



Workplace Surveillance Policy

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Policy Statement

The Club and LTUSD have camera surveillance systems at the Angel of Tahoe and adjacent buildings to protect employees and members. The cameras record 24/7 and are located in non-private areas, including classrooms, the MPR, hallways, and other key locations.

The cameras are used by the administration team and the school district to survey Club programs and other activities. Camera footage may be reviewed when an incident or accident occurs to help determine what, when, how, and why. The administration team may also share footage with staff as a teaching aid or when discussing an incident or accident. Footage or stills from the footage may also be made available to authorities or law enforcement as evidence, or provided to parents, if an incident or the consequence following an incident is disputed.

Employees are prohibited from using cameras or any other visual recording devices in confidential meetings or other private areas to maintain privacy, and to protect private or proprietary Club information. Secret recordings in conversations or meetings are prohibited and consent from all attendees involved must be obtained.

Reason for Policy

California law prohibits monitoring employees without their knowledge and consent (AB 1651). This policy is to inform employees how and why the Boys & Girls Club of Lake Tahoe legally uses camera surveillance to be a more effective organization.

Cameras are for the safety and protection of employees and Club members. They are useful when an employee has not observed an incident and members' accounts differ. Camera surveillance has decreased frivolous claims against staff and helped solve petty crimes around the Club. The footage also provides "teachable moments" for staff training and professional development opportunities.

Who Should Read This Policy

All staff and volunteers (read and sign below)

Resources

CA Assembly Bill 1651: Worker rights: Workplace Technology Accountability Act
https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB1651

Definitions

"Monitoring" and "cameras" covers any visual and audio recording devices, including but



not limited to, cellular phones, cameras, video cameras, tablets, phone conversations, and camera surveillance systems.

“Private areas” where surveillance is prohibited include areas where someone would expect privacy, such as a restroom or changing area.

The Policy

The Club and LTUSD have a camera surveillance system at the Angel of Tahoe and adjacent buildings to protect employees and members. The cameras record 24/7 and are located in non-private areas, including classrooms, the MPR, hallways, and other key locations.

All staff, volunteers, members, and members’ parents or guardians are informed of this camera surveillance system. Agreeing to membership, employment, or volunteership at the Club is also taken as an agreement by all individuals to be recorded by the camera surveillance system. Any person who enters the building, including staff, volunteers, members, members’ parents or guardians, and the general public may be filmed and agrees to be filmed upon entering the building.

The administration team and the school district use the surveillance system to survey Club programs and other activities. Camera footage may be reviewed when an incident or accident occurs to help determine what, when, how, and why. It can help when statements differ or be an aid to resolve an incident. The administration team may also share footage with staff as a teaching aid or when discussing an incident or accident.

All camera footage is stored securely in the cloud for approximately one month and is only accessible by the administration team. Any footage that must be kept for a longer period of time will be kept securely in a separate file in the cloud storage. Footage is never downloaded and is not available to staff or parents for personal use. If a major event or incident occurs, law enforcement may be provided remote access to the Club’s camera system and may request copies of camera footage for any legal investigations or other purposes. If an accident or incident occurs that involves a member, parents or guardians may request to review the footage. The footage must be viewed at the Angel of Tahoe building with administration staff present.

Employees are prohibited from using cameras or any other visual recording devices in confidential meetings or other private areas to maintain privacy, and protect private or proprietary Club information. Secret recordings in conversations or meetings are prohibited and consent from all attendees involved must be obtained.

Policy Agreement

I have read and agreed to adhere to the Club’s Workplace Surveillance Policy.



BOYS & GIRLS CLUB
OF LAKE TAHOE

PRINT NAME

SIGNATURE

DATE