, County Attorney, Director and Deputy Director of Public Safety, and the Superintendent of Buildings and Grounds are presumed to have access to all areas of the County.

The FOB Access team is hereby authorized to provide for additional FOBs for purposes consistent with the goals of this policy. Requests for access programming outside of the parameters indicated herein will be handled by the FOB Access team on a case by case basis at their discretion.

When an employee is approved for issuance, the individual's identification data will be entered into the building access database by a member of the FOB Access team. FOBs will be programmed and provided to the requesting department head for issuance to personnel.

This FOB allows the employee access into Washington County buildings and only into the areas they are permitted to enter based on necessity. The FOB is for the individual employee's use only. Unauthorized use, or allowing use of the FOB by any other person, may be grounds for disciplinary action.

### **REPORTING A LOST OR STOLEN FOB**

An employee will be held responsible for any unauthorized use of the employee's FOB if an investigation indicates fraudulent use or the exercise of careless security. Prompt and immediate reporting of the loss or theft of FOBs will reduce liabilities for careless security.

The employee will immediately notify their supervisor and report the lost or stolen FOB along with any details. The Department Head or supervisor will report the lost or stolen FOB with all pertinent details to the FOB Access team utilizing the [Washington County Buildings Access Request / Modification](#) form.

### **DEACTIVATING A LOST / STOLEN FOB**

Upon the FOB Access team receiving notification of a lost / stolen FOB, team members will:

- As soon as possible, disable the lost or stolen FOB. This procedure shall be followed for any FOB reported as lost or stolen.

### **REPLACEMENT FOBS**

The employee is responsible for contacting the Department Head for issuance of a new FOB immediately after a FOB is lost or stolen.

If the lost or stolen FOB is recovered after the replacement FOB is issued to the employee, the employee shall immediately turn in the recovered FOB to the Department Head for return to the FOB Access team.

A replacement for a FOB that has not been lost or stolen may only be requested for reasons identified within this section:

- Operational Problems – If the FOB is electronically damaged (e.g., placed in the proximity of magnetic sources or fields) or physically damaged, the FOB may not be valid for use. In the event the FOB fails to properly function, the employee shall return the FOB to the Department Head who will return it to the FOB Access team.

### **ACCOUNTABILITY**

At the discretion of the FOB Access team, any person who loses, defaces or otherwise damages a FOB may be subject to a \$10.00 replacement fee. Further disciplinary action may be warranted as determined by the Department Head.

Employees are on notice that the system will log each and every access by the FOB. Employees are accountable as stated herein for the safety and use of their FOB.

### **USE OF THE FOB**

After an employee has been issued an access FOB, the employee must:

- Have the FOB in the employee's possession before entering and while on County property or while performing job-related duties for the County;

- Not use the FOB for any purpose other than official business or the purposes that are specifically defined in County policy;
- Maintain the FOB in good condition, avoid contact with surfaces that can scratch or cause accelerated wear, and avoid placing a FOB in the proximity of magnetic sources or fields;
- Not deface or alter the FOB from its original appearance or use any holder or sleeve that alters the performance of the FOB;
- Maintain the FOB in a secure location to protect against loss, theft, or unauthorized use;
- Not loan the FOB to another individual for any reason and not use another employee's FOB for any reason
- Immediately report the loss or theft of the FOB or the recovery of a lost or stolen FOB to the employee's Supervisor and Personnel Department; and When necessary, request a replacement FOB

#### **CHANGES IN EMPLOYMENT STATUS**

- Leave: When an employee is placed, or goes, on a disability, disciplinary or FMLA leave with or without pay status, the employee shall turn in his or her FOB to the Department Head for retention in a secure location while the employee is on leave status, the Department Head will immediately notify the FOB Access team to disable the FOB until the employee returns to active duty.
- Employee Separating from Employment: When an employee is separated from employment, the employee shall turn in his or her FOB to the Department Head or designated individual in the department immediately upon separation. The Department Head will immediately notify the FOB Access team of the employment changed and the FOB will be disabled. The Department Head will then return the FOB to the FOB Access team for re-deployment.



