

Lehman

A Crime Fighting Initiative

Lookout



SURVEILLANCE CAMERA REGISTRATION FORM

LOCATION DETAILS

Is your system located at a residence or commercial/business establishment? (circle one)

RESIDENTIAL

COMMERCIAL/BUSINESS

Homeowner or Business Name: _____

Full Street Address: _____

Recording Period: (circle one) **MOTION** **24/7** **BUSINESS HOURS**

Types of Cameras: (circle one) **INTERIOR** **EXTERIOR** **BOTH**

Are your images saved and stored on a DVR or recording device: (circle one) **YES** **NO**

How long is your data stored (i.e. 24 hours, one week, 30 days): _____

Describe areas recorded (i.e. street view, front yard, parking lot, etc.): _____

CONTACT INFORMATION

Primary Contact for Camera: _____

Email: _____ Phone: _____

Secondary Contact for Camera: _____

Email: _____ Phone: _____

Are the cameras monitored by a security company: (circle one) **YES** **NO**

In the event that the Lehman Township Police Department needs access to your recording to investigate a crime, would you allow access to the recording? (Circle one) **YES** **NO**

Comments/Notes: _____

The Lehman Township Police Department thanks you for voluntarily providing your private security camera details. Please return this completed form to LTPD or by faxing to 570-675-4939 or via email to LehmanLookout@LehmanTwp.com. You may terminate your registration at any time by notifying the Lehman Township Police Department in writing.

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REGISTRATION FORM SUBMISSION DIRECTIONS.

Fill out the Registration Form.

1. The Registration Form can be found on our website at LehmanTwp.com/LehmanLookout;
2. By stopping at the Township Municipal Offices during regular business hours.

Submit the Form.

1. Submit directly on the Website. To do this, please follow the submission directions on the website.
2. Download the PDF. Print and return to the Police Department. This can be done by one of the following:
 - a. Submit via Email. Create a new email to LehmanLookout@LehmanTwp.com and attach the PDF file.
 - b. Submit via Fax to 570-675-4939.
 - c. Submit to the Township Municipal Offices during regular business hours.

CAMERA REGISTRATION POLICY & TERMS

Online Surveillance Camera Policy

Registration in the *Lehman Lookout* program is voluntary and there is no cost associated with registration. Registering your information DOES NOT provide the Lehman Township Police Department with direct access to your camera. You may terminate your registration at any time by notifying the Lehman Township Police Department. An individual's personal information will be kept confidential by the Township unless subject to disclosure by court order. Your information will be accessed by law enforcement personnel who are investigating a crime in the vicinity of where your camera is located.

You will only be contacted by the Lehman Township Police Department in the future if there is a criminal incident in the vicinity of your security camera. Police personnel, if necessary, may request a copy of any video captured by your camera, which may assist in the investigation of a crime.

Terms of Use

The goal of the program is to deter crime and promote public safety through collaboration between the Lehman Township Police Department and the community we serve. Accordingly, all registrants agree to the following terms and conditions:

- Any footage containing or related to criminal activity may be collected by the Lehman Township Police Department for use as evidence during any stage of a criminal proceeding.
- Under no circumstances shall registrants construe that they are acting as an agent and/or employee of the Township of Lehman and/or the Lehman Township Police Department through the program.
- If necessary, the Lehman Township Police Department will contact you directly, using the information provided on the registration, to request the appropriate video surveillance footage.

By submitting a registration, the camera registrant understands and agrees to the above policy and terms of use.