



<b>Policy No.</b> 23	<b>Page: 1</b>	<b>Page 1 of 1</b>
<b>Title:</b>	<b>Security Cameras</b>	
<b>Authority:</b>	<b>Shorewood Village Board</b>	

The Village Board is adopting Policy No. 23 for the purpose of establishing guidelines for the use of security cameras within the Village.

In order to increase security in buildings owned by the Village of Shorewood, to include the Village Center/Library, Village Hall, Public Safety Building and adjacent parking lot and park, the Village has installed and will operate security cameras. This policy was created to set guidelines for the use of security cameras and the retention of recordings created by these cameras.

1. Placement and operation of cameras is to promote and protect the property, grounds, and the safety of the citizens and employees who use them.
2. Consistent with all current and applicable laws the cameras are not intended to interfere with citizens' privacy rights nor are they to be directed to monitor private homes or properties.
3. The cameras are not to be used to identify any books or other documents being checked in or out or used in the Village Library.
4. The cameras, monitors, or recordings are not to be used by anyone without the permission of the Village Manager or Chief of Police or their designated representative(s).
5. Recordings when done will be maintained in an appropriate manner by the Chief of Police.

# Shorewood

\*Adopted January 6, 2003

\*Revised August 25, 2014

\*Adopted March 2, 2015