**LBC logo.eps**

**Security Surveillance Station Guidelines and Policies**

**Applies to all Authorized Personnel**

The Surveillance Station is equipped with state of the art equipment that is exceptionally valuable. The information recorded by and contained within the surveillance system can and may be used in the legal process of litigation. The footage recorded by this system shall be considered confidential, and may not be discussed with or disseminated to any unauthorized persons. Witnesses to sensitive material may be legally bound to testify in court of law. System capabilities, uses, monitoring practices etc. are to be held strictly confidential. Failure to adhere to any of the following policies and procedures may result in immediate access termination and/or legal ramifications.

Any use of the surveillance system for voyeuristic or any other non-approved purposes is forbidden and will be considered grounds for immediate termination. System users should understand that their use of the system will be monitored and tracked, and can be reviewed after-the-fact by ministry personnel.

Cameras will not be focused on or used to invade personal privacy such as, but not limited to, dorm room windows, office windows, or for other inappropriate uses. Such use will be considered grounds for immediate termination and may subject the user to legal liability.

1. Permission to be granted access to Surveillance Station as an approved operator, can, and will, only be granted through the Senior Pastor, Director of Financial Administration, Director of Operations, Director of Information Technology or the Director of Security.
2. No unauthorized individual shall be allowed to use the Surveillance Station at any time without the direct approval from the Senior Pastor, Director of Financial Administration, Director of Operations, Director of Information Technology or the Director of Security.
3. Surveillance capabilities, or any footage obtained, may not be discussed or disseminated in any respect to any unauthorized persons.
4. Logging into the system under any username other than that which is assigned to you personally is strictly prohibited. This is to ensure the personal integrity of all users.
5. System users will be required to log out of the system each time they leave the Surveillance Station.
6. No storing of any footage including video recording, pictures, downloads, etc can be stored on any device without prior approval from the Senior Pastor, Director of Financial Administration, Director of Operations, Director of Information Technology or the Director of Security.
7. Usage of the Surveillance Station outside of your assigned shift without consent from the Senior Pastor, Director of Financial Administration, Director of Operations, Director of Information Technology or the Director of Security is strictly prohibited.

By signing below, I agree to abide by all the policies set forth and I acknowledge all legal obligations attached to this post. A copy of this signed policy will be kept in your personnel file in the Human Resources Office.

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Applicant Signature Date

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Director of Security Date