

**CITY OF VERGAS  
SECURITY CAMERA ACCESS POLICY**

The City has contracted with Arvig for the installation of an OnSight1247 Video Surveillance Cameras. The cameras are located on Main Street in Vergas, at the Yard Waste and the beach. OnSight247 is the partner to Arvig. Arvig provides the installation and warranty.

The recordings are in a NVR server located in the Administrator's office. The recordings are kept locally for 60 days and redundantly backed up to the OnSight247 Cloud server for 30 days.

It is the intention of the Administrator that this surveillance system will be for private use only by the Administrator and approved users. The City of Vergas will be the Administrator of this system. All decisions concerning the use of the video surveillance recordings will be the responsibility of the Administrator.

Any public display of the surveillance system recordings will be determined by the Administrator on a case by case basis. A possible public use would be the showing of the Looney Daze parade. Any requested use shall be made in writing to the Clerk on an approved form. Thereafter, the Vergas City Council shall determine whether to allow the use.

A private party cannot request an immediate review of the surveillance video. A private party may request to view a portion of the recorded surveillance by submitting a written request to the City Clerk. The request will be reviewed by the appropriate committee appointed by the City Council. It is the City's practice not to allow such a review, but if it is determined by the Administrator to be an acceptable request, a time will be scheduled within 30 days for the review.

Authorized users with immediate access are the Otter Tail County Dispatch and City Clerk. Authorized users may be amended as needed by council action. City employees (other than City Clerk) will not be allowed to monitor cameras outside the City Office.

This policy will be reviewed on an annual basis when any necessary changes will be made. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.

This policy has been approved and adopted by the City Council of the City of Vergas and will become effective August 9, 2017.

  
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Mayor Dean Haarstick

ATTEST:

  
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City Clerk-Treasurer Julie Lammers