



Subject: Use of Security Camera Footage by the Legislative Office of Human Resources	Policy/Procedure Number:
Effective Date: XX, 2025	Review Date:
Applicable To: Legislative Employees	Revision Date:
Issued By: Office of Legislative Human Resources	Approved By: Joint Legislative Management Committee

PURPOSE AND POLICY STATEMENT

This policy governs the use of footage recorded by security cameras in and around the State House by the Legislative Office of Human Resources. This policy is intended to supplement the State House Security Camera and Data Retention Policy and Procedure governing use of the cameras and video footage.

Security camera footage can be an important tool to protect employees and the legislative branch. The Legislative Office of Human Resources has a legal duty to investigate and act on complaints to ensure a workplace free from harassment, discrimination, retaliation, and other unlawful workplace conduct. Moreover, the Legislative Office of Human Resources has a statutory mandate to investigate employee disputes and administer the policies that set out the rights and obligations of legislative employees.

Security camera footage is a tool to determine what happened in a particular situation. Any employee discipline relying upon security camera footage shall be administered by the employee's supervisor in a fair and consistent manner in accordance with applicable policies and laws.

1. General Provisions

All requirements and standards for access to cameras and footage, operation and monitoring of cameras, review of footage, and retention of footage are set out in the State House Security Camera and Data Retention Policy and Procedure except as specifically set out in this policy.



2. Access to Recorded Camera Footage

If the Director of the Legislative Office of Human Resources (or designee) determines that review of security camera footage is appropriate under this policy, the Director of the Legislative Office of Human Resources (or designee) will arrange to review the security camera footage together with the supervisor or office director of the employee(s) involved.

3. Use of Recorded Camera Footage

Security camera footage may be reviewed as set forth in this policy in the course of an investigation if necessary to resolve a factual question. Security camera footage will be retained for the retention period set out in the State House Security Camera and Data Retention Policy and Procedure. Security camera footage and any record memorializing review of footage will be kept confidential except as necessary to pursue the investigation.

The Director of the Legislative Office of Human Resources (or designee) together with the supervisor or office director of the employee(s) involved may review security camera footage for the following reasons:

- a. upon receiving a complaint from a legislative employee alleging improper conduct that the employee witnessed or was subjected to; or
- b. upon receiving a complaint about the conduct of a legislative employee.

After review of the security camera footage in question, the Director of the Office of Legislative Human Resources will retain footage in a secure location as a part of the investigation for as long as it is useful for the purposes of the investigation.

Footage retained as a part of an investigation may be released under the same circumstances as any other records retained as a part of an employee investigation.

This document is subject to change and is not intended to establish a contract of employment or any contractual rights.

Employees with questions, concerns, or disputes with the content of this policy must notify their direct supervisor/director or the Office of Legislative Human Resources at the Vermont General Assembly, Montpelier, VT, in writing.