ENDWELL FIRE DISTRICT

Surveillance Camera Policy	
Number: 2025-052	**Adopted: December 29, 2025**

Purpose

The purpose of this policy is to outline the responsible use of surveillance cameras to enhance safety, protect District property, deter unlawful activity, and support operational readiness.

Scope

This policy applies to all surveillance systems owned, leased, or operated by Endwell Fire District in public or restricted areas of its facilities, including all fire stations and District property.

Legal Authority

All surveillance activities should comply with applicable federal, state, and local laws, including any applicable notice requirements and regulations.

This policy is adopted pursuant to:

- New York State Labor Law §203-c (regarding surveillance in private areas);
- New York Penal Law Article 250 (prohibiting unlawful eavesdropping and audio recording);

Authorized Use

- Cameras will be used solely for legitimate District purposes, including security, safety, property protection, and operational review.
- Audio recording is strictly prohibited. No camera or system shall have audio capability enabled or used under any circumstance.

Placement of Cameras

- Cameras will be installed only in locations where there is no reasonable expectation of privacy (e.g., entrances, hallways, apparatus bays, parking areas).
- Cameras will not be placed in restrooms, locker rooms, changing rooms, or facilities provided to permit personnel to express breast milk in the workplace.
- Any new placement or relocation of cameras must be approved by the Board of Fire Commissioners.

Data Storage & Access

- Recorded footage shall be stored on secure, District-controlled systems with password protection and encryption.
- Storage duration will not exceed 30 days, unless footage is subject to an active investigation, administrative proceeding, FOIL request, or litigation hold issued by legal counsel.
- Access to recorded footage shall be granted only to authorized personnel designated by the Board of Fire Commissioners, which may include the Fire Chief, Assistant Chiefs, or District Secretary, and only for legitimate District purposes such as investigation of incidents, property loss, or safety concerns.

- Any other release requires Board approval or legal authorization.
- All access and retrieval of footage will go through the District Secretary.

Notification

- Signage will be posted in monitored areas to inform individuals that video surveillance is in operation.
- Employees shall also be informed of the presence and purpose of surveillance systems.
- Live image feeds are not continuously monitored, and members should take appropriate precautions for their safety and the security of their personal property.

Data Security and Integrity

1. All recorded footage shall be stored on secure servers protected from unauthorized access, alteration, or deletion.
2. Any data breach, loss, or unauthorized access shall be reported immediately to the Fire Chief and the Board of Fire Commissioners.

Policy Review and Updates

This policy will be reviewed annually by the Board of Fire Commissioners and updated as needed to reflect changes in technology, law, or organizational needs.

This policy was adopted on December 29, 2025, and supersedes any previous version of this policy.

By order of the Board of Fire Commissioners, Endwell Fire District.

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ATTACHMENT #1:

Security Camera Placement

Station 1 – 3508 Country Club Road

Outside Cameras

1. CH04_Front Apron
2. CH05_South West Back Parking Lot
3. CH07_South East Entrance
4. CH17_West Driveway
5. CH19_East Front Entrance
6. CH23_West Front Entrance
7. CH25_ East Driveway
8. CH26_Dumpster
9. CH27_Back Parking Lot
10. CH28_Fuel & Generator
11. CH29_South West Entrance
    Community Room Entrance

Inside Cameras

12. CH02_Apparatus Floor Front
13. CH06_Gym
14. CH08_ Board Room
15. CH11_Gear
16. CH13_East Front Stairwell
17. CH14_District Office
18. CH16_Apparatus Floor
19. CH20_W Front Entrance Hallway
20. CH21_Water Gear
21. CH22_Bay 4
22. CH24_South East Stairwell
23. CH33_Equipment Room Hallway
24. CH34 _Chief Office Hallway
    Hallway outside Chief's Office

Basement Cameras

25. CH12_Community Room Kitchen
26. CH30_Community Room 2
27. CH09_Community Room 1
28. CH18_South West Hallway
    Community Room Entrance Hallway
29. CH15_Basement Hallway 1
    Old Generator Room Hallway
30. CH03_Basement Hallway 2
31. CH01_Basement Hallway 3
    Back Hallway – West Side
32. CH31_Community Room Hallway
33. CH35_Training Room

Station 2 – 1302 Davis Ave

34. CH01_Station 2 Front Apron
35. CH02_Station 2 Entrance
36. CH03_Station 2 Apparatus Floor Front
37. CH05_Station 2 Apparatus Floor Back

Station 3 – 438 Chrysler Road

38. CH01_Station 3 Entrance
39. CH02_Station 3 Parking Lot
40. CH03_Station 3 Apparatus Floor Back
41. CH05_Station 3 Front Apron
42. CH06_Station 3 Apparatus Floor Front