



VIDEO SURVEILLANCE POLICY

Objective:

The purpose of this policy is to set forth Boys & Girls Clubs of the Midlands' policy and procedures for use and authorization of video surveillance.

Purpose:

The Boys and Girls Clubs of the Midlands (BGCM) Board of Directors authorizes the use of video cameras for the purposes of ensuring the safety, health, and welfare of Club members, staff and visitors, safeguarding BGCM facilities and equipment, and maintaining a safe environment.

Placement:

Video cameras and similar devices are authorized to be used on BGCM facilities, vehicles, and other places within the control of BGCM. The locations in which the devices will be placed and the times the devices will be in use are to be determined by the BGCM President/CEO and COO consistent with the purposes set forth in this Policy. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms.

Notice:

Notice of the fact that video surveillance cameras are being utilized shall be given through appropriate mechanisms, such as by posting signs in the building entry and other locations and by including a notice in the Parent and Staff handbooks.

Viewing Monitors and Video Recordings:

Monitors used to view video recordings are to be located and positioned, such that only authorized personnel are able to see the images on the monitors. Only authorized personnel shall be allowed to view recorded video.

- Authorized personnel for these purposes are: the BGCM President/CEO, COO, Operations Director, Club Directors, Club staff members with a direct involvement with the recorded contents of the specific video recording, and employees responsible for the technical operations of the system (for technical purposes only).
- BGCM staff may allow law enforcement officers to view monitors and recorded video when such is consistent with Club security and discipline and consistent with law. Club members shall not be permitted to view the monitors. Club parents shall not be permitted to view recorded video without prior approval from the COO.



Use of Video Recordings:

Video records may be used as a basis for Club member or employee disciplinary action and for making reports to law enforcement. Copies will be provided to law enforcement or other authorities having jurisdiction after a subpoena is issued. Provided, when imminent public safety is involved, the BGCM President/CEO may waive the subpoena requirement after consultation with and approval by a majority email vote of the BGCM Executive Board.

Video Recordings as Confidential Records:

Video recordings will be maintained as confidential records to the extent provided for by law.

Maintaining Video Recordings:

BGCM shall comply with all applicable state and federal laws related to record maintenance and retention of video recordings. Video recordings that contain personal information shall be securely stored, and when such recordings are no longer needed or required to be maintained, shall be properly disposed of or erased.

Maintaining the Integrity of the Video Surveillance System:

Club Directors shall be responsible for periodically checking the video surveillance system within their building to ensure it is operating properly. Club members or staff who vandalize, damage, disable, or render inoperable surveillance cameras or equipment, or use the video surveillance system in a manner that is not consistent with the purposes set forth in this Policy, shall be subject to appropriate disciplinary action (up to and including expulsion, for a Club member, and termination, for a staff member) and referral to appropriate law enforcement authorities.

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| DEPARTMENT: | Human Resources | POLICY TITLE: | Video Surveillance Policy |
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