

Adopted: 9/25/2017

Supersedes: N/A

Policy Number: 115



## **TOWN OF WENDELL WEATHER AND PROMOTIONAL CAMERA USE POLICY**

### **Purpose:**

The Town of Wendell is committed to enhancing the quality of life within the community by integrating the use of technology. The use of Weather and Promotional Cameras are examples of how technology can allow: public access to view current weather conditions, promotion of economic development initiatives, and streaming of data to public media. This policy shall provide general guidance regarding the use of such cameras and the dissemination of recorded materials.

### **Deployment and Access:**

Cameras deployed under this policy will only be installed in public areas. No audio shall be recorded utilizing equipment regulated under this policy. Camera operators shall be knowledgeable in the technical, legal and ethical parameters of camera use.

A live camera stream is viewable by the public on the Town website. The live video feed is provided for free public access and the Town makes no guarantee of uninterrupted access to the live feed. The live feed may be taken off line for maintenance and unforeseen circumstances, with no notice to the public. Links to camera outputs may be established to media, social networking sites and other similar entities in an effort to further promote the Town of Wendell.

The deployment of the cameras does not imply or guarantee that video feeds will be monitored in real time by the Town and therefore should not be used by the public for security purposes. Nothing in this policy shall prohibit the use of video recorded through the cameras by law enforcement as provided for in federal and state law. Likewise, nothing in this policy shall prohibit the fulfillment of public records request as authorized by state and federal law.

### **Retention:**

The video recording space for the feed is limited. All stored video is viewable by the public in compliance with NCGS 132. Records shall be retained no more than 7 days prior to the data being overwritten. Available data may be less depending upon activity and limited space for recording.

### **Responsibilities of Weather Camera and Promotional Oversight Committee(WCOC):**

The WCOC shall be comprised of the Town Manager, IT Administrator, and Police Chief or designees. The committee will be responsible for advising on appropriate application of Weather Camera technologies, law and secure industry practices, and external requests for previously recorded materials. Legal counsel advice will be sought as deemed appropriate.

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**Dissemination:**

Public Records requests for data shall be submitted in writing so as to provide adequate detail for searches and shall be fulfilled on a timely basis. Nothing in this policy shall prohibit the release of recorded video to law enforcement agencies engaged in the lawful performance of their duties. A yearly log of all records requests will be maintained by the IT Administrator and shall record all pertinent data regarding date, time, requestor, details of data requested and date fulfilled.

Duly adopted this 25<sup>th</sup> day of September 2017, while in regular session.

**ATTEST:**

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Virginia R. Gray,  
Mayor

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Sherry L. Scoggins, MMC  
Special Assistant to the Manager-Town Clerk