



**STATE OF VERMONT**  
SERGEANT AT ARMS

**State House Security Camera and Data Retention Policy and Procedure**

**I. Purpose**

This document outlines the policy related to the Vermont General Assembly's use of security cameras (the "Policy") to maintain safety and security in and around the Vermont State House (the "State House"), and the procedure for the retention of any data recorded or produced by the State House security cameras and related systems (the "Procedure").

**II. Scope**

The Policy and Procedure apply to the following:

- A. The security cameras under the control and operation of the Office of the Sergeant at Arms. For purposes of this Policy and Procedure, "security cameras" may include any cameras placed inside the State House, at entrances to the State House, attached to points on the outside of the State House or fixtures on the State House grounds, or placed on State buildings with space used by the Vermont General Assembly. For the purposes of this Policy and Procedure, the term "security cameras" does not include cameras in use by the Office of Legislative Information Technology.
- B. Any records produced by the security cameras and related systems, including the footage of the cameras.
- C. Any records associated with the operation of the security 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 security cameras, including installation of the security cameras and monitoring the footage captured by the cameras for purposes of the safety and security in and around the State House and the spaces used for the operation of the Vermont General Assembly.
  - 2. The Sergeant at Arms and the Chief of the Capitol Police shall ensure compliance with the Policy and Procedure.
  - 3. The Sergeant at Arms shall control all access to, operation, and monitoring of security cameras.

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 understand its content.

B. General Principles.

1. Security cameras shall be used for monitoring and recording by the Office of the Sergeant at Arms and the Capitol Police Department to protect the safety and security of the General Assembly, the State House, and the surrounding community. The cameras shall not record audio. Monitoring and recording shall be conducted in a manner consistent with this Policy; House, Senate, or Joint Rules; and any applicable federal or State law.
2. Troubleshooting, routine maintenance, and minor repairs of security cameras and related software may be handled by the Office of Legislative Information Technology.
3. This Policy and Procedure may be supplemented by a consistent policy dually approved by the Joint Legislative Management Committee.

**IV. Access to Security Camera Records**

Any records produced by the security cameras or related systems governed by this Policy and Procedure shall not be subject to the Public Records Act and shall be kept confidential. Video footage may be released for the purposes of ensuring safety and security.

**V. Data Retention Procedure**

- A. The Chief of the Capitol Police shall work with the Office of Legislative Information Technology to configure the camera settings, as required.
- B. Cameras shall be configured to store recorded video media for a period of 14 days.
- C. After the 14-day period, recorded video media shall be erased, except as provided in subdivision (D) of this section (V).
- D. Recorded video media may be retained for longer than 14 days if being used for a purpose permitted by this Policy or any other duly approved policy governing use of State House security camera footage. Any media retained for these purposes may be stored on a multimedia storage device in accordance with applicable requirements.
- E. The Chief of the Capitol Police shall periodically review at least every six months stored images to ensure that any footage retained longer than 14 days under this Policy and Procedure is erased when no longer useful for the purposes for which it was retained.