



Security Camera Policy

Purpose

To aid in maintaining the safety and property of rink users and employees, Glacier Ice Rink operates a security system to monitor various locations in the facility, as well as rink access points and parking areas located on the Missoula County Fairgrounds property.

The security cameras provide a visual deterrent to crime, increase the rink's security measures and aid in the identification of people who commit a crime or breach our code of conduct policies. Cameras are not actively monitored and are viewed only upon a report of a crime or violation.

All information gathered from cameras is confidential and will only be used for official rink and/or law enforcement purposes. Misuse or unauthorized disclosure of security footage may be subject to disciplinary action.

Security System and Camera Locations

The security system was installed in 2022 by Automated Living, who is responsible for maintaining and repairing the system. The video monitor is in the storage area behind the locked office. The camera system is password protected, and footage is retained for 14 days due to system space constraints.

Glacier Ice Rink's Executive Director has a phone application that allows remote viewing/downloading of security footage if necessary. Surveillance is only conducted in public areas and not in private areas such as locker rooms or bathrooms. Cameras are installed in the following locations:

- Channel 1 Concession stand (views windows)
- Channel 2 Hallway of locker rooms 3 & 4
- Channel 3 Parking lot south of front doors
- Channel 4 Hallway to outdoor rink (locker room 2)
- Channel 5 Lobby of indoor rink
- Channel 6 Hallway to outdoor rink (locker room 1)
- Channel 7 Outdoor rink
- Channel 8 Maintenance area
- Channel 9 Skate shop (views windows)
- Channel 10 Outdoor stairs
- Channel 11 Butler room
- Channel 12 North parking area
- Channel 13 Back parking (outside Zam garage)
- Channel 14 Indoor rink benches (west door)
- Channel 15 Back parking area (referee entrance)

Viewing and Release of Footage

Only the Executive Director, or a designated representative, may review security camera footage.

If an individual suspects a crime has occurred, they must report the incident to the police. The rink will review footage upon request from law enforcement and provide copies as warranted. Rink personnel will not review footage as requested by an individual without documentation that a police report has been filed.

A rink manager may request footage if it pertains to an employee issue (e.g., theft, harassment, etc.) or an issue with patrons/players (e.g., on-ice incident). The Executive Director will review the footage first and determine if additional access to the footage is warranted.

Any identification of individuals in the footage will not be made public, unless deemed useful by law enforcement.