



MIAMI TOWNSHIP VIDEO AND AUDIO RECORDING POLICY

I. Purpose

This policy is to clarify the Township's policy as to video and audio recordings within the interior of buildings in which Township business is conducted. The purpose of this policy is to clarify that the Township Buildings, including but not limited to the Administration Building and Police Department Building, has a principal purpose of providing services to the public and for conducting governmental agency or department business. Citizens conducting governmental business with Miami Township related to matters, including but not limited to, real estate, tax, social services and police matters, have a reasonable expectation of privacy and confidentiality when addressing such matters with Miami Township. Additionally, Miami Township as a workplace exists to accomplish the business of the Township and as such, the Township has wide discretion and control over access to the township workplace in order to protect employees and avoid interruptions to the performance of the duties of its employees.

II. Prohibited Use of Audio and Video Recording devices

In furtherance of the purpose described above, use of any video or audio recording device for that purpose in any Township building is expressly prohibited, subject to the exceptions in Section III below.

III. Exceptions to the Use of Audio and Video Recording devices

This policy does not apply to any efforts to record Township Trustee meetings, Township Board of Zoning Appeals meetings, Township Zoning Commission meetings, or other similar public meetings or prescheduled media interviews. It does not apply to the use of video recordings by the Township for security of the building and this policy does not apply to law enforcement officials or staff while performing their official duties. This policy does not apply to the filming of private events in the community room, only, by the party who registered the use of the private room or their designee.

Furthermore, this policy does not apply to any appointed party or employee of Miami Township that is responsible for conducting an internal investigation of employee misconduct, misfeasance, malfeasance, or violations of any provision of the employment manual for Miami Township employees and must record interviews as part of that internal investigation or for any purpose consistent with the current collective bargaining agreement.

IV. Violations

Violators of this policy will first be advised of the policy and asked to stop all video and/or audio recording. If the individual(s) do not stop video and/or audio recording, such individual(s) will be asked to leave the interior of the Township building or if necessary, the police will be contacted to trespass the violators from the interior of the building.