



**STATE OF VERMONT**  
SERGEANT-AT-ARMS

**VERMONT STATE HOUSE**  
**CAMERA USE POLICY AND DATA RETENTION PROCEDURE**

**I. Purpose**

This document outlines the policy related to the use of security cameras (the "Policy") to improve safety and security at the Vermont State House (the "State House"), and the procedure for the retention of any data recorded on State House security cameras (the "Procedure").

**II. Scope**

The Policy and Procedure only apply to State House security cameras and the footage of these cameras.

**III. Camera Use**

**A. Responsibilities.**

1. The Sergeant at Arms and the Chief of the Capitol Police are authorized to oversee and coordinate the use of camera installation and monitoring for safety and security purposes in the State House.
2. The Sergeant at Arms shall ensure compliance with the Policy and Procedure.
3. The operation and monitoring of the cameras shall be limited to the Office of the Sergeant at Arms and the Capitol Police Department (the "Operators").
4. Operators shall be trained in the technical use of the security cameras, in the Policy and Procedure, and on cultural and diversity awareness issues.
5. Operators shall be provided with a copy of this Policy and Procedure and shall be required to provide written acknowledgement that they have read and understood its content.

**B. General Principles.**

1. Security cameras shall only be used for monitoring and recording to protect the safety and security of the State House and the surrounding community. Monitoring shall be conducted in a manner consistent with this Policy and any applicable federal, state, and local law.

2. Cameras shall be installed in a fixed position, and placed at points of ingress at the entrances of the State House. The cameras shall not make audio recordings.
3. Troubleshooting, routine maintenance, and minor repairs of security cameras and related software shall be handled by the Deputy Director for Information Technology in the Office of Legislative Council.

#### **IV. Public Records Requests**

Any requests for data obtained from the security cameras in the State House shall be sent to the Office of the Sergeant at Arms. Data shall only be released pursuant to the requirements of the Public Records Act.

#### **V. Data Retention Procedure**

- A. The Sergeant at Arms shall work with the Deputy Director for Information Technology in the Office of Legislative Council to configure the camera settings, as required.
- B. Cameras shall be configured to store recorded video media for a period of 30 days.
- C. After the 30-day period, recorded video media shall be erased, except as provided in (D).
- D. Recorded video media may be retained for longer than 30 days if being used in a criminal investigation, in a court proceeding, when required by law, or when retention is reasonably necessary for State House security, as determined by the Sergeant at Arms. Any media saved for such purposes may be recorded to a multimedia storage device in accordance with applicable law.
- E. The Chief of the Capitol Police Department shall periodically review stored images to ensure that only approved recorded video media are stored for longer than 30 days in accordance with this Procedure.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Shap Smith

Name: John Campbell

Title: Speaker of the House  
Vermont General Assembly

Title: President Pro Tempore of the Senate  
Vermont General Assembly

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Representative Alice Emmons

Name: Senator Peg Flory

Title: Chair, House Committee on Institutions  
Corrections and Institutions

Title: Chair, Senate Committee on Institutions

Date: \_\_\_\_\_

Date: \_\_\_\_\_