

POLICY: Video Surveillance Policy

DRAFTED: October 10, 2024

ADOPTED:

I. POLICY STATEMENT

Anoka Masonic Lodge is part of the Grand Lodge of Minnesota. The establishment of personnel policies is the responsibility of the Officers of the Lodge and the Board of Trustees, while ensuring compliance with those policies is the responsibility of the Trustees. We maintain and affirm that the most equitable and fair policies are those that involve shared governance, and we are committed to engaging the Lodge members in the development/modification of established policies wherever possible. This policy follows that process.

As part of the Lodge's mission and desire to ensure the safety and security of our members and guests, the purpose of this policy is to establish guidelines for, and manage the use of and access to, the Anoka Lodge video surveillance system that is used to monitor and record public areas for the purposes of safety and security.

II. SCOPE

The policy applies to all members and guests, the Board of Trustees, and those affiliated groups which use the Lodge property. It also applies to all members of the public regarding Lodge property, or any property used or leased by the Lodge.

III. POLICY

Anoka Lodge reserves the right to place cameras on Lodge-owned property where necessary and appropriate, as one strategy to protect the Lodge family. The purpose of this policy is to establish guidelines for, and manage the use of and access to, the Anoka Lodge video surveillance system that is used to monitor and record public areas for the purposes of safety and security. This policy does not apply to private video cameras owned and operated by members of the Lodge family.

IV. DEFINITIONS

- A. Video surveillance- The act of capturing motion picture images of a targeted area
- B. Video surveillance system- The hardware (cameras, monitors, personal computers, wiring, network access points, servers, memory storage devices, etc.), and software that runs the cameras, computers, servers, and supports the capture and recording of video images and audio on Anoka Lodge property.
- C. Monitoring- The viewing of live surveillance as it is happening.
- D. Video information- Any information captured by or stored within the video surveillance system including in some cases audio.
- E. Video surveillance system operator- A lodge member authorized to access the Anoka Lodge video surveillance system.

V. GENERAL PRINCIPLES

- A. Video surveillance of public areas is widely used by law enforcement and private security organizations and is a critical component of a comprehensive security plan.
- B. The purpose of video surveillance cameras in public areas is to deter crime and to assist the Lodge in protecting the safety and property of the Lodge family. This can be accomplished by the presence of the cameras as well as the historical record they provide.
- C. Use of video surveillance for purposes other than safety and security undermines the acceptability of these resources for critical safety goals and is therefore prohibited.
- D. Video recording/monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Video surveillance system operators will be appropriately trained in the responsible use of this technology. Violations of the procedures referenced in this policy will result in disciplinary action consistent with the rules and regulations governing Anoka Lodge.

- E. Video monitoring of public areas for security purposes is limited to uses that do not violate the reasonable expectation of privacy as defined by Minnesota law. Cameras will not be installed in areas where there is an expectation of privacy, which includes restrooms, locker rooms, dressing rooms, and similar designated areas.
- F. Installation and use of covert cameras may be used in special circumstances. Covert cameras will only be employed to aid in criminal investigations and require approval of the Worshipful Master and Trustees.

