

1. **Purpose.** The purposes of video surveillance are to promote public safety and to help the Shorewood Hills Police Department effectively manage police resources, detect, deter, and prosecute crime.
2. **Data access.** All sworn SHPD officers will have access and training as required by the federal Criminal Justice Information System (CJIS). No other persons will have access unless a formal request for data-sharing is made by another jurisdiction according to CJIS rules.
3. **Retention.** Video data will be retained for 180 days unless there is an ongoing investigation that requires further retention. Audits of the surveillance system will be retained for one year.
4. **Hours of operation.** Once installed, a video camera will operate at all times. The Board of Trustees must approve the removal of a camera.
5. **Limitations.** No audio data will be collected. Cameras will be positioned to avoid collecting data from private spaces.
6. **Link to policy.** <<https://le.fbi.gov/cjis-division/cjis-security-policy-resource-center>>
7. **Contact info for questions.** Email <police@shorewood-hills.org> or dial the SHPD non-emergency phone number (608-255-2345).