

HUMAN RESOURCES DEPARTMENT

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Date: January 17, 2017
To: Mahesh Sharma, County Administrator
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Policy Updates

The proposed updates were reviewed by the Department Heads/Elected Officials and any recommendations were incorporated. Here are the proposed changes to the Administration Policies:

Administrative **Policy 29 "Disposition of County Property"** clarifies what types of properties are excluded from the policy and requires staff to enter property valued at more than \$10,000 to be entered into the Capital Asset System. Items over \$10,000 at time of acquisition require board approval at time of disposition.

Administrative **Policy 43 "Video Surveillance"** is a new policy which sets forth the authority and responsibilities regarding onsite cameras. It further addresses how long a video would be held and stored. Appendix A authorizes specific positions various roles pursuant to the policy.

29. DISPOSITION OF COUNTY PROPERTY POLICY

POLICY

It is the policy of Scott County to dispose of County property, which is being replaced, is no longer useful or needed, by one of the following methods:

- A. Obtaining sealed bids for the item(s) either individually, or by lot;
- B. By listing items with an auction service or website.
- C. Reallocating property to another department or office within the county; or
- D. Gift to another governmental entity
- ~~G.E.~~ Recycling or waste stream.

SCOPE

This policy is applicable to all offices and departments within Scott County Government. This policy also covers items received by Scott County from other agencies. Vehicles in the County's fleet are covered by a separate policy. The disposition of real property shall be addressed in compliance with Policy 19 and state law. Any property obtained through a Defense Reutilization agreement shall be disposed of in compliance with federal law.

ADMINISTRATIVE PROCEDURES

- A. A department shall notify Facility & Support Services when that department has County property which has been replaced or is no longer useful or needed. The notification shall be in writing or via e-mail from an authorized manager, elected official or department head. The notice should include a listing of each item with a description, the item's Fixed Capital Asset System (CFAS) number (if known) and its location. Items estimated to be over \$10,000 are to be communicated to the Purchasing Specialist for disposal within the capital asset system.
- B. Facility & Support Services shall work with the department or office involved to determine location of item(s) to be disposed of, may take possession of the property, and shall dispose of it according to the guidelines herein. Originating departments shall not remove items from their department or abandon items in storage areas, corridors, loading areas, etc. Departments with surplus property may contact FSS to remove items to the proper storage area.
- C. Excess property (property no longer needed by a department but suitable for use by another department) may be transferred immediately to another

department; ~~or~~ internal agency; or other governmental entity with preference to Scott County departments. Items over \$10,000 should be transferred in the capital asset system. Assets over \$10,000 at time of acquisition require Board approval before disposition to other governmental entities. Excess items may ~~also~~ be stored for no longer than up to 6 months for reuse. If items are not anticipated for reuse within a department, at the conclusion of the 6-month time period, they will be disposed of by FSS in accordance with the provisions of this policy.

- D. When using sealed bids, the sale shall be made to the highest responsible bidder. A certified check or bank check payable to the Scott County Treasurer for \$75.00 or 10% of the bid amount (whichever is greater) shall accompany each sealed bid submission. When the bid has been awarded all checks except for the highest responsible bidder will be returned. This amount shall be forfeited by the highest responsible bidder as well as the bid being rejected if the property is not picked up within five (5) working days after the highest responsible bidder has been notified. The successful bidder must pay the bid amount (less the deposit amount) prior to removing the property.

Scott County will not be liable for any accidents or injuries to anyone during inspection or removal of property. The successful bidder must furnish all labor and equipment for removing property from County premises.

- E. Items appropriate for recycling or waste disposal may be sold/given/or paid for into an appropriate recycling or waste stream. Any items containing hazardous materials shall be properly disposed.
- F. All proceeds received for the sale of capitalized property will be deposited into the appropriate revenue fund.
- G. ~~FSS—Budget and Administrative Services~~ shall maintain an Asset Management System for inventory, insurance replacement and annual accounting purposes. The system should track description, accounting information; depreciation and other useful information for all capitalized assets (see capitalization policy). Said system shall be periodically updated to ensure accuracy. In addition, a physical inventory of all items in the fixed capital asset system shall be performed at least every 5 years and the Department Head or Elected Official shall be required to sign off as an indication that they agree with and have verified the listing.

43. Video Surveillance Policy

POLICY

It is the policy of Scott County to integrate the best practices of safety and security with video surveillance technology. A critical component of a comprehensive security plan is the utilization of security cameras, establishing a retention policy for recorded video, identifying on whose authority video is held for retention, on whose authority a hold is released, and identifying staff positions that are responsible for completing the video capture.

SCOPE

This policy is applicable to all offices and departments within Scott County or those offices located in Scott County facilities. We acknowledge that there may be legitimate purposes for offices and departments to have other surveillance and recording needs. In such instance, as a particular office or department does have other recording needs or systems, they shall be responsible for establishing a written policy specifically related to that system. This policy DOES NOT cover cameras located in the Scott County Jail, which will maintain their own internal policies regarding surveillance recording and retention.

PURPOSE

The surveillance of public areas is intended to deter crime and aid in protecting the safety and security of Scott County personnel and property.