VI. PROCEDURES AND PROCESS

- A. Video Surveillance Camera Placement:
 - i. The Lodge may establish temporary or permanent video surveillance cameras in public areas of Lodge property.
 - ii. This policy does not apply to covert cameras used by a law enforcement agency for criminal surveillance as governed by Minnesota Penal Law.
 - iii. Cameras may not be established in private areas of the Lodge without obtaining a warrant and only subject to #2 above. Private areas include bathrooms, Lodge room, changing rooms, areas where a reasonable person might change clothing, or private offices.
 - iv. Cameras shall not be directed or zoomed into the windows of any private residential building.
 - v. Cameras shall not be directed or zoomed into the windows of any private building not on Lodge property.
- B. Notification to the Masonic Family:
 - i. The Anoka Lodge family and the public will be notified that cameras may be utilized. Postings may accompany cameras or simply be posted at the lodge entrances, and this policy will be made available to any Anoka Masonic family member upon request.
- C. Video Surveillance Camera Use and Nonuse:
 - i. The cameras are to be used exclusively for Lodge safety purposes.
 - ii. Cameras are not to be used to monitor individual members, guests, or visitors, except as necessary for a criminal investigation and/or in accordance with the terms of a warrant. Cameras may be used to monitor a member's work area, such as an area with financial transactions. Cameras used to monitor a work area should not be able to view the contents of computer screens. If the cameras can pan to view computer screens, electronic shielding should be utilized so that these cameras are not used to monitor member's computer use.
 - iii. Cameras may be used to prosecute violations on Lodge grounds, if there is a video record of such behavior. However, in general, video surveillance is not to be used to collect data on members, such as parking patterns or member activity.
- D. Video Surveillance Cameras Monitoring
 - i. Video may only be monitored by those approved by the Lodge to do so. No unapproved members may monitor or view videos for any reason except as necessary during an investigation or adjudication.
 - ii. If the Lodge feels it is necessary to aid in an investigation or search, small video clips or image stills may be released to the media or the public. Prior to releasing the video clip or image still, the face and identifying features of all those on video but not of interest to the investigation should be blurred.
- E. Authorized Access and Use of Video Surveillance Footage
 - i. The Worshipful Master and Trustees may authorize members of the Lodge view-only access to the video surveillance system when there is a defined operational reason for having access (e.g. member and guest safety, protection of assets, or the management of access to areas of the facilities).
 - ii. All members authorized to access video surveillance and monitoring of public areas will perform their duties in accordance with the procedures contained in this policy, other Lodge policies and procedures, and relevant laws. Those members include the Worshipful Master, Senior Warden, Junior Warden, Senior Trustee, Technology Committee Chairman, and Secretary.

- iii. These authorized video surveillance system operators may facilitate the viewing of the video surveillance system by victims, witnesses, and any other relevant individuals during an investigation.
- iv. Video surveillance system operators will not monitor individuals on the basis of race, color, national origin, religion, creed, age, disability, self-identified sex, gender identity or expression, status of being transgender, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, carrier status, military or U.S. veteran status, domestic violence victim status, prior criminal conviction, socioeconomic status, or any other differences among people which have been excuses for misunderstandings, divisiveness, or hatred or other characteristics protected by law and/or Lodge Policy. Video surveillance system operators will monitor individual activities based upon information developed by investigation, observed suspicious or criminal behavior, and not solely on individual characteristics.
- v. Video surveillance system operators will not monitor individuals or groups based solely upon their exercise of the right to assemble in public and protest the actions of government or other groups. Video surveillance system operators will monitor gatherings only for protection of the group or the public from criminal activity
- vi. Additional access to the video surveillance system as an authorized user may only be approved by the Worshipful Master and Trustees.
- vii. Requests to view a live video can be made to the Secretary in writing and placed on file. The request should identify the location and the purpose for the access consistent with this protocol.
- viii. Requests to review historical video information of an incident may be made to the Secretary and Trustees. Approval to review the information will be based on an evaluation of the request.
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- F. Requests to review recorded video information Internal Requests
 - i. Video requested by Anoka Lodge video surveillance system operators is not subject to the records request procedures.
 - ii. Video requested by persons other than video system surveillance system operators must be approved by the Worshipful Master and Trustees, who will defer any inquiry regarding a criminal case or potential evidence to the appropriate District Attorney's office.
- G. External Requests
 - i. Requests from governmental agencies for reasons of public safety will be accommodated immediately with proper legal documentation and not subject to a records release.
 - ii. Requests from any other external agency (such as media requests, or requests of individuals or legal counsel) must be referred to the Trustees, which will instruct the Worshipful Master or Secretary as to what video information is authorized for release and identify the entity that may receive it.
- H. Storage of Video Surveillance Footage
 - i. Anoka Lodge video recorders and video information will be kept in secured locations, protected from unauthorized access.
 - ii. All information captured by the Anoka Lodge video surveillance system is considered to be potential evidence and treated as such. Thus, video is generally retained for 35 days and will be treated as confidential.
 - iii. After a request is made, the video system will be checked to determine that the requested video is available. If approvals for access to video footage are pending, then an archive copy must be made and stored as evidence pending the decision.

