

MARKLUND
HUMAN RESOURCE POLICY AND PROCEDURE

POLICY No: 3.3.11

SUBJECT: VIDEO SURVEILLANCE POLICY

DEPARTMENTS AFFECTED: ALL

APPROVED BY:Ldrship 5-9-2012

ISSUED: 5-9-2012

REVISED:

EFFECTIVE DATE: 6-01-12

PURPOSE: This policy provides detailed direction concerning the context, procedures, and protocols within which Marklund installs and operates security cameras.

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

PROCEDURE:

1. Scope

This policy applies to the camera security system, which includes the cameras, monitors and recording devices that are used for security purposes at any Marklund facility.

2. Justification

Marklund recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of Marklund clients, employees, volunteers, visitors, parents, and property. Proper video surveillance, where deemed necessary, is considered one of the most effective means of helping to keep Marklund facilities and properties operating in a safe and secure manner.

3. Specific Directives

- a. Placement of video surveillance equipment will be based on the presumptive belief that clients, parents, staff, employees, and visitors have no reasonable expectation of privacy in common areas or while outside of buildings on Marklund properties.
- b. Signs will be posted at entrances and inside facilities to notify clients, employees, volunteers, parents, and visitors that video cameras will be in use.
- c. Immediate access to surveillance footage is limited to the following positions
President/CEO – Full access to all locations
Director of Facility Services – Full access to all locations
Director of Adult Services – Limited access to their facilities
Director of Children's Services – Limited access to their facilities

- d. 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 facility will maintain a log of the date and names of all individuals who view a recording.
- e. If access to a video surveillance record is required for the purpose of law enforcement, subpoena, or court order, Marklund will contact the corporate attorney before releasing any information so requested. Under no circumstance will any video recording 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, including but not limited to verification to implement developmental action, 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 Marklund President/CEO or designee. In the case of developmental action, the employee involved would be granted access to view the video tape as it relates to the cause for developmental action.

SIGNATURE PAGE

I have read and understand the guidelines listed above that pertain to GP: 3.3.11 Video Surveillance and I accept those guidelines.

Signature of Employee

Date

Printed Name