

Lexington Fayette Urban County Government Security Standard Operation Procedure	Date of Issue  April 30, 2018	Expiration Date  N/A	No. 11
TO: All Security Officers Admin. Officer _____ Security Supv. _____		Subject:  Security Cameras, Electronic Surveillance, DVR Archive Library	
COMMENTS:			

**Applicability**

This policy concerns the procurement and use of security cameras and electronic surveillance. Security cameras are used for monitoring hallways, public areas, parking lots, etc.

**Definitions**

Security cameras are used to provide surveillance in and around designated LFUCG owned properties, and to provide a record of pedestrian and vehicular traffic in those areas. With the evolving server storage systems and updated cameras being utilized frequently, the retention policy of archived video will be filed and retained for thirty days. Electronic surveillance is managed, monitored and maintained by the Supervisor of Security.

The placement of any new camera projects will be approved by the Commissioner of Public Safety.

The security section will maintain and manage the security cameras so therefore any request to view or to obtain a recording from any of the LFUCG's cameras must be approved by the Office of Public Safety Commissioner.

The purchase and placement of new camera projects must be approved by the Commissioner of Public Safety. The procurement of new projects shall follow the policies set forth by the Division of Purchasing.