



**Centre Region Council of Governments**  
**CENTRE REGION PARKS AND RECREATION BOARD**  
**CENTRE REGIONAL RECREATION AUTHORITY**

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*Serving the Borough of State College and the Townships of College, Ferguson, Harris & Patton*

# Video Surveillance Policy

*Approved by the Authority Board on 10 Dec 2010*

## I. Purpose

The Centre Regional Recreation Authority (CRRA) believes that the recreation facilities which they operate on behalf of the participating municipalities and the community should be safe and secure, and that they have a responsibility to protect individuals and property at each facility. The Authority also believes that the privacy of individuals should be respected and, therefore, the use of video surveillance must be strictly monitored and controlled to ensure the protection of individual rights and the compliance with federal and state laws addressing surveillance. When using video monitoring systems, CRRA must balance the need to protect persons and property with the privacy rights of patrons and employees.



*Sign at Park Forest  
Community Swimming  
Pool*

## II. Guidelines

Video Surveillance Systems will only be installed and operated at facilities expressly approved by action of the Authority Board. Cameras shall be installed only in identified public areas, except as otherwise may be provided in this policy. Areas approved for surveillance shall be where (1) patron and property safety is a concern and (2) surveillance may be a necessary and viable deterrent.

Only the CRPR Director, the full-time employee(s) the Director may designate, and authorized law enforcement personnel shall have access to the surveillance equipment. Unauthorized tampering with or disabling of video cameras or other related equipment will subject an employee to immediate dismissal without progressive discipline. Unauthorized tampering with or disabling of video cameras or other related equipment may subject patrons to immediate suspension of facility privileges and/or criminal prosecution. Video monitors will be positioned in such a way as to avoid public viewing.

Cameras shall not be positioned in areas where individuals have a legitimate right to expect privacy, i.e. washrooms, changing rooms and staff rooms. Additionally, exterior cameras shall not be directed towards private or non-municipal properties.

## III. Protection of Information and Disclosure

Security and retention of digital images will be the responsibility of the CRPR Director and the full-time employee(s) the Director may designate. Disclosure of video images or information shall be consistent with federal and state laws. All recorded video images will be stored and secured to ensure confidentiality. Video recordings will not be stored longer than ninety (90) calendar days after initial recording, whereupon such recordings will be erased except if they contain images involving a pending or potential security or safety issue. Copies of video

recordings created for evidence shall be retained as long as is necessary. Disposal and destruction of media containing video recordings will conform to proper and legal disposal methods.

#### **IV. Public Awareness Of Cameras**

The public shall be made aware of the existence of cameras by signs posted at visible points.

#### **V. Use Of Information Collected**

Use of video surveillance at CRRA-operated facilities shall at all times comply with federal and state laws. Video surveillance images may be used in proceedings related to law enforcement and, with prior approval of the Director, only for internal lifeguard training purposes with respect to evaluating water rescue situations and demonstrating rescue techniques.

#### **VI. Access To Personal Information**

Patrons may request access to video-recorded information. In accordance with federal and state laws, the patron will be permitted to view the video recording only if:

- (1) they (the patron) are the only identifiable subject on the video recording,
- (2) or, if other persons are shown in the image, written permission has been obtained from all other visible patrons or their parents/ guardians (for minors).

Upon written request, CRRA will provide a written summary of the video recorded incident(s) to a patron pictured on a video recording or a minor-patron's parent /guardian.

Requests for viewing will be made to the Director within ten (10) business days of the date of recording. Approval/Denial for viewing shall be made within five (5) business days of receipt of the request and so communicated to the requesting individual. Video recordings will be made available for viewing within three (3) business days of the request approval.

Actual viewing will be permitted only at the Centre Region Parks & Recreation Offices. Only the portion of the video concerning the requesting individual will be made available for viewing. Video recordings will remain the property of CRRA and may be reproduced only in accordance with the law.

#### **VII. Policy Updates or Revisions**

This policy may be updated or amended by the Authority Board at needed.

Reference: PA Wiretapping and Electronic Surveillance Act – 18 Pa. C.S.A. Sec. 5703