

RESOLUTION # 002-2022

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF
CRESTONE ADOPTING A POLICY RELATING TO CAMERA SURVEILLANCE
ON TOWN PROPERTY**

WHEREAS, the Town of Crestone is committed to providing a safe environment on Town property for Town employees, officials, and the general public, as well as preventing and resolving violations of the Town offense and nuisance codes; and

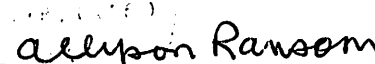
WHEREAS, the use of surveillance cameras has proven to be a valuable tool in assisting with public safety when reasonably placed and with a minimum infringement of the public privacy.

NOW THEREFORE, be it resolved by the Board of Trustees of the Town of Crestone that the Security Camera Use Policy (attached as Ex. A), is hereby adopted and directed to be inserted into the Crestone Municipal Code as Appendix 2H, under Chapter 2 Administration. Said policy may be amended by future resolution of the Town Board of Trustees.

APPROVED this 10th day of January, 2022.


Kairina Danforth, Mayor


ATTEST:


Allyson Ransom, Town Clerk

9. All Authorized Agents and their Appointed Designees shall keep Data and all information learned and inferred from Data confidential and private, unless otherwise required by the exceptions listed in Section 3 of this Policy.
10. The Town Board reserves the right to amend this Policy by resolution at its discretion.

6. Accessing, viewing, or handling of Data by any person or entity not designated as an Authorized Agent or as an Appointed Designee of an Authorized Agent are strictly prohibited.
7. Cameras shall provide coverage of the following locations:
 - A. The entrances to the Town Hall building (108 W. Galena Ave.);
 - B. Town Hall Park (150 W. Galena Ave.);
 - C. The Public Works building (199 N. Alder St.);
 - D. The playground equipment, pavilion, and restrooms at Creekside Park (300 W. Silver Ave.);
 - E. Little Pearl Park (165 W. Silver Ave.) and its plaza; and
 - F. Water Plant (120 N. Pinon St.).

The Town Board reserves the right to add to or reduce the number of security cameras in use within Town limits.

8. The Authorized Agents expressly designated by this Policy are the Town Administrator, the Deputy Clerk, the Code Compliance Officer, and the Town Attorney.
 - A. Authorized Agents may appoint designees only for the purposes set forth in Section 3 of this policy. Appointed Designees are bound by the provisions of this policy.
 - B. A Record of Appointed Designees shall be kept in the custody of the Town Clerk or Deputy Clerk detailing the names, addresses, and contact information of Appointed Designees, as well as the specific dates Appointed Designees have permission to access, view, and handle Data. Such permission shall not be granted for an indefinite period of time. Appointed Designees shall only have permission to access, view and handle Data for the period of time specified by the Authorized Agent appointing them. When appointing designees, Authorized Agents shall provide to the Town Clerk a signed, written statement explaining which provision(s) of Section 3 of this policy justify the appointment of such designees.
 - C. The Town Board reserves the right to grant and rescind authorization by resolution at its discretion.

EXHIBIT A

Security Camera Use Policy

The Town of Crestone Board of Trustees (“Board”) adopts this Security Camera Use Policy (“Policy”) setting forth the rules governing access to and use of the security camera system of the Town of Crestone (“Town”).

Definitions

“Appointed Designee” means any real person designated by an Authorized Agent to have limited permission to access, view, and handle Data as set forth in section 8 of this policy.

“Authorized Agent” means any real person in the Town’s employ who has been expressly authorized, either by this Policy or by the Town Board, to access, view, and handle Data.

“Data” means any images, videos, and information captured, collected, and stored by the Town’s security camera system.

Provisions

1. Data storage and the security of Data storage shall be provided by Verkada Inc.’s cloud-based system.
2. Security cameras shall remain in use twenty-four hours a day, seven days a week.
3. Data collected by the Town’s security camera system shall be kept private, confidential, and shall not be released to any person or entity except in the following circumstances:
 - A. When furnishing and disclosure of Data is compelled by a lawfully obtained subpoena from local, state, or federal law enforcement agencies, courts of law, or other government entities;
 - B. When furnishing and disclosure of Data is compelled by law pursuant to rules of discovery as set forth by Rule 26 of the Federal Rules of Civil Procedure and the Colorado Rules of Civil Procedure; and
 - C. When furnishing and disclosure of Data is required to prosecute violations of the Town’s nuisance code, offense code, and other violations of local, state, and federal law.
4. Dissemination, disclosure, or use of Data outside the scope of the provisions of this Policy are strictly prohibited.
5. Dissemination, disclosure, or use of any information learned or inferred from Data outside the scope of the provisions of this Policy are strictly prohibited.