## WASHINGTON COUNTY ACCESS CONTROL POLICY

### ACKNOWLEDGEMENT

I hereby acknowledge that I have received the Washington County Access Control Policy, have read, understand and agree to all stipulations as specified in the policy in regards to Access Control.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head / Supervisor Issuing the FOB

*The original of this form is to be placed in the Employee's Personnel File.*



# WASHINGTON COUNTY

## IDENTIFICATION POLICY

Rev.: 05/31/2022  
PFA to Public Safety

### **POLICY AND RULES FOR DISPLAY**

All Washington County employees and officers, with the exception of law enforcement personnel, who are issued a County ID card are **required** to prominently display, on the outer clothing between the shoulder and the waist with the photo side facing out, while conducting business for Washington County in any official capacity, except when an employee's physical safety is placed at risk, at which time the ID card shall be easily accessible. All cards remain the property of Washington County and may be suspended or revoked at any time.

Use of Identification Cards will:

- Provide reliable and controlled identification method for employees and officers
- Confirm to members of the public and workforce the authorized presence of an employee or contractor

The official ID card may not be defaced or visually obstructed in any manner. Stickers, pins or other items affixed to the ID card will impair its purpose and performance. An approved clear plastic sleeve or other holder purchased by the employee may be used to hold the card and professional pins and approved items. Lanyards, if used, must be of the "breakaway" type. An approved lanyard will be issued to each employee upon request.

Each department is responsible for developing and implementing any additional procedures necessary to comply with this policy.

Contract workers or approved observers who expect to be on County premises for extended periods of time, or on a regular or semi-regular basis, must obtain and wear either their official Company ID or in its absence, a temporary ID card, in a form issued by Washington County, in which the contracted department will coordinate with the Department of Public Safety. The ID shall in no way resemble the ID issued to County employees.

### **ISSUANCE**

All employees will be issued an ID card by the Department of Public Safety as soon as possible following the completion of the hiring process at a date / time set by the Personnel Department.

This card may allow the employee access into their building and only into the areas they are allowed to enter. The card is for the individual employee's use only. Allowing use of the card by any other person may be grounds for disciplinary action.

## **ACCOUNTABILITY**

At the discretion of the **Department of Public Safety (conferring with the Personnel Officer)**, any person who loses, defaces or otherwise damages an employee ID card could be subject to a \$10.00 replacement fee. Further disciplinary action may be warranted as determined by the Department Head.

## **USE OF THE IDENTIFICATION CARD**

After an employee has been issued an ID card, the employee must:

- A. Have the ID card in the employee's possession before entering and while on County property or while performing job-related duties for the County and visibly wear the card on his or her person except when an employee's physical safety is placed at risk, at which time the ID card shall be easily accessible;
- B. Immediately produce the ID card when requested to do so by a County or Law Enforcement Official (temporary identification as defined within this policy may be substituted for an ID card);
- C. Not use the ID card for any purpose other than official business or the purposes that are specifically defined in County policy;
- D. Maintain the ID card in good condition, avoid contact with surfaces that can scratch or cause accelerated wear;
- E. Not trim, fold, or otherwise deface or alter the ID card from its original appearance or use any holder or sleeve that obscures the information contained on the card;
- F. Maintain the ID card in a secure location to protect against loss, theft, or unauthorized use;
- G. Not loan the card to another individual for any reason and not use another employee's card for any reason;
- H. Immediately report the loss or theft of the ID card or the recovery of a lost or stolen ID card to the employee's Supervisor and **Department of Public Safety**; and
- I. When necessary, request a replacement ID card

## **LOST OR STOLEN ID CARD**

### **A. Reporting a Lost or Stolen ID Card**

An employee will be held responsible for any unauthorized use of the employee's ID card if an investigation indicates fraudulent use or the exercise of careless security. Prompt and immediate reporting of the loss or theft of ID cards may reduce liabilities for careless security. An employee shall use an **Identification Update Request Form** to report a lost or stolen ID card to the Department Head or designee who shall immediately advise the **Department of**

**Public Safety.** The **Department of Public Safety** will notify the employee of the time and place for issuance of the replacement ID Card.

B. Deactivating (if Access Control system feature equipped) a Lost or Stolen ID Card

Upon receipt of a Lost or Stolen ID Card Report, the Personnel Department shall:

1. Immediately notify the FOB Access Team to deactivate (block) the lost or stolen ID card. This procedure shall be followed for any ID card access control feature equipped and reported as lost or stolen.
2. Complete the bottom portion of the **Identification Update Request Form** indicating the date and time that the ID card was deactivated
3. Maintain the original **Identification Update Request Form** in the file for such forms to ensure that an ID Card Issue Request is submitted if the ID card is not recovered.

