



## Use of Security Cameras and Surveillance in ESD 105

### Seedlings Facilities

#### Policy 410

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**Policy:** Security cameras are installed in ESD 105 Head Start centers for the safety and welfare of children, staff, and visitors of the facility as a component of school safety and risk management.

#### Signage and Notification

Signage will be posted at major public entrances to ESD 105 Seedlings ELC buildings that notify the public of the agency's use of security cameras.

#### A. Video Monitoring, Viewing, and Recording

1. The security camera system may be in operation and may be monitored by authorized personnel.
2. Real-time security camera footage may be viewed by authorized personnel or authorized individuals.
3. Video recordings shall be viewed only by authorized personnel.
4. Authorized personnel may use their discretion in allowing another person to view a recording if such viewing will aid in the content of an investigation.
5. The audio record function will not be activated on the cameras and audio will not be recorded.
6. Cameras will surveil the outdoor premises, including entries and exits.
7. Cameras will surveil all indoor areas where services occur to children and families, even when such spaces have multi-use purposes, such as a gym.
8. Security cameras will not be placed in areas where there is a reasonable expectation of privacy such as restrooms and assigned staff offices.

#### B. Data Storage and Sharing

1. All video recordings are stored electronically. Recordings will be saved for up to 30 days and appropriately deleted after 30 days unless a specific recording is a part of an agency or law enforcement investigation.
2. Authorized district personnel may use information obtained through security cameras for investigations, security, or law enforcement purposes.
3. Security camera video recordings are the sole property of ESD 105.
4. The release of such videos will occur only pursuant to applicable policy or laws.
5. Visual surveillance may occur in Head Start facilities and such recordings could be used as evidence against an individual in an appropriate disciplinary action or for referral to law enforcement.

6. Video recordings will be stored in a manner that will prevent tampering. Authorized district personnel will not alter, tamper, or delete recordings in a manner inconsistent with this policy.

### **C. Authorized Personnel**

1. Determination of authorized personnel may be made by any of the following personnel at ESD 105: Superintendent, Deputy Superintendent, Chief Financial Officer, Executive Director of Early Learning/Migrant Education, and/or Head Start Director at ESD 105.
2. Authorized personnel will include the following: ESD 105 Head Start Information Systems Professional, ESD 105 Safety Professional, and other ESD 105 personnel as determined by authorized personnel noted above in C.1.
3. Requests for copies of video surveillance recording received by the Head Start centers from any person or entity (including current or former employees) who has not been authorized to access such recordings, should be immediately forwarded to the ESD 105 Superintendent or designee.
4. Requests for video surveillance recordings that involve or are related to potential employee misconduct, including those requested by current or former employees or law enforcement should also be forwarded to the ESD 105 Human Resource Department or Contracted Partners for review.
5. A video recording or image of a staff member that may be used in a personnel action is subject to the laws and regulations regarding school personnel actions, including an employee's right to comment on derogatory information placed in his/her file.

### **D. No Guarantee of Recording, Monitoring, or Quality**

1. By this policy, the district does not guarantee that every school or district interior, parking lot, general grounds, or building will be equipped with a security camera. It also does not guarantee that a security camera in a specific area will be in operation or monitored at a specific time; or that a security camera resolution will record sufficient images to capture in clarity all circumstances.

### **E. Law Enforcement:**

1. In the event of a crisis, live security camera footage may be viewed by law enforcement.
2. In the event of a request by law enforcement, the district will provide a request recording pursuant to applicable laws.

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