

**DATE:** December 4, 2025

**MEMO TO:** Gina Roberts, Chair  
Finance Committee

**FROM:** Mary E. Kann  
Director of Administration

**RECOMMENDATION:** Approve an amendment to the Procedures Section of the District’s Personnel Policy 11.13 – Video Surveillance.

**STRATEGIC DIRECTION SUPPORTED:** Leadership

**FINANCIAL DATA:** There is no direct financial impact.

**BACKGROUND:** The position of Electrician/HVAC Crew Chief is responsible for the installation and maintenance of the District’s security cameras. As part of this work, the position may have access to live video surveillance images. This position was not originally included in the authorized list of positions to view security images, which was an oversight given the position’s scope of work. Therefore, it is the recommendation of staff that the Procedures Section of the District’s Personnel Policies & Procedures 11.13 – Video Surveillance be amended to add “Electrician/ HVAC Crew Chief.”

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Finance, Deputy Director of Human Resources & Risk, Manager of Board Operations, Corporate Counsel.

**MOTION:** Motion to approve amendment to the Procedures Section of the District’s Personnel Policy 11.13 – Video Surveillance in the forms attached to staff’s memo dated December 4, 2025.

**APPROVAL:**

Date: \_\_\_\_\_  Roll Call Vote: Ayes: \_\_\_\_ Nays: \_\_\_\_  
 Voice Vote Majority Ayes; Nays: \_\_\_\_



## 11.13 Video Surveillance

*Effective Date: January 18, 2023*

*[Revision Date: December 4, 2025](#)*

### **Procedure**

#### Surveillance Placement and Guidelines

Surveillance devices will be used in various areas on District property, including but not limited to parking lots, entrances, reception areas, lobbies and entrance gates. Cameras will not be installed in areas of the District where individuals have a reasonable expectation of privacy, such as restrooms, shower areas, locker and changing rooms, and private offices. Audio recordings are prohibited. Any person who tampers with or destroys surveillance equipment will be subject to criminal prosecution and fines imposed by the District in accordance with federal and state law and District policies and ordinances.

#### Use of and Access to Security Camera Recording

District staff will determine the procedure of when and how to monitor surveillance feeds and exercise discretion to balance monitoring any video feeds with other assigned duties in the interests of time, safety, and efficiency. While the District maintains discretion concerning when to use and monitor video feeds, the surveillance system is not used or intended to be used for 24/7 live time monitoring. Information obtained through surveillance monitoring may be used for, but not limited to, safety, security, compliance with federal and state law, compliance with District policies and procedures, or for law enforcement purposes.

An investigation may be initiated should monitoring reveal activity that violates any District policy, ordinances or violates any other state, or federal law.

Monitoring of individuals based on characteristics of race, gender, sexual orientation, disability, or other protected class is prohibited.

Surveillance records are considered confidential and are secured in a controlled area and/or password protected. Access to live feeds and recordings is available to Department Directors, Human Resource staff, Information Technology staff, [the Electrician/HVAC Crew Chief](#) and Public Safety staff only. District personnel are prohibited from using or disseminating information acquired from District security cameras, except for official District purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official District and law enforcement purposes unless otherwise required by law.

#### Storage and Retention of Security Camera Recordings



The District will store all surveillance records in a secure location with access by authorized personnel only. If necessary, a copy shall be made of a recording. No attempt shall be made to alter any part of any original surveillance recording. Surveillance records will be retained subject to applicable maintenance and retention standards.