C. Temporary Identification Before Requesting a Replacement

The employee's copy of the **Identification Update Request Form**, accompanied by the employee's driver's license, will serve as temporary identification until the lost or stolen ID card is recovered or until an ID Card Issue Request is submitted and approved and a new card is issued.

**REPLACEMENT ID CARD**

A. The employee is responsible for contacting the Department Head to request issuance of a new card immediately after a card is lost or stolen.

B. If the lost or stolen ID card is recovered after the replacement ID card is issued to the employee, the employee shall immediately turn in the recovered ID card to the **Department of Public Safety**. The **Department of Public Safety** shall destroy the recovered ID card

C. A replacement for an ID card that has not been lost or stolen may only be requested for reasons identified within this section:

1. Name Changes and/or Corrections to Date of Birth - The employee shall advise their Department Head of the changes, who will validate the request and relay the changes to the **Department of Public Safety**. The **Department of Public Safety** shall not approve the request until the Personnel Department has verified all changes requested by the employee and the employee's payroll and other service records have been amended to reflect the change. The employee may retain the old ID card pending issue of a replacement card.
2. Damaged Card (other than magnetic strip problems) - The employee should complete an **Identification Update Request Form** and submit the completed form to the Department Head or designee individual for transmittal to the **Department of Public**

**Safety** for approval. The employee may retain the old ID card pending issue of a replacement card. Upon issuance of the new card, the old card must be returned to the **Department of Public Safety** to destroy the damaged ID card.

3. Access Control / Proximity Problems (if equipped) - If the proximity card feature is electronically damaged (e.g., placed in the proximity of magnetic sources or fields) or physically damaged, the card will not be valid for use regarding Access Control purposes. The employee shall complete an **Identification Update Request Form** and submit the form to the **Department of Public Safety** for approval. While waiting for reissue or replacement of the ID card, the employee's driver's license will serve as temporary identification until a replacement card is received. Upon issuance of the new card, the old card must be returned to the **Department of Public Safety** for destruction.

4. The Photograph on the ID Card No Longer Resembles the Employee - If the ID card is no longer effective for identification of the employee, the employee should complete an **Identification Update Request Form** and submit the request to the **Department of Public Safety** for approval. The employee may retain the old ID card pending issue of a replacement card. Upon issuance of the new card, the old card must be returned to the **Department of Public Safety** for destruction.

#### **CHANGE IN EMPLOYMENT STATUS**

A. Promotion or Change in Title: The Department Head shall complete and approve an ID Card Issue Request and transmit the same to the **Department of Public Safety** who will contact the employee to obtain a new card when an individual is promoted to a new or different title, position or department. The employee may retain the old ID card pending issue of a replacement card. Upon issuance of the new card, the old card must be returned to the **Department of Public Safety** for destruction.

B. Leave: When an employee is placed, or goes, on a disability, disciplinary or FMLA leave with or without pay status, the employee shall turn in his or her ID card to the **Department Head for retention until return of the employee**. The **Department Head** shall be responsible for maintaining the ID card in a secure location while the employee is on leave status.

C. Employee Separating from Employment: When an employee is separated from employment, the employee shall turn in his or her ID card to the Department Head or designee individual in the department for transmittal to the **Department of Public Safety**. Upon separation of employment, the **Department of Public Safety** shall destroy the card.

D. Death of Employee: In the case of an employee death, the Department Head or **Department of Public Safety** shall secure the ID card from the next of kin and destroy it.



# WASHINGTON COUNTY

## IDENTIFICATION UPDATE REQUEST FORM

Rev.: 05/31/2022  
PFA to Public Safety

DEPARTMENT: \_\_\_\_\_

DEPARTMENT HEAD / AUTHORIZING OFFICIAL: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

### TYPE OF REPORT / REQUEST

\_\_\_ LOST / STOLEN ID    \_\_\_ NAME/TITLE CHANGE    \_\_\_ OTHER

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE CURRENT TITLE: \_\_\_\_\_

DOES ID HAVE INTEGRATED ACCESS CONTROL: YES / NO

OTHER NOTES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

-----

TO BE COMPLETED BY

PROCESSED BY

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# WASHINGTON COUNTY

## VIDEO RECORDING SYSTEM POLICY

Rev.: 05/20/2022  
PFA to Public Safety on 05/31/2022

### PURPOSE

The purpose of this policy is to establish guidelines for use of security cameras / video recording systems in and on the property of Washington County at the Municipal Center, Public Health and Annex, Burgoyne Avenue Complex and other ancillary facilities in a way that enhances the safety and security of our facilities, while respecting the privacy expectations of employees and members of the Washington County communities conducting business at our facilities.

