

Video Surveillance Policy

Video surveillance is implemented in PACT classrooms and at entrances to the centers, and is beginning to be installed on buses to provide a safe and secure environment for children, staff and parents.

Video surveillance cameras are not used in areas where children and staff would have an expectation of privacy, such as the restrooms.

Procedures:

The video surveillance systems are capable of being monitored remotely by appropriate managerial staff, as assigned by the Executive Director. Video may be viewed by managers on a periodic basis or in response to a specific incident, but will not be monitored on a continuous basis.

All cameras are capable of having their video stored on a recording system for up to 30 days. PACT for West Central Illinois is responsible for the management of the video system and has exclusive control of the release of video recordings produced by this system.

Recorded video is NOT made directly available to staff, parents, building leaseholders, or the general public. In the event that a reportable incident occurs, the Executive Director and appropriate staff will review the recorded video and make a determination if any video relevant to the incident is available. The video will be used by managers to investigate and resolve the reported incident.

Requests to provide video recordings directly to staff, parents, leaseholders or outside parties will not be accommodated until legal guidance is provided. If an employee becomes aware of a request to view data, they should contact the Executive Director immediately. If an incident warrants a criminal or Department of Children and Family Services investigation and if relevant video is available, a permanent video clip of the incident may be produced and made available to the appropriate party. All requests for video recordings by law enforcement agencies shall be coordinated through PACT's attorney.

All recorded data clips will be dated and labeled. A log will be kept to include all parties who reviewed the clip and the names and signature of person(s) to whom the material is disclosed. Video clips which could become evidence in civil or criminal proceedings are kept indefinitely unless other direction is given by the agency's attorney.

This policy is available to employees and families through the Standard Operating Procedures Manual and the Parent Handbook.

Surveillance notification signs will be posted in the center for the general public.