



Policy For Taking Photographs For Assessment Purposes

To eliminate public confusion, and promote public safety, when properties are being photographed for the city database by employees in the City Assessor's office, the following policy will be followed.

- 1) Pictures will be taken only when a city vehicle is driven – which has the City of Marshfield Assessor signs on the front doors. This vehicle is used for most of the field reviews with rare exceptions.
- 2) Pictures are not taken from private vehicles.
- 3) Pictures of residential property are not taken if there are any people (toddlers, teenagers, older folks, etc.) in the view.
- 4) When people inadvertently step into an image, they are cropped from the picture, or the image is retaken.
- 5) Employees are to Inform people what we are doing if they ask, making sure to tell them they can verify this by telephoning the assessor's office.
- 6) Photos should be taken during normal office hours: 8:00 a.m. to 5:00 p.m. When a special need arises, such as updating a high traffic area (e.g. the downtown), pictures may be taken earlier in the morning when traffic and/or parked vehicles don't interfere with the images. The police department will be notified of these occurrences.
- 7) Avoid taking pictures that may be embarrassing to the homeowner/renter, i.e. personal laundry items in the picture.
- 8) Try to exclude parked on-site vehicles from the images, especially the license plate area.