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**BOYS & GIRLS CLUB  
OF WESTERN LANE COUNTY**

**CHILD SAFETY**

**AUDIO & VIDEO SURVEILLANCE POLICY**

<b>CATEGORY:</b> Child Safety	<b>APPROVED:</b> NOVEMBER 22, 2022
<b>APPROVING AUTHORITY:</b> BGCWLC Board of Directors	<b>LAST UPDATE:</b> June 14, 2022
<b>CONTACT:</b> BGCWLC CEO	<b>NEXT REVIEW:</b> November 23, 2023

## **Audio & Video Surveillance Policy**

The Boys & Girls Clubs of Western Lane County (Club) recognizes that safety is a top priority. Audio & video surveillance is utilized in and around the Club facility and on Club property. Surveillance is done in accordance with applicable laws. Surveillance equipment may be in operation 24 hours a day on a year-round basis, whether or not the Club is open, or the facilities or buildings are in use. The Club will notify Club members, parents/guardians, staff, and the public that surveillance systems are present by signs prominently displayed in appropriate locations throughout the facilities and grounds. Surveillance is not permitted in areas where there is a reasonable expectation of privacy, such as restrooms and locker rooms. A copy of this policy will be shared with any Club member, parent/guardian, or staff member upon request.

### **Surveillance Data Access & Storage**

- The use of surveillance equipment on Club grounds is supervised by the CEO. Monitors are not in an area that enables public access.
- Live feed is randomly monitored and access to images and recorded data is limited to authorized staff. Only the CEO can authorize the download or export of surveillance data.
- All surveillance data is recorded and stored digitally. Recorded data is private and secure.
  - Recordings shall be kept for approximately 30 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. The latter shall be retained for one year after the incident or until such time as any legal matters pertaining to the recordings have been resolved. The storage media shall be kept on a secured computer.
  - In situations involving banned parents/guardians, former employees, visitors, stored still images may be shared with staff.
- Surveillance data may be used as evidence that a Club member, parent/guardian, staff member, or other person has engaged in behavior that violates state or local law, policies, and/or Club rules.
- Surveillance data may not to be used directly or indirectly to identify the activities of individual Club members except as viewed in relation to a specific event or suspected criminal activity, suspected violation of Club policy, rules, or incidents.
- The Teen Center Site Director and the CEO will review live feed or surveillance recordings as needed using the Camera Review Checklist found at the end of this policy.

### **Unauthorized Access And/Or Disclosure**

- No unauthorized recordings of surveillance data through cell phones, portable devices, or other means are permitted. Anyone who becomes aware of unauthorized disclosure of surveillance data and/or a potential privacy breach has a responsibility to immediately inform the CEO.
- Staff is prohibited from unauthorized use, tampering with, or otherwise interfering with surveillance equipment or recordings. Staff are prohibited from accessing surveillance recordings outside the scope of their position without the permission of the CEO and/or Board President. Violations will be subject to disciplinary action that may include, but not limited to, written reprimand, suspension, demotion, dismissal, and/or referral to the Oregon Justice Department.
- Recordings are the property of the Club and may be reproduced only in accordance with applicable law and policy.

# CAMERA REVIEW CHECKLIST

Camera Reviewed:	Date:	Time:
Completed By:		

Observed (1), Not Observed (2), N/A

<b>TEEN CENTER</b>	<b>1</b>	<b>2</b>	<b>N/A</b>	<b>CORRECTIVE ACTIONS</b>
Staff observed actively supervising youth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bathroom procedure is followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff are only using personal electronic devices for Club activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff and/or member interactions are appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervising staff not engaging in ancillary duties, such as lesson planning, paperwork.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff ensure ratio compliance is met 1:15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rule of 3 compliance is met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff have line of sight of potential blind spots.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	