

Department of Environmental Services CITY OF ROCHESTER, NEW YORK	EFFECTIVE DATE JANUARY 3, 2022	PAGE NO. 1 of 1
Executive Sponsor Richard Perrin, Commissioner of DES	REVISION DATE	REVIEWED DATE
POLICY / STANDARDS / GUIDELINES Recording and Photography in City Facilities		

1 PURPOSE AND BENEFITS OF THE POLICY

This policy is promulgated to establish the circumstances under which still photography and video or audio recording may take place within facilities owned and controlled by the City of Rochester.

2 SCOPE OF THE POLICY

This policy applies to all buildings and indoor facilities owned and controlled by the City of Rochester.

3 POLICY STATEMENT

Filming, video recording and audio recording shall be allowed in any building or other indoor facility owned and controlled by the City of Rochester, including Rochester City Hall, **only with the express invitation or permission** of the Mayor, the Deputy Mayor, the Corporation Counsel, the City Clerk, the Director of Communications or the Superintendent of Security. Such permission may limit recording to specified areas, times or events. Additionally, still photos may only be taken in publicly accessible common areas of the building and not in or into any work spaces (even if the public is allowed in those work spaces).

Requests for permission to record in City facilities shall be made in the first instance to the Communications Director. If the Communications Director is unavailable, the request shall be made to the Superintendent of Security.

The following factors shall be considered in deciding whether to grant permission to record:

1. The potential for disruption to, or incompatibility or interference with, the efficient operation of government;
2. The impact on workplace and safety and security;
3. The risk of exposure of sensitive or confidential information or other material;
4. The degree of potential burden upon City resources.

Permission may be conditioned upon compliance with any special requirements imposed to address the foregoing considerations.

4 POLICY COMPLIANCE

This policy shall be subject to periodic review to ensure relevancy and legal compliance.