

Policy and Guidelines for Video Surveillance

A. Introduction

1. Recognizing the importance of a comprehensive crime prevention program and the importance of a safe and secure environment for those who attend, especially our children, UBC shall supplement its security strategies with an internal video system.
2. Cameras will be placed in locations within and outside of the church building which maximize personal property protection and personal safety. e.g. entry doors, Preschool lobby, office suite, etc. The Building and Grounds Committee will expand or contract the camera system as needed. Note that the video recordings are motion activated and not continuously recorded.

B. Policies

1. Each camera shall be placed in a location and operated in a manner which does not violate the reasonable expectations of privacy as defined by the laws of the Commonwealth of Virginia.
2. The surveillance system shall not have the capability to record or monitor sound.
3. Recordings shall be accessible by only two staff members designated by the Senior Minister and two congregants authorized by the Building and Grounds Committee Chair. A log shall be kept by those who access the video and the dates and the purpose of viewing these materials. Video recordings and the operating system hardware shall be kept in a locked area. The recordings shall also be pass code protected.
4. The Senior Minister and the Chair of Buildings and Grounds Committee shall approve any investigation which may be required. In the unlikely event one of these individuals is involved in an incident, the chair of Church Council shall become the third member of the authorizing team.
5. As a part of an investigation, others (e.g. Preschool Coordinator, Youth Coordinator, etc.) may review the applicable video as requested by the four who are authorized to access the system.
6. Recordings shall be kept for a minimum of two months unless otherwise needed for the purposes outlined in this policy.
7. Recordings will be used exclusively for legal and/or church policy enforcement purposes.
8. UBC will cooperate fully with law enforcement officers regarding access to these videos for the investigation of incidents within or external to our facilities.
9. Designated staff and congregants, with the approval of the Senior Minister, may, where they deem it to be appropriate, make video recordings available to nearby property owners upon their written request for the purpose of investigating potential violations of the law. Requests and any video provided to others will be appropriately noted in the log referenced above. Designated staff members and congregants are also authorized to request video information from nearby businesses if it may aid in an investigation.
10. Signage shall be posted as determined by the Buildings and Grounds and maintained by the committee.