

Clermont County Dog Training Club Security Camera Policy

Clermont County Dog Training Club (CCDTC) offers a welcoming atmosphere and provides a safe environment where members can use the facilities to the maximum extent possible.

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at the CCDTC.

Security Camera Intentions

- Promote safety and security of the club members, the public and the club facilities
- To discourage theft or vandalism of club property, the club facilities and private property.
- Investigating and resolving incidents
- An aid in identifying the misuse of property or equipment, or equipment put up in an unsafe or dangerous manner.
- An aid in identifying when doors to the facility have been left unlocked or open.
- To provide law enforcement assistance in prosecuting any criminal activity.

Camera Monitoring

Security cameras are placed in both indoor and outdoor areas. The Security Camera Committee may periodically check the camera system functions, or in response to a specific incident. The cameras are not monitored on a continuous basis.

Cameras are installed in public spaces where individuals lack a reasonable expectation of privacy. Cameras will never be installed in areas of the club where individuals have a reasonable expectation of privacy, such as in restrooms.

Security camera monitoring will be conducted in a professional, ethical and legal manner. Security camera monitoring shall not be used to harass, intimidate or discriminate against any individual or group. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classification is prohibited. Breaches of this policy will result in disciplinary action.

Audio recordings are prohibited and not provided in the security camera system.

Security cameras are not intended for the purpose of monitoring routine class performance or attendance, unless a specific incident is reported.

Any person who tampers with or destroys camera security equipment will be subject to criminal prosecution and will be assessed the cost to repair or replace damaged equipment.

Reporting an Incident

In the event that a security incident (theft, vandalism, criminal activity), or equipment issue (safety or misuse), occurs or the doors are found open or unlocked, members should report the incident to the Security Camera Committee at:

Joni Griffith: jgriffith@cinci.rr.com

Stevie Tempel: stevietempel@yahoo.com

Susan Ball: wball1@cinci.rr.com

If the reported incident occurred in an area where video surveillance coverage is available, the Security Camera Committee will review the recorded video and make a determination if any video relevant to the incident is available. This video may be used by the CCDTC Board to investigate and resolve the reported security incident - OR information obtained from this viewing may be given to and used by the appropriate committee or level head to resolve the reported incident.

Major incidents will also be reported immediately to the Board, while more minor incidents will be reported to the Board on a monthly basis.

Image Retention

Images from the CCDTC Security Cameras are stored digitally on hardware that is under the control of the CCDTC Security Camera Committee. The system will generally maintain images for a minimum of 14 days. These images are retained until system capacity is reached, at which point the oldest recordings are automatically deleted to make room for new recordings.

If an incident is reported to the CCDTC Security Camera Committee, the related images may be reviewed, retained, and saved for as long as necessary.

Signage

The Club will post and maintain signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the facility and property.

Liability

Because security cameras are not constantly monitored, club members and the public should take appropriate precautions for their safety and for the security of personal property. This policy shall not impose any responsibility on the Clermont County Dog Training Club to protect against or prevent personal injury or loss of property.

A copy of this policy may be shared with members of the public upon request. The policy is also posted on the CCDTC website.

Approved by the Board of Trustees of the Clermont County Dog Training Club
August 9, 2016