*This policy shall not apply to cameras / video recording systems designated for video conferencing within our facilities or for systems at or within the Washington County Sheriff's Office / Law Enforcement Center or the Washington County Sheriff's Office substation in Salem.*

### SCOPE

This policy applies to all employees, including seasonal, temporary, volunteers, and interns, and visitors to and of the above stated Washington County facilities and properties and all video recording systems therein.

### POLICY

It shall be Washington County's policy that the County is committed to protecting public property and establishing and maintaining workplaces and public areas that are secure and safe for both employees and those conducting business at or within our facilities. To enhance this commitment, Washington County has procured and is utilizing video recording systems at our facilities. The existence of this policy does not imply or guarantee that security cameras will be monitored in real time continuously or otherwise. All future cameras / video recording systems installed on Washington County properties (excluding the Law Enforcement Center and Sheriff's Offices) shall be connected to the main video recording system and must be in compliance with this policy – departments are not authorized to install their own cameras or video recording system devices.

### RESPONSIBILITIES

The Washington County Facilities Safety Response Team has been designated responsible for overseeing and managing Washington County's video recording system(s), along with implementation of associated standards and procedures relative to their operations in our facilities, excluding those of the Washington County Law Enforcement Center and Sheriff's Offices. Responsibilities by Department for assigned / responsible personnel are as follows:

- **Buildings and Grounds (Support):** At the request of the authorized Facilities Safety Response Team personnel, conduct the installation of authorized video recording system devices, including wiring and hardware installation at the approved placement locations. Provide assistance with wiring and hardware installation troubleshooting upon request of the Facilities Safety Response Team personnel.
- **Information Technology (Support):** At the request of the authorized Facilities Safety Response Team personnel, assist in budgeting for and procuring approved devices, conduct the network installation and verify connectivity for approved video recording system placement items at the approved placement locations. Provide assistance with connectivity and device troubleshooting upon request of the Facilities Safety Response Team personnel.

- **Department of Public Safety and Safety Officer (Management):** Management of the overall systems, to include, regular verification of system and device operations status (and reporting operational issues when encountered to the vendor), device / systems provisioning, retrieving video footage for official purposes, responding to authorized requests for review / copies of certified recordings, FOIL requests for video, managing requests for system access and users, conducting needs and placement assessments, coordinating installation and networking needs with Information Technology and Buildings and Grounds personnel, coordinating system maintenance needs with the vendor, and utilization of security cameras on mentioned County properties, along with implementation of associated standards and procedures.
- **County Attorney (Oversight):** Provide guidance and direction to the other members of the Facilities Safety Response Team related to the management and operation of the systems, to include (but not limited to), requests for recordings, request for user access, placement of systems / components and use of ancillary system components.
- **County Administrator (Oversight):** Provide guidance and direction to the other members of the Facilities Safety Response Team related to the management and operation of the systems, to include (but not limited to), requests for recordings, request for user access, placement of systems / components and use of ancillary system components.

### **ACCESS OF SYSTEMS**

In recognizing the sensitive nature of video recording systems and in accordance with the Cybersecurity & Infrastructure Security Agency (CISA) guidance, Washington County will follow the “least access” principle, providing access to only those with an immediate need to have direct access to our video recorder systems and cameras. All users provided access to our video recording systems shall access and utilize such systems for official purposes only. Based on identified needs and urgent situations, access may be granted on a case by case basis following review of the Facilities Safety Response Team. All requests for access (outside of urgent Public Safety or authorized Law Enforcement needs, which shall be made to the Department of Public Safety or the Senior Safety Officer) must be filed using the county’s Video Recording System Request Form, which is available at [washingtoncountyny.gov/videorequests](http://washingtoncountyny.gov/videorequests) .