Reference Standards:

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- i. The Worshipful Master and Trustees may authorize members of the Lodge view-only access to the video surveillance system when there is a defined operational reason for having access (e.g. member and guest safety, protection of assets, or the management of access to areas of the facilities).
- ii. All members authorized to access video surveillance and monitoring of public areas will perform their duties in accordance with the procedures contained in this policy, other Lodge policies and procedures, and relevant laws. Those members include the Worshipful Master, Senior Warden, Junior Warden, Senior Trustee, Technology Committee Chairman, and Secretary.

- iii. These authorized video surveillance system operators may facilitate the viewing of the video surveillance system by victims, witnesses, and any other relevant individuals during an investigation.
 - iv. Video surveillance system operators will not monitor individuals on the basis of race, color, national origin, religion, creed, age, disability, self-identified sex, gender identity or expression, status of being transgender, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, carrier status, military or U.S. veteran status, domestic violence victim status, prior criminal conviction, socioeconomic status, or any other differences among people which have been excuses for misunderstandings, divisiveness, or hatred or other characteristics protected by law and/or Lodge Policy. Video surveillance system operators will monitor individual activities based upon information developed by investigation, observed suspicious or criminal behavior, and not solely on individual characteristics.
 - v. Video surveillance system operators will not monitor individuals or groups based solely upon their exercise of the right to assemble in public and protest the actions of government or other groups. Video surveillance system operators will monitor gatherings only for protection of the group or the public from criminal activity
 - vi. Additional access to the video surveillance system as an authorized user may only be approved by the Worshipful Master and Trustees.
 - vii. Requests to view a live video can be made to the Secretary in writing and placed on file. The request should identify the location and the purpose for the access consistent with this protocol.
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- G. External Requests
- i. Requests from governmental agencies for reasons of public safety will be accommodated immediately with proper legal documentation and not subject to a records release.
 - ii. Requests from any other external agency (such as media requests, or requests of individuals or legal counsel) must be referred to the Trustees, which will instruct the Worshipful Master or Secretary as to what video information is authorized for release and identify the entity that may receive it.
- H. Storage of Video Surveillance Footage
- i. Anoka Lodge video recorders and video information will be kept in secured locations, protected from unauthorized access.
 - ii. All information captured by the Anoka Lodge video surveillance system is considered to be potential evidence and treated as such. Thus, video is generally retained for 35 days and will be treated as confidential.
 - iii. After a request is made, the video system will be checked to determine that the requested video is available. If approvals for access to video footage are pending, then an archive copy must be made and stored as evidence pending the decision.

Reference Standards:

IACLEA Security Technologies Task Force Report CCTV NCCC Freedom of Information Law (FOIL)
Compliance policy

POLICY: Video Surveillance Policy

DRAFTED: October 10, 2024

ADOPTED:

I. POLICY STATEMENT

Anoka Masonic Lodge is part of the Grand Lodge of Minnesota. The establishment of personnel policies is the responsibility of the Officers of the Lodge and the Board of Trustees, while ensuring compliance with those policies is the responsibility of the Trustees. We maintain and affirm that the most equitable and fair policies are those that involve shared governance, and we are committed to engaging the Lodge members in the development/modification of established policies wherever possible. This policy follows that process.

As part of the Lodge's mission and desire to ensure the safety and security of our members and guests, the purpose of this policy is to establish guidelines for, and manage the use of and access to, the Anoka Lodge video surveillance system that is used to monitor and record public areas for the purposes of safety and security.

II. SCOPE

The policy applies to all members and guests, the Board of Trustees, and those affiliated groups which use the Lodge property. It also applies to all members of the public regarding Lodge property, or any property used or leased by the Lodge.

III. POLICY

Anoka Lodge reserves the right to place cameras on Lodge-owned property where necessary and appropriate, as one strategy to protect the Lodge family. The purpose of this policy is to establish guidelines for, and manage the use of and access to, the Anoka Lodge video surveillance system that is used to monitor and record public areas for the purposes of safety and security. This policy does not apply to private video cameras owned and operated by members of the Lodge family.

