

City of Keiser: Comprehensive Policy on Prohibition of Photography and Video Recording

I. Introduction

This policy outlines the strict prohibition of photography and video recording in designated sensitive areas within the City of Keiser's municipal offices to safeguard privacy, maintain security, and ensure an unobstructed operational environment.

II. Scope and Applicability

This policy applies to all individuals within the City of Keiser's municipal buildings, including but not limited to employees, visitors, contractors, volunteers, and media personnel.

III. Detailed Policy Provisions

1. Designated Restricted Areas:

- The following areas are designated as restricted:
 - Mayor's Office
 - Police Chief's Office
 - Treasurer's Office
 - Water / City Hall Coordinator's Office
 - Director of Public Works' Office
 - Fire Station #1
 - Fire Station #2
- No photography or video recording is permitted in these areas unless explicitly authorized.
- Exception: Recording of the City Council meetings is expressly permitted

2. City Council Meetings:

- Recording devices are allowed in the council chambers during official city council meetings.
- The use of recording devices should not disrupt the meeting or impede the operations of the council.
- Recording of restricted areas is not allowed during Council Meetings.
- Prior notification to the council about the intent to record is encouraged.

3. Procedure for Granting Exceptions:

- Written requests for exceptions must be submitted to the respective office's administrative head at least five business days prior to the requested recording date.
- Requests must include the purpose, exact location, specific time frame, and intended use of the recording.
- Decisions on exceptions will consider potential impacts on privacy, security, and operations.

4. Policy Enforcement:

- Visible signage will be placed at all entrances to the restricted areas.
- Regular training sessions will be conducted for staff to familiarize them with the policy and enforcement procedures.

5. Violation and Consequences:

- Immediate termination of recording will be required upon discovery of a violation.
- Employees found in violation may face disciplinary actions, including warnings, suspension, or termination, depending on the severity.
- Visitors or contractors in violation may face removal from the premises and may be barred from future entry.
- Legal actions may be pursued for serious breaches, especially where privacy or confidentiality is compromised.

6. Security and Monitoring:

- Designated personnel will be assigned to monitor compliance regularly.
- Security cameras may be used in common areas to deter violations, compliant with legal privacy standards.

7. Handling Special Cases:

- All media-related recording requests must be processed through the City's Communications Office.
- Recordings requested by law enforcement or for legal proceedings will be handled in accordance with applicable laws and internal protocols.

8. Legal Compliance and Review:

- The policy is designed in alignment with relevant state and federal privacy laws.
- A bi-annual review will be conducted to ensure the policy remains relevant and legally compliant.

IV. Policy Administration

1. Training and Awareness:

- Regular training will be provided to all staff about the importance of this policy.
- Awareness campaigns will be conducted periodically to ensure widespread understanding.

2. Record Keeping:

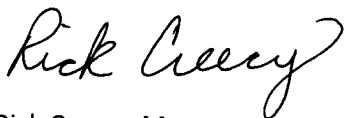
- All approved exceptions will be documented and retained for a period of at least three years.

3. Feedback and Improvements:

- An open channel for feedback on the policy's implementation will be maintained.
- Constructive suggestions for policy improvement will be considered in the periodic reviews.

V. Effective Date and Amendments

This policy is effective as of February 19, 2024. Amendments or revisions to this policy will be made public and distributed to all relevant parties.



Rick Creecy, Mayor
City of Keiser