### **INSTALLATION OF VIDEO RECORDING SYSTEMS / CAMERAS**

Security cameras shall only be installed in our facilities following review and approval of the members of the Washington County Facilities Safety Response Team in coordination with a Department Head, should the camera be within or directly provide coverage to an individual department. All requests for new camera installations for consideration must be filed using the county’s Video Recording System Request Form, which is available at [washingtoncountyny.gov/videorequests](http://washingtoncountyny.gov/videorequests) . Approved requests for installation will be made in writing from a member of the Facilities Safety Response Team to Buildings and Grounds and Information Technology.

### **PLACEMENT OF VIDEO RECORDING SYSTEMS / CAMERAS**

Placement of cameras shall only be considered for the security and safety of employees and the public, security of County facilities and property, or for Public Safety reasons. Cameras may be installed in outdoor and indoor locations that are deemed critical infrastructure, public areas, or areas in which employees transition throughout our facilities. Examples include (but are not limited to) public common areas such as lobbies, parking lots, entrances, seating areas, service desks, hallways, and areas prone to theft or misconduct, or areas where money is stored or handled. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices. If needed, electronic shielding will be placed in the security camera so that the camera cannot be used to look into or upon private areas on County property or on adjacent properties. Camera placement must also take into consideration any confidential material that could be visible. Following reviewing requests for new cameras to be added to our video recording systems, the members of the Facilities Safety Response Team will review the request, area of request and take into consideration the needs surrounding the request, additional cameras in the area and area of desired coverage. The Facilities Safety Response Team will coordinate with the requestor (and/or Department Head(s) of the affected area), in addition to reviewing with Information Technology and Buildings and Grounds for input relative to infrastructure, installation and other logistical concerns.

## **MONITORING OF VIDEO RECORDING SYSTEMS**

The members of the Facilities Safety Response Team and other authorized users (following the process outlined in this policy above) may monitor and review security camera live feeds and recordings as needed for official purposes only to support investigations and to enhance public safety. Live view monitoring stations have been assigned to the Department of Public Safety 9-1-1 Communications Center and the lobby Sheriff's Deputy station for live monitoring of activities throughout our facilities. During exigent circumstances, Washington County may allow live view access to responding law enforcement personnel during an emergency situation at one of our facilities.

## **REQUESTS FOR VIDEO RECORDINGS AND/OR ASSOCIATED DATA**

All requests for video recordings and/or associated data must be filed using the county's Video Recording System Request Form, which is available at [washingtoncountyny.gov/videorequests](http://washingtoncountyny.gov/videorequests). Requests will be reviewed by the Facilities Safety Response Team and the requestor will receive a written response within five business days, should the response not be approved, a reason will be provided accordingly. All responses will be in compliance with all local records policies and the New York Local Government Records (LGS-1). A file will be created by the Facilities Safety Response Team for all requests, which will contain the written request, associated media files (if located and pertinent) the response and any associated documentation and log of dissemination.

## **VIDEO RECORDING AND DATA STORAGE**

Video recordings and associated data will be stored on the video recording system or camera directly for 30 days. Once the Facilities Safety Response Team is identified of an incident in which review of potential video may be necessary, a file will be created by the Facilities Safety Response Team and the videos will be reviewed and secured for future needs in accordance with this policy, a log of any dissemination will also be included.

## **PROHIBITED CONDUCT**

No security cameras or other monitoring devices shall be installed or located upon County property without being properly approved and meeting the standards of this policy. Tampering with, or causing damage to County cameras is also prohibited. Cameras are not installed nor will they be used for the purposes of routinely monitoring our employees, however, the County may utilize routine security camera recordings in support of disciplinary proceedings against employees, or if needed in a criminal investigation, civil suit or other proceeding involving person(s) whose activities are shown on the recording and relate to the proceeding. Any photographs or video taken of the video recording systems or its displays of live cameras or video playback are strictly prohibited. Any needs of video recordings or snapshots of such shall follow the official process as listed within this policy.

## **CONFIDENTIALITY, PRIVACY AND SECURITY**

Confidentiality, privacy, and security issues prohibit the general public from viewing security camera footage that contains personally identifying information about employees and citizens, or information that reveals or identifies County security measures. If the County receives a request from the general public to inspect security camera footage, the County Facilities Safety Response Team will respond according to New York public records laws and County policy.

A breach of this policy may result in disciplinary action up to and including dismissal. Any employee who becomes aware of any damage to or tampering with a County security camera, unauthorized monitoring or use of the video recording system or its data, unauthorized disclosure of a video recording, and/or a potential privacy breach has a responsibility to immediately inform the County Attorney or the County Administrator.