

CARLISLE UNITED METHODIST CHURCH

Video Surveillance Policy

Video Surveillance	
Purpose	<p>This policy authorizes the use of cameras and video surveillance to further Carlisle United Methodist Church’s efforts to protect the health, safety and welfare of all church members and their families, guests, daycare and pre-school children and their relatives and both church and private property. In using the video surveillance system, the church recognizes the need to balance the protection of people and property with the privacy rights of all persons, including employees and volunteers. The cameras monitor entrances, hallways, gathering and worship areas, classrooms occupied by children as well as the exterior and grounds. The video surveillance equipment cannot capture audio or any oral communications.</p>
Guidelines	<ol style="list-style-type: none"> 1. The church shall post appropriate signage at the main entrances to the building that video surveillance may occur both inside and outside of this building. This written policy will also be posted electronically and will be made available in hard copy upon request. 2. The church shall specifically notify church staff and employees that video surveillance may occur both inside and outside of this building. This policy shall be added to Carlisle United Methodist Church’s Personnel Manual and employee consent shall be a condition of employment. 3. The church shall require Little Lights Learning Center to notify all its staff and employees and families that video surveillance may occur both inside and outside of this building. The church shall require that the policy be added to the Little Lights Learning Center’s Personnel Manual as well as the Parent’s Manual. 4. The church shall specifically notify all groups that regularly use the church facility, and include the notification in their user

	<p>agreements, that video surveillance may occur both inside and outside of this building.</p> <ol style="list-style-type: none">5. Video surveillance shall be used primarily to promote the order, safety and security of all members, guests, students, staff and property including use in any criminal prosecution or to support any disciplinary action by the church or Little Lights Learning Center. The system will not routinely be used as a tool to administer management of personnel.6. Because we respect the privacy of all children and their parents in our daycare and pre-school programs, access to the cameras in the Little Lights classrooms will be limited to the Director and Assistant Director and individuals authorized by the Leadership Council who need access in order to perform their duties.7. Any activities detected through the use of video surveillance cameras that present a violation of church procedures or policies, violation of Little Lights Learning Center's rules and regulations, breach of security or criminal activity will be reported immediately to the lead pastor or associate pastor in the absence of the lead pastor. To the extent that the surveillance detects suspected child abuse, the matter will be reported in accordance with state law.8. The church video surveillance system/ security cameras are for internal purposes only. Recordings may not be viewed or shared except that if an individual is accused of improper job performance or wrongdoing by the church or by the administration of Little Lights, the individual may view the recording if the church has taken disciplinary action. This viewing must be conducted in the presence of the lead pastor, associate pastor or a designee by one of them.9. Carlisle United Methodist Church may share video images with the law enforcement agencies in the event law enforcement personnel make an official request to view CUMC video images as part of an official investigation of criminal activity in the church's area. Video footage will not be shared with any organization or member of the public. Such requests will only be honored if an action has been officially reported to law enforcement and law enforcement personnel request to view our video as part of their investigation, subject to the approval of the lead pastor or his designee. Additionally, Carlisle United Methodist Church reserves the right to involve law enforcement
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in the event it identifies criminal activity through its' video system, even if an aggrieved party chooses not to involve law enforcement.

10. All recorded video footage will remain the property of Carlisle United Methodist Church.

11. Recordings shall ordinarily be retained for a period of one month. Recordings of any misconduct will be preserved only until the disciplinary action has been determined and implemented or until conclusion of legal proceedings. Recordings of suspected criminal activity shall be retained as directed by local law enforcement or the courts.

12. In all situations requiring a review of the video surveillance system, a CUMC Incident Report will be completed in full and submitted to the Facilities Manager. The Incident Report will indicate the camera(s) used and the exact footage. A copy of the Incident Report shall be retained on file with the Facilities Manager and be made for evidence upon notification to the lead pastor. The Facilities Manager will also be responsible for preserving a copy of the video footage referenced in the Incident Report on an external storage device.

13. The use of video surveillance equipment shall be supervised and controlled by the lead pastor, associate pastor and Leadership Council of Carlisle United Methodist Church. Persons to be trained and authorized to use the entire video system shall include the Leadership Council Chair, the Facilities Manager, the Safety & Security Committee Chair or designee, persons employed to perform nighttime security duties, and the Little Lights Director and Assistant Director.

Adopted: April 4, 2014
Revised: