

Administrative Polices and Procedures			
SUBJECT: Consent to Photograph or Videotape			IS 13.11
Effective Date: 15 April 2005	Revision Date:	Revision #:	Page: 1 of 1
Authority: Town Manager		Information Systems Director:	
Revises Policy:			

I. PURPOSE

The purpose of the Consent to Photograph or Videotape is to provide notification to employees and/or other persons that from time to time the Town may take photos or videotape footage and may publish these images on the Town's website, print publications, or other media as deemed appropriate by the Town.

II. SCOPE

This policy applies to all Town employees, full-time, part-time, contract or otherwise and Town volunteers who use Town resources.

III. POLICY

Signing this policy designates the employee's or other person's consent for the Town use personal images at the Town's discretion. Consent is voluntary: an employee or other person may elect to not provide this consent. Lack of consent will result in the employee's or other person's image not being used in Town published media.

IV. DEFINITIONS

Photograph: An image, especially a positive print, recorded by a camera and reproduced on a photosensitive surface.

Video Recording: A magnetic media used to record visual images and associated sound for subsequent playback or broadcasting.

V. PROCEDURES

I, _____, (Print name)

voluntarily consent do NOT consent (Check one box only)

to having photographs or video recordings taken of me by the Town of Jupiter. I also consent to the use of and release of such photographs or video recordings at the discretion of the Town of Jupiter including release to the news media.

I hereby release the Town of Jupiter, elected and appointed officials, employees, agents or any other persons participating in the recording of said media from any and all liability, claims, damages, actions or causes of action which videos, my name or description of my personal images. I waive any right to inspect or approve the finished product, including written copy or narration which may be created in connection therewith.

Releaser's Signature

Date:

