

FBC MANNFORD SAFETY

Security Camera Policy and Procedures

IN GENERAL

Security cameras are installed both inside and outside the church buildings to enhance the security of both people and/or property.

- Cameras will be used in an appropriate, professional, ethical and legal manner consistent with all privacy law and existing church policies.
- Administrative management of the security cameras and their use will be the Pastor, Associate Pastor, and Safety Coordinator. They will be designated as the Security Camera Coordinators.

PURPOSE

The purpose of this policy is to regulate the use of security cameras to enhance safety and protect the legal and privacy interest of FBC Mannford and its congregates.

GUIDELINES

1. The function of security cameras is to assist in protecting the safety and property of FBC Mannford and its congregates.
2. The primary use of the security cameras is to provide 24 hr surveillance both inside and outside the church buildings.
3. The exterior security cameras will be used to surveil the church buildings, identify individuals, parking lot use, park/playground areas during church functions and after hours.

PROCEDURES

1. Only authorized personnel, as determined by this policy and authorized by the Security Camera Coordinators, will be involved in, or have access to, security camera data. **This does include granting access to the EZ view app for iPhone use.**

a. Security Camera Coordinators will have unlimited access to all security camera data.

b. Church secretary, security camera monitor, and designated deacon will have limited access as needed and designated by the Security Camera Coordinators.

2. If an incident is suspected to have occurred, designated personnel as authorized by the Surveillance Camera Coordinators will review the surveillance camera data. After review, if the incident is substantiated with security camera data then appropriate action will take in accordance with church policy.

3. Video recordings of the cameras will be preserved for a period of 30 days. If during the 30 day time period no incidents occur, the data can be erased. However, if an incident occurred, then security camera data will be saved until resolution of the incident after which it will be stored indefinitely on an appropriate storage device.

4. In the event of a 911 emergency and no Security Camera Coordinator or designated representative is available, security camera data will be authorized for view by the appropriate emergency service entity i.e. Police, Fire, EMT etc. at the earliest convenience so as to promote resolution to the emergency in all manner of safety.

5. Requests to release any security camera data information to any person or organization outside FBC Mannford, must be submitted to the Security Camera Coordinators.

6. Reinstallation or repositioning of any security camera and its use must be approved by the Security Camera Coordinators.

