

APPROVED



SAFETY AND SECURITY POLICY

I. GENERAL

The Borough is concerned with safety and security of its employees, the public, and property (Borough owned and personal) in or on Borough property.

II. PURPOSE

The Fairbanks North Star Borough desires to increase the safety and security of its facilities for the benefit of employees, the public, and the Borough.

III. RESPONSIBILITY

- A. Department directors shall ensure that their department staff follows the procedure set forth in this policy.
- B. Compliance with this policy is the responsibility of all Borough employees.
- C. Human Resources shall maintain this policy.

IV. POLICY

- A. The Fairbanks North Star Borough may utilize any and all appropriate methodologies and technologies available to meet the purpose of this policy. The Borough may use safety and security technology, alarms, security cameras, locks, lighting in and on designated Borough property and any other appropriate means in an effort to provide a safe and secure environment to its employees, the public, and to protect Borough assets.

As this policy relates to surveillance:

1. Surveillance technology may be placed in any public or common work areas in or on Borough property. The priority for the use of any surveillance technology will be those areas where security concerns are the greatest such as public entrances to facilities and common public service areas (e.g., department front counters). Surveillance technology may also be used in other areas when there is reasonable justification, such as theft or vandalism, for doing so.
2. Surveillance technology may be necessary in individual enclosed office areas (walled in areas with a door), with the consent of the person occupying the office to deal with specific security related problems. Such installed surveillance technology shall be removed once the threat has been eliminated.
3. Surveillance technology will be set to capture video images only; no sound will be recorded. The camera angles will be preset when installed; no manual

zooming or panning will be allowed. Real-time images may be monitored by authorized staff.

4. Notwithstanding the foregoing, employees should not have any expectation of privacy while in public or common work areas (e.g., cubicles and open work areas). The Borough recognizes that employees have a legitimate expectation of privacy in lavatories, lockers and break rooms, and no form of surveillance technology will be used in those areas.
 5. Nothing in this policy limits any lawful surveillance by law enforcement agencies.
 6. Electronic recordings of surveillance camera captured data are typically archived for periods not to exceed thirty (30) days, however manual archiving of a specific incident can occur at any time allowing the data to be preserved.
 7. Some systems may automatically archive certain events. For example, the Transportation system archives and flags driver prompted events, G-Force braking events, etc. These type events are not required to be logged, unless they are viewed.
 8. In specific, authorized departments, phone activity is recorded. The message will inform the public that the call may be monitored and/or recorded. Such recordings are typically archived for periods not to exceed thirty (30) days, however manual archiving of a specific incident can occur at any time allowing the data to be preserved.
 - a. Access/review of phone recordings shall be for investigatory purposes, and a log shall be maintained of those recordings that are subsequently reviewed.
 9. Access to the archived surveillance data is restricted, per this policy.
- B. The following guidelines are established to promote personal safety and minimize vandalism/theft:
1. Employees should be alert to individuals who appear to be in or on the Borough premises unlawfully and/or without a specific purpose.
 2. Keys and other access devices shall not be shared, loaned out, or left unsecured.
 3. Should an employee see an individual carrying a weapon on Borough premises (excluding law enforcement and authorized security personnel), the employee should contact security or law enforcement, and follow up with their supervisor if the employee feels there is a concern or threat to safety.
 4. The last person leaving the work area for the day shall do an appropriate routine security check of the office or work area prior to departure.
 5. Employees shall exercise caution and common sense when working alone during off hours. For example, employees shall keep exterior and suite doors latched.
 6. Employees should secure all personal items at all times. However, under no circumstances will the Borough be liable for the loss of a

personal item brought on Borough property by an employee unless the employee's supervisor has authorized the use of the personal item in question for Borough purposes.

7. Insofar as is reasonably possible, all Borough property shall be secured by the property's primary user.

V. PROCEDURE

- A. The Borough facility manager, in cooperation with the Risk Management Division and in accordance with this policy, will determine the appropriate location for security devices such as surveillance cameras, alarms, locks, etc. The Public Works Department is responsible for installation and maintenance of security devices for facilities and the Transportation Department is responsible for security devices on the Borough fleet. The Computer Services Department is responsible for recording services, phones, data backups, etc.
- B. Notice that surveillance cameras are in use will be posted at facility entrance(s) and, if cameras are in use in the parking areas of such facilities, notice(s) will be posted on a light pole (or other suitable structure) in the parking area nearest the parking area's entrance(s). Employees whose workstation is in the surveillance area will be notified before a surveillance camera is installed, unless installed pursuant to a court order or warrant.
- C. The mayor has designated specific job titles that are authorized to view real time images on a provided monitor. Only those positions identified below are authorized to review and retrieve images stored on surveillance systems. Delegations are strictly for the positions identified and cannot be further delegated unless specifically authorized by the Mayor in writing.

