



Village of Fruitvale

Corporate Policy Manual

Policy Title:	Video Surveillance	Policy #:	GEN-2012-03
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Section:	GENERAL
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Initially Approved:	1.04	2004 04 05
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Last Reviewed:		
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Council Approval:		
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Next Review Scheduled:		
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POLICY:

Privacy is a fundamental human and civil right that has constitutional dimensions, under Sections 7 and 8 of the **Canadian Charter of Rights and Freedoms**. It is also recognized, and protected, by the provincial *Freedom of Information and Protection of Privacy Act* ("Act").

POLICY GOAL:

To provide guidelines for the use of a closed circuit (CCTV) surveillance system.

POLICY SCOPE:

The Village of Fruitvale Council purchased and installed video surveillance cameras in various locations in the Village on properties owned by the Village. The footage from the cameras is intended for the following circumstances:

- when information has been received that a crime may have been committed in the areas where the cameras are located
- when the Village deems it necessary to monitor areas for protection of public safety and/or Village property and assets.

Furthermore, authorization to review the surveillance video will be limited to Royal Canadian Mounted Police (RCMP) on request, as well as the Village Chief Administrative Officer (CAO) or staff designate.

PROCEDURES:

1. Video surveillance cameras and recorders are installed for monitoring Village premises where significant assets are held, where the safety of staff and public are of concern, and/or where past crimes have been committed.
 2. The RCMP initiates contact with the Village Administrator or staff designate in conjunction with an investigation of an alleged crime.
 3. The Village CAO or staff designate may routinely monitor a particular premise for protection of public safety and/or Village property and assets.
 4. The Village CAO or staff designate subsequently views video surveillance recordings for relevant footage.
 5. The Village CAO or staff designate provides copies of relevant footage as requested by the authorized RCMP designates.
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6. Video recordings are reset monthly (recordings will be kept on premises for one month).