



**TOWN OF JUPITER
TOWN MANAGER'S OFFICE**

DATE: April 26, 2005
TO: All Town Employees
FROM: Andrew D. Lukasik, Town Manager
SUBJECT: Consent to Photograph or Video

Information Systems and all Department Web Authors are currently revitalizing our Town website. We have a number of very exciting plans for a new look and navigation on our site and a number of new applications that our citizens, businesses, and visitors will be able to take advantage of through our site. One new idea is to begin to use more photographs of employees on the job to let our citizens and visitors see the types of things that we do for them every day. We will be placing photos of employees in our web banners as well as featuring many of you on individual department pages. In the future we hope to be able to deliver streaming video content for Public Service Announcements (PSA's) and educational content, i.e. hurricane information, for our citizens.

Prior to posting images of staff on our site we want to do the responsible thing by asking your permission to use photos and videos of you while on the job and at Town events. Attached is a new policy that all employees are being requested to sign which authorizes the Town to use your image on Town sponsored media. This consent is strictly voluntary although we'd like to have 100% participation. If you are willing to help us out by allowing us to use photos and video of you at work or at Town functions please indicate by checking the "voluntarily consent" box. If you prefer not to consent please check the "do NOT" consent box. Please sign the attached and return to Human Resources via their drop boxes by May 6, 2005. Each department will be provided a list of employees who have consented to having their photos/video images used so that your wishes can be honored; however, if you do see a shutterbug on the job, please remind him/her that you didn't consent and ask them to allow you step out of the picture.

Thank you for your consideration and participation in our project. If you have any questions please feel free to call Melinda Miller in I.S. or your departmental web author.

Administrative Polices and Procedures			
SUBJECT: Consent to Photograph or Videotape			IS 13.40
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:

