

## **Video Surveillance System Policies for SMSC**

### **Version 1.1 11/08/16**

#### Purpose

SMSC makes limited use of video surveillance on its property. Video surveillance is used to record access at the range entrance and activities at the shooting ranges.

Video surveillance cameras shall never be used in areas where members would have an expectation of privacy, such as restrooms.

The purpose of the video surveillance system is to allow for the after-the-fact investigation of crimes or inappropriate behavior committed on SMSC property.

The video surveillance system will not be used as a method of collecting information on specific range members engaged in the lawful use of the SMSC facility.

All data collected through the video surveillance system will remain the property of SMSC and will be stored on SMSC property using owned and controlled hardware for a period of no longer than **30 days**. This system's video feeds will remain connected only to a local SMSC system and will not be accessible over the internet or to other public/government systems.

#### Management of Video Surveillance Systems

The SMSC Board of Directors (BOD) is responsible for the management of all video surveillance systems used at the range and can amend this policy as necessary within the limits of applicable local laws and organizational bylaws. The use of video cameras shall be made known to the membership through proper signage, web page notices and at the annual membership meeting.

#### Video Surveillance Monitoring

The video surveillance system can be monitored from the clubhouse office. Board members will view video surveillance cameras on a periodic basis to determine functional status and in response to a specific incident. The video surveillance system is not monitored on a continuous basis.

#### Video Surveillance Recording

All video surveillance cameras are capable of being recorded continuously by a digital video recording system. Recorded video is used exclusively for the investigation of security and safety incidents and not for any other purposes.

The SMSC Board of Directors is responsible for the management of the video surveillance system and has exclusive control of the release of video recordings produced by this system.

Recorded video is not intended to be made directly available to the general public. In the event that a security incident occurs, it should be reported to the SMSC BOD. If the event occurred in an area where video surveillance coverage is available, a member of the BOD will review the recorded video and make a determination if any video relevant to the incident is available. This video will be used by the BOD to investigate and resolve the reported security incident.

Requests to provide video recordings directly to members of the general public will not be accommodated. If a crime has been committed on the property it should be reported to the police. If it is believed that recorded video from SMSC would assist in the investigation of this crime, the police should be advised to contact the SMSC BOD. If relevant video is available, a permanent video clip of the incident can be produced and made available to the police. All requests for video recordings by law enforcement agencies shall be coordinated through SMSC's legal representatives and will be consistent with applicable laws.

Recorded video will not be stored for a period longer than thirty days. This is accomplished by having limited storage capacity and a system that automatically deletes and records over the oldest data. Any video associated with a specific security incident or event will be converted into a permanent video clip and stored for the duration of the investigation. Video clips which could become evidence in civil or criminal proceedings are kept indefinitely unless other direction is given by legal counsel.

#### Limitations of Video Surveillance Systems

Members should be aware that cameras are not normally directly monitored so the public should not have an expectation that they are under continuous surveillance when they are in the range of a camera. For example, in the event of an emergency, requests for assistance should be done through normal means such as dialing 911.

Members should also be aware that the video surveillance cameras cover only a small fraction of the property and even when camera coverage exists, it may not provide the level of detail necessary to spot all suspicious activity or identify criminals.