

## VAN BUREN COUNTY - ALL COURT POLICY

<b>SUBJECT:</b> Video Security System	<b>SECTION:</b> Security	<b>DATE:</b> 2/13/2020
<b>PREPARED BY:</b> Court Security Committee	<b>NUMBER:</b> <del>VBC-9004</del>	<b>RESCINDS:</b> N/A

Renumbered to "Policy 12.005" on 9/16/20

### REFERENCES:

- [VBC-9000p Comprehensive Security Policy](#)
- [MCL 15.232\(h\)\(iv\)](#)
- [MCL 15.243\(1\)\(u\),\(y\)](#)

### DEFINITIONS AND ABBREVIATIONS:

These definitions apply to these terms as they are used in this policy:

- **Public Area:** An area open for public use where the expectation of privacy is not violated by what could normally be openly observed, such as building grounds, lobbies, hallways, conference rooms, hearing rooms, or courtrooms.
- **System administrators include:**
  - Information Services (IS) Director or designee
  - Jail Administrator or designee
  - Lead Court Security Officer or designee
  - Trial Court Administrator or designee
- **Video Security System:** Is a technology that can be used to remotely monitor and record activity in county / court facilities.
- **Video Footage**
  - Live – real time video
  - Stored – stored for 90 days
  - Archived – long term storage due to requests or incidents

### BACKGROUND:

Van Buren County / Court operates a video surveillance system, the sole purpose of which is to ensure the security of the county and court facilities and the safety of every person within them. The video security system was installed in the Paw Paw Courthouse/Annex in July 2014, South Haven Courthouse and the County Administration Building in October 2014, and in the County Corrections facility in December 2014. The video security system records video 24 hours a day, 7 days a week.

### POLICY STATEMENT:

General public access to the system or the system's video recordings could severely infringe upon individual privacy as well as undermine the integrity of the County / Judiciary's security system by revealing its overall configuration, capabilities, vulnerabilities, and locations under surveillance, thus jeopardizing the safety of the county's courthouses, personnel, witnesses, victims, and members of the visiting public.

Therefore, real-time access to the system and any video footage from that system shall be limited to court security personnel, system administrators or other staff designated by this policy. Video footage from the system is confidential and shall not be disclosed to the public. Any disclosure of video footage other than to the persons enumerated above shall be permitted only after

authorization. The system shall retain video footage for no longer than 90 days. In responding to a request to produce video footage, the County / Court Administrator retains the discretion to seek to withhold, narrow or redact the requested footage if the request is unduly burdensome, risks disclosure of information about the configuration of the system that would undermine its effectiveness, or infringes upon individual privacy.

The purpose of this policy is to provide guidelines and consistency for issues involving the video security system, while at the same time respecting the expectation of reasonable privacy among employees and members of the public.

Further, this policy is intended to formalize procedure for the dissemination of video security records. The Court / County Security Committee will be the coordinating body for all decisions regarding the video security system in Van Buren County facilities.

#### **A. PROCEDURES**

System administrators may print a snapshot, view a security video, copy, or allow viewing by a law enforcement agency, department head, or elected official without the need to complete a request form.

#### **B. REQUESTS**

All other requests for copies of videos or viewing of videos must be submitted using the request form *VBC-1702 Video Security System Request*, for determination of whether the information will be released.

1. If the request for a copy of video is from a law enforcement agency, no formal approval is required. The request form is to be completed and maintained for documentation.
2. For all other requests, if the camera is in an area of the building occupied by Van Buren County Courts, the request will be submitted to the Trial Court Administrator for approval or denial.
  - a. If the Trial Court Administrator approves the request, it is then submitted to County Administration / Corporate Counsel for approval or denial.
  - b. Upon completion of review by County Administration / Corporate Counsel, the request will be submitted to the designated system administrator for copying of the video and release to the requestor, or to inform the requestor that the request has been denied.
  - c. If the Trial Court Administrator denies the request, the requestor may be referred to County Administration / Corporate Counsel.
3. If the camera is in an area of the building occupied by the Office of an Elected Official / department head, the request will be submitted to the Elected Official / department head for approval or denial.
  - a. If the Elected Official / department head approves the request, it is then submitted to County Administration / Corporate Counsel for approval or denial.
  - b. Upon completion of review by County Administration / Corporate Counsel, the request will be submitted to the designated system administrator for copying of the video and release to the requestor, or to inform the

- requestor that the request has been denied.
- c. If the Elected Official / department head denies the request, the requestor may be referred to County Administration / Corporate Counsel.
4. If the camera is in a public area or outside of the building, the request will be submitted to County Administration / Corporate Counsel for approval or denial.
    - a. Upon completion of review by County Administration / Corporate Counsel, the request will be submitted to the designated system administrator for copying of the video and release to the requestor, or to inform the requestor that the request has been denied.
  5. Any request for copies or viewing of videos from a Judge using the request form will be reviewed immediately. No additional signature is required.
  6. All copies of videos will be duplicated – one will be provided to the requesting party and one will be maintained electronically for seven years on an online drive maintained by the Security Committee.
  7. Copies of all request forms will be maintained electronically.

### **C. System Changes**

Any system changes (relocating cameras, adding users, etc.) shall only be completed by the designated system administrators.

1. Request for system changes must be made using form *VBC-1702, Video Security System Request*.
2. If the camera is in the area of the building occupied by Van Buren County Courts or the Office of an Elected Official / department head, the respective administrator or department head will approve or deny the request and notification will be forwarded to the appropriate manager.
3. All other system changes shall be submitted to the Court Security Committee for approval/denial and notification will be forwarded to the appropriate manager.

### **D. In operability / Service Requests**

1. In the event that any component of the video security system becomes inoperable, the System Administrator shall be notified as soon as possible so that they can troubleshoot the problem and/or contact a vendor to set up a service call.
2. Under no circumstances should any unauthorized person attempt to repair any component of the video security system.

### **E. Configuration & Retention**

1. Cameras that have audio functionality will have that feature disabled and it will not be available in live or stored recordings.

2. IP cameras will be configured/secured with system user ID's and passwords to prevent unauthorized access.
3. The retention period for the security camera system video is 90 days. Video storage after 90 days is automatically purged by the system.
4. Any video footage that is requested will be preserved and maintained for at least 2 years. The video will be saved electronically on a shared drive.
5. Cameras will be given a naming scheme that identifies location, building, floor, and room (example: PP-CH-1F-Lobby).

**F. Extra Equipment**

All extra equipment and information related to the security camera system will be stored in the IS Department.

**G. Destruction or Tampering with Video Technology**

Any person who tampers with or destroys a video surveillance camera or any part of the video security system will be subject to appropriate administrative and/or disciplinary action, as well as possible criminal charges.

FORMS USED:

VBC-1702: Video Security System Request

APPROVAL:

Date: 2/27/2020

  
\_\_\_\_\_  
Kathleen M. Brickley, Chief Judge