



Human Resource Policy Manual

Subject: Video Surveillance Policy

HR Policy: 320

Board of Directors Approval: 7/07/11

MSHS Policy Council Approval: 7/07/11

HS/EHS Policy Council Approval: 6/23/11

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1.0 POLICY

It is the policy of TMC to utilize video surveillance to assist TMC in promoting safety and security on some TMC properties and/or facilities for the benefit of not only its employees, but all children, volunteers and visitors. Therefore, you are advised that you will be subject to video surveillance while on TMC properties and/or facilities. All employees and persons that are on, or about TMC properties and/or facilities, will be subject to the terms and provisions of this Policy. The Policy is set for the below.

2.0 PURPOSE

This policy provides detailed direction concerning the context, procedures and protocols within which TMC installs and operates surveillance cameras. By no means should this policy be construed to represent that video surveillance will be located on all TMC properties. This policy applies only to those TMC properties within which video surveillance equipment has been installed, and is in operation.

3.0 SCOPE

This policy applies to all types of camera surveillance systems, surveillance monitors and camera recording devices that are used for security purposes at TMC owned and leased properties.

4.0 JUSTIFICATION

TMC recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of TMC employees, volunteers, children, visitors, parents, Board Members, and property. Proper video surveillance, where deemed necessary, is



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one of the most effective means of helping to keep TMC facilities and properties operating in a safe and secure manner.

5.0 SPECIFIC DIRECTIVES

- 5.1** TMC Board Members have authorized the use of video devices on TMC properties to ensure the health, welfare, and safety of all children, employees, volunteers, parents, Board Members and visitors to TMC properties and to safeguard TMC buildings, grounds and equipment. TMC will decide the appropriate locations for surveillance devices based upon availability of funds and the priority of the center(s). Placement of the video surveillance equipment will be based on the presumptive belief that children, parents, staff, employees, volunteers and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view.
- 5.2** Signs may be posted on buildings to notify children, employees, volunteers, parents, Board Members and visitors that video cameras may be in use. In addition, employees and volunteers will be notified of the use of surveillance equipment.
- 5.3** Due to limited recording capacity, or differing types of video surveillance equipment at TMC facilities, and/or the availability or unavailability of funds to purchase recording and/or surveillance equipment. TMC may not have access to surveillance equipment and/or recordings. These limitations may vary and may provide for the capacity to retain data for a period of between seven (7) to thirty (30) days. In addition, TMC will retain copies of video recordings properly requested until the issue that brought about the request is concluded or otherwise resolved.



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- 5.4** The TMC President/CEO, or his/her designee, may review recordings in his/her discretion. All requests for viewing of recordings must be approved by the President/CEO. When a request is made to review video, a hard copy will be extracted and placed on reserve until the President/CEO authorizes release. The President/CEO will determine if an individual requesting to review the recording is considered authorized pursuant to federal and state law, and this policy. The President/CEO, or designee, will be responsible for maintaining a log of the date and names of all individuals who view a recording.
- 5.5** If access to a video surveillance record is required for the purpose of law enforcement, subpoena, or court order, TMC will contact the corporate attorney before releasing any information so requested. Under no circumstance will any video recordings be released to any entity without the express consent of the President/CEO or designee. When recorded images from cameras must be viewed for law enforcement, investigative reasons or other approved purposes, this must only be undertaken through approval of the President/CEO, or designee, and in a private, controlled area that is not accessible to other staff and/or visitors. The viewing will be supervised by the TMC President/CEO or designee.
- 5.6** Any TMC employee, who becomes aware of any unauthorized disclosure of a video record in contravention of this policy, and/or a potential privacy breach, has a responsibility to ensure that the President/CEO is immediately informed of the breach. A breach of this policy may result in disciplinary action up to and including termination of employment.