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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> December 18, 2024
<b>APPROVING AUTHORITY:</b> BGCWLC Board of Directors	<b>LAST UPDATE:</b> November 13, 2024
<b>CONTACT:</b> BGCWLC CEO	<b>NEXT REVIEW:</b> November 7, 2024

## **Audio & Video Surveillance Policy**

The Boys & Girls Club of Western Lane County (Club) recognizes that safety is a top priority. Audio & video surveillance is utilized in and around the Administrative Office and Teen Center. Surveillance is done in accordance with applicable laws. Surveillance equipment may be in operation 24 hours a day on a year-round basis, whether the facilities or buildings are open or closed. The Club will notify members, parents/guardians, staff, volunteers, board members, 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. A copy of this policy will be shared upon request.

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

The use of surveillance equipment is supervised by the CEO and only they can authorize the downloading of data.

All surveillance data is recorded and stored digitally in a secure manner. Data should 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.

Surveillance data may not be used directly or indirectly to identify the activities of individuals except as viewed in relation to a specific event or suspected criminal activity, suspected violation of Club policy, rules, or incidents.

Surveillance data may be used as evidence that someone has engaged in behavior that violates state or local law, policies, and/or Club rules. Situations involving banned parents/guardians, former employees, visitors, may be shared with staff if needed.

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 are 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.

# **CAMERA REVIEW CHECKLIST**

Camera Reviewed:	Date:	Time:
Completed By:		

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

TEEN CENTER	1	2	N/A	CORRECTIVE ACTIONS
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"/>	