



Surveillance Technology Policy

Security Cameras

Appendix A: Department Specific Responses – Department of Human Resources

1. DHR's security cameras are non-zoom, fixed surveillance cameras connected to an OpenEye video recording system. The equipment was purchased more than ten years ago, and DHR was unable to locate purchase details.
2. Video may only be accessed by DHR's 1042 IS Engineer, and only at the request of (a) the Human Resources Director; (b) the DHR Managing Deputy Director; or (c) the Department Personnel Officer.
3. Members of the public can register complaints/concerns or submit questions via calls or emails at 311.org. DHR's Director of Finance and Administration will work with the 311 Team to ensure that responses meet or exceed 311's standards.
4. Data is only available to the IS Engineer, and is only accessible within the DHR Network. Access requires Local Area Network access, software installed, system configuration, software log-in, and passwords. The cameras record on a time loop that eventually overwrites itself. The recording system is not designed for permanent storage.