1) ALL DEPARTMENTS

All surveillance technology in all departments for the purpose of a safety and security issue, risk management claim investigation, or disciplinary investigation. (Highlighted nonexempt employees)

- a. Human Resources Director
- b. Risk Manager
- c. Senior Risk Technician
- d. Occupational Health & Safety Technician
- e. Claims Adjuster
- f. Attorneys

2) DEPARTMENT SPECIFIC

Surveillance technology limited to their specific Department designated facility (facilities and/or vehicles) and only for the purposes expressly related to safety and security or to investigate an incident (based upon a documented complaint), motor vehicle accident or public records request. Prior to review

and/or retrieval, the Department Director shall obtain approval by the Risk Manager or designee.

- a. Library Director
- b. Library Security Assistant
- c. North Pole Librarian
- d. Library Administrative Manager
- e. Transportation Director
- f. Transportation Manager
- g. Transportation Supervisor
- h. Parks & Recreation Director
- i. Parks Superintendent
- j. Emergency Operations Director
- k. Animal Control Manager
- l. Animal Control Shelter Supervisor
- m. Chief Procurement Officer
- n. General Services Manager
- o. Borough Assessor
- p. Land Manager
- q. Computer Services Director
- r. Network Services Manager
- s. Information System Support Coordinator
- t. Computer Coordinator V

3) **REAL TIME IMAGES**

Surveillance technology **real time images**, limited to their respective departments designated facility. Incidental viewing may occur by those accessing the work area where the images are being displayed.

- a. Chief Procurement Officer
- b. General Services Manager
- c. Security Guard at Juanita Helms Administrative Center (Contracted)
- d. Animal Control Manager
- e. Customer Service Representatives (Transportation)
- f. Van Tran Extraboards
- g. Transportation Supervisor

- h. Transportation Manager
- i. Recreation Specialists
- j. Facility Supervisor
- k. Recreation Superintendent
- l. Librarians
- m. Library Assistants
- n. Community Services Manager

4) **MAINTENANCE AND UPGRADES**

Surveillance technology real time and archived images, as necessary for the purpose of surveillance camera installation, maintenance and upgrades, and as approved by the Mayor.

- a. Network Services Staff
- b. Public Works Project Managers
- c. Public Works Maintenance Staff
- d. Transportation Maintenance Staff

- D. The release of information captured by the surveillance systems is not appropriate except as identified in this policy. Information learned while viewing surveillance footage or audio files (either real time or archived data) is not to be shared except for an express business purpose. The improper posting, sharing, viewing, etc., of this information will be cause for disciplinary action, up to and including termination of employment.
- E. Any review of activities captured and recorded by surveillance cameras will be for the purpose of increasing safety and security for employees, the public, and/or the Borough.
 - 1. A log will be maintained at each facility employing surveillance technology that will record information on the date, location and reason for the review.
 - 2. If a member of the public or other non-authorized person requests surveillance footage, the request must be made in accordance with the Public Records Request Policy, FNSB 75.01.
- F. In the event any authorized person views illegal activities recorded by surveillance cameras, that person shall promptly report such activities to Risk Management for coordination with the appropriate local law enforcement agency.
- G. Employees are prohibited from conducting surveillance (audio, video or other recording devices) of other employees in the workplace, unless expressly authorized by Mayor or designee. This includes recording meetings without the knowledge and approval of all parties present (public meetings are excluded). Such action shall be considered a violation of this policy and will lead to disciplinary action, up to and including termination of employment.

- H. If an incident is occurring where it appears unlawful activities are currently being committed, employees are permitted to use surveillance technology to record the event, even if it results in recording other employees. Employees should ensure their safety as a priority. A copy of such recording shall be immediately provided to Risk Management. Employees should be aware that devices used for recording events may be subject to search and disclosure.

VI. SUPPLEMENTAL INFORMATION

A. References –

- 1. FNSB 65.01 Employee Discipline Policy
- 2. FNSB 75.01 Public Records Policy

B. Definitions –

- 1. Access Devices: Keys, keypads, swipe cards, combination locks or other security devices used to restrict or control access.
- 2. Surveillance Technology: Any electronic monitoring and/or recording device.

C. Attachments – Surveillance Log

D. Revision History

Supersedes Policy No.	Effective Dates
85.01	05/27/03
85.01	04/06/12
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