Cameras generally will not be monitored in real time twenty four hours a day, seven days a week. Those positions within the Sheriff's Office, Juvenile Detention and Facility & Support Services that have the proper authorization may monitor live video feed for the purpose of monitoring locations within the facilities.

Scott County supports the use of video cameras as a means to monitor and maintain a safe campus for the public and employees at our facilities.

ADMINISTRATIVE PROCEDURES

A. DETERMINATION OF CAMERA LOCATIONS

The number and location of cameras installed will be a collaborative effort between Scott County Facility & Support Services and the Scott County Sheriff's Office, working with those Offices and Departments located in a Scott County Facility.

Scott County may collaborate with other governmental agencies to integrate video cameras and storage of video recordings using shared resources. Those organizations will be responsible for purchasing compatible equipment, associated licensing and maintenance costs and may be responsible for costs associated with Scott County staff time required to implement, maintain and store video created by this solution.

Unless a camera is being used for investigation reasons, all camera locations will be visible, however records indicating the exact location, number and function of all cameras will generally be considered confidential for security purposes pursuant to Iowa Code Section 22.7(50) and will not be released to the general public, guests or employees.

Mobile or hidden equipment may be used for investigation reasons. The use of covert video equipment for criminal investigations or specific instances which may pose a significant risk to public safety, security, or property is allowed as authorized by those positions specifically listed in Appendix A. Installation of such equipment shall be done in coordination with the Facility & Support Services Director.

Installation of "dummy" cameras that do not operate is allowed under this policy.

Unless a camera is being used for criminal investigation purposes, monitoring by security cameras is prohibited in the following places:

- Restrooms
- Locker Rooms
- Bedrooms - Juvenile Detention Center

With the exception of the video court process, general surveillance cameras will not record audio.

B. MONITORING OF CAMERAS

All recording or monitoring of activities, groups or individuals by security cameras will be conducted in a manner consistent with County polices, State and Federal laws, and will not be based on the subject's personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected

characteristics. Furthermore, all personnel with access to security cameras should be trained in the effective, legal, and ethical use of monitoring equipment.

C. PLACING AND RELEASING A HOLD ON A VIDEO RECORDING

When an incident that requires video review or may require a hold occurs, the Department Head, Elected Official, or designee responsible for that particular area may request authorized personnel to review video of the incident in question. The Department Head, Elected Official, or designee should also notify the Risk Manager if there is any possibility that an incident may have been captured on video that may result in a claim against the County.

Upon review of video surveillance a hold may be authorized by one of the staff positions listed in Appendix A.

Once a hold has been authorized, the video recording must be exported and archived by one of the positions also listed in Appendix A.

Disposition of previously exported and archived video footage must be authorized by the position that placed the original hold.

External requests for copies or access to the recordings should be made and reviewed pursuant to County Policy 31- Public Records and Information.

D. STORAGE AND RETENTION OF VIDEO RECORDING

No attempt shall be made to alter any part of any surveillance recording. Surveillance centers and monitors will be configured in such a way to prevent camera operators from tampering with or duplicating information.

All surveillance recordings shall be stored in a secure network location for a period of 30 days. At the conclusion of the 30 day time period recordings will be automatically deleted unless a hold has been placed for the purpose of an investigation or court proceeding (criminal or civil), or other bona fide use as approved in conjunction with the Sheriff and Facility & Support Services Director.

E. APPROPRIATE USE AND CONFIDENTIALITY

Personnel are prohibited from using or disseminating information acquired from Scott County security cameras and systems, except for official purposes. All information

and/or observations made in the use of security cameras are considered confidential and can only be used for official County and law enforcement purposes.

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APPENDIX A

A. The use of covert video equipment in a Scott County Facility may be authorized by one of the following positions:

- County Administrator, Assistant County Administrator or Sheriff may authorize use in any county facility.
- Scott County Juvenile Detention Director may authorize use in the “Annex” building.
- Chief Judge or District Court Administrator may authorize use in office space occupied by their staff.
- DHS Service Area Manager may authorize use in office space occupied by their staff.
- Assessor(s) may authorize use in office space occupied by their staff.

B. Those positions authorized to retrieve video surveillance for purposes of review are:

- Sheriff’s Office: Technology Coordinator
- Facility & Support Services: Director
Maintenance Coordinator
Maintenance Electronic Systems Tech

C. Those positions authorized to place or release a hold on surveillance video are:

- Administration: County Administrator
Assistance County Administrator
- County Attorney: County Attorney
Attorney II (serving as Corporation Counsel)
Risk Manager
- Facility & Support Service Director
- Sheriff’s Office: Sheriff
Chief Deputy

D. Those positions authorized to perform the export and archive function of surveillance video are:

- Facility & Support Services: Maintenance Electronics Systems Tech
- Sheriff’s Office: Technology Coordinator

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

January 26, 2017

APPROVING VARIOUS GENERAL POLICIES

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That General Policy 29 "Disposition of County Property" requires staff to enter property valued at more than \$10,000 to be entered into the Capital Asset System and board approval at time of disposition.

Section 2. That General Policy 43 "Video Surveillance" is a new policy which sets forth the authority and responsibilities regarding onsite cameras.

Section 3. This resolution shall take effect immediately.