IV. DEFINITIONS

- A. Video surveillance- The act of capturing motion picture images of a targeted area
- B. Video surveillance system- The hardware (cameras, monitors, personal computers, wiring, network access points, servers, memory storage devices, etc.), and software that runs the cameras, computers, servers, and supports the capture and recording of video images and audio on Anoka Lodge property.
- C. Monitoring- The viewing of live surveillance as it is happening.
- D. Video information- Any information captured by or stored within the video surveillance system including in some cases audio.
- E. Video surveillance system operator- A lodge member authorized to access the Anoka Lodge video surveillance system.

V. GENERAL PRINCIPLES

- A. Video surveillance of public areas is widely used by law enforcement and private security organizations and is a critical component of a comprehensive security plan.
- B. The purpose of video surveillance cameras in public areas is to deter crime and to assist the Lodge in protecting the safety and property of the Lodge family. This can be accomplished by the presence of the cameras as well as the historical record they provide.
- C. Use of video surveillance for purposes other than safety and security undermines the acceptability of these resources for critical safety goals and is therefore prohibited.
- D. Video recording/monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Video surveillance system operators will be appropriately trained in the responsible use of this technology. Violations of the procedures referenced in this policy will result in disciplinary action consistent with the rules and regulations governing Anoka Lodge.

- E. Video monitoring of public areas for security purposes is limited to uses that do not violate the reasonable expectation of privacy as defined by Minnesota law. Cameras will not be installed in areas where there is an expectation of privacy, which includes restrooms, locker rooms, dressing rooms, and similar designated areas.
- F. Installation and use of covert cameras may be used in special circumstances. Covert cameras will only be employed to aid in criminal investigations and require approval of the Worshipful Master and Trustees.

VI. PROCEDURES AND PROCESS

A. Video Surveillance Camera Placement:

- i. The Lodge may establish temporary or permanent video surveillance cameras in public areas of Lodge property.
- ii. This policy does not apply to covert cameras used by a law enforcement agency for criminal surveillance as governed by Minnesota Penal Law.
- iii. Cameras may not be established in private areas of the Lodge without obtaining a warrant and only subject to #2 above. Private areas include bathrooms, Lodge room, changing rooms, areas where a reasonable person might change clothing, or private offices.
- iv. Cameras shall not be directed or zoomed into the windows of any private residential building.
- v. Cameras shall not be directed or zoomed into the windows of any private building not on Lodge property.

B. Notification to the Masonic Family:

- i. The Anoka Lodge family and the public will be notified that cameras may be utilized. Postings may accompany cameras or simply be posted at the lodge entrances, and this policy will be made available to any Anoka Masonic family member upon request.

C. Video Surveillance Camera Use and Nonuse:

- i. The cameras are to be used exclusively for Lodge safety purposes.
- ii. Cameras are not to be used to monitor individual members, guests, or visitors, except as necessary for a criminal investigation and/or in accordance with the terms of a warrant. Cameras may be used to monitor a member's work area, such as an area with financial transactions. Cameras used to monitor a work area should not be able to view the contents of computer screens. If the cameras can pan to view computer screens, electronic shielding should be utilized so that these cameras are not used to monitor member's computer use.
- iii. Cameras may be used to prosecute violations on Lodge grounds, if there is a video record of such behavior. However, in general, video surveillance is not to be used to collect data on members, such as parking patterns or member activity.

D. Video Surveillance Cameras Monitoring

- i. Video may only be monitored by those approved by the Lodge to do so. No unapproved members may monitor or view videos for any reason except as necessary during an investigation or adjudication.
- ii. If the Lodge feels it is necessary to aid in an investigation or search, small video clips or image stills may be released to the media or the public. Prior to releasing the video clip or image still, the face and identifying features of all those on video but not of interest to the investigation should be blurred.

E. Authorized Access and Use of Video Surveillance Footage

- i. The Worshipful Master and Trustees may authorize members of the Lodge view-only access to the video surveillance system when there is a defined operational reason for having access (e.g. member and guest safety, protection of assets, or the management of access to areas of the facilities).
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