

STATE OF MICHIGAN
VILLAGE OF BANCROFT
RESOLUTION NO. 2025-04
(Enacted August 13, 2025)

**A RESOLUTION TO ADOPT SURVEILLANCE CAMERA
POLICY FOR MUNICIPAL BUILDINGS**

WHEREAS, the Village of Bancroft is committed to ensuring the safety and security of its residents, businesses, and visitors; and

WHEREAS, the implementation of a surveillance camera system is intended to deter criminal activity, assist in the investigation of crimes, and enhance the overall safety of the community; and

WHEREAS, the Village recognizes the importance of balancing security measures with the privacy rights of individuals and is committed to implementing a surveillance system that respects these rights; and

WHEREAS, the Village has conducted a thorough review of the potential benefits and privacy considerations associated with the use of surveillance cameras;

NOW, THEREFORE, BE IT RESOLVED, that the Village of Bancroft hereby adopts a Surveillance Camera Policy for Municipal Buildings as follows:

Purpose

The purpose of this surveillance camera policy is to enhance the safety and security of the municipal building, its employees, visitors, and assets. Surveillance cameras are intended to deter criminal activity, assist in the investigation of incidents, and ensure a safe environment for all individuals within the premises.

Guidelines for Camera Placement

1. **Strategic Locations:** Cameras will be placed in strategic locations throughout the municipal building to maximize coverage of public areas, entrances, exits, and high-traffic zones.
2. **Avoidance of Private Areas:** Cameras will not be installed in areas where there is a reasonable expectation of privacy, such as restrooms, locker rooms, or private offices.
3. **Signage:** Clear signage will be posted at all entrances to inform individuals that surveillance cameras are in use.

Data Storage and Access Protocols

1. **Data Retention:** Surveillance footage will be retained for a period of 30 days, unless required for an ongoing investigation or legal proceeding.
2. **Secure Storage:** All recorded footage will be stored securely to prevent unauthorized access, tampering, or loss.
3. **Access Control:** Access to surveillance footage will be restricted to authorized personnel only. Requests for access must be approved by the clerk or designated authority.
4. **Audit Logs:** An audit log will be maintained to record all instances of access to surveillance footage, including the date, time, and purpose of access.

Privacy Considerations

1. **Minimization of Intrusion:** Surveillance will be conducted in a manner that minimizes intrusion into individuals' privacy while achieving the intended security objectives.
2. **Confidentiality:** All personnel with access to surveillance footage are required to maintain the confidentiality of the information and are prohibited from disclosing it to unauthorized individuals.
3. **Review and Compliance:** The surveillance camera policy will be reviewed annually to ensure compliance with privacy laws and regulations.

Compliance with Relevant Laws and Regulations

1. **Legal Compliance:** The use of surveillance cameras will comply with all applicable federal, state, and local laws and regulations governing privacy and data protection.
2. **Policy Updates:** This policy will be updated as necessary to reflect changes in legal requirements or advancements in surveillance technology.

Policy Review and Amendments

This policy will be reviewed annually by the Village Council. Amendments to the policy may be made as needed to address emerging security concerns or changes in legal standards.

Moved by: Hutchins

Seconded by: Fall

YEAS: Monroe, Fall, Hutchins, Labadie, and Barnum
NAYS: none
ABSENT: Baggetta and Simpson
ABSTAIN: none

Village of Bancroft

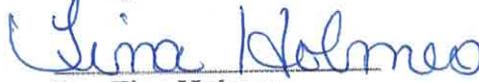


By: Brian Barnum
Its: President

Certification of Clerk

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Village of Bancroft, County of Shiawassee, State of Michigan, at a regular meeting held on the August 13, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the Minutes of said meeting were kept and will be or have been made available as required by said Act.

Village of Bancroft



By: Tina Holmes
Its: Village Clerk

Reviewed by: Clint P. Stevenson (P85503)
Attorney for the Village of Bancroft
Gormley Law Offices, P.L.C.
101 Grand River Ave.
Fowlerville, Michigan 48836
517.223.3758