



Video Monitoring Policy

Video monitoring may be used for purposes relating to safety of individuals and security of buildings and property. Therefore, video monitoring may be used to monitor exterior and interior areas of Central Aroostook Association property where there is no reasonable expectation of privacy. This policy only applies to video monitoring activities necessary to enhance the security and safety of people and property on premises. This policy has been created in accordance with the Guidelines for Using Video Monitoring Cameras in Public Places and FERPA/HIPAA.

Policy Statement: Video monitoring of Central Aroostook Association premises will be conducted in a professional, ethical and legal manner, in accordance with the following principles:

- a) Video monitoring must be conducted in accordance with the laws of the State of Maine;
- b) Video monitoring will be used only where it is demonstrably necessary for the purposes of enhancing the safety of persons, or for teaching purposes;
- c) Video monitoring will be used only by Central Aroostook Association employees authorized by the Director;
- d) Appropriate signs and notice of video monitoring must be posted outside the main entrance to each building subject to video monitoring;
- e) Employees and video service provider(s) will have access to information collected through video monitoring only where necessary in the performance of their duties and in accordance with the provisions of this Policy;
- f) Employees and video service providers who may require access to information collected through video monitoring will be provided proper training. Any employee who knowingly or deliberately breaches this policy will be subject to discipline up to and including termination. Failure of a video service provider to comply with this policy will constitute breach of contract and may result in termination of contract and legal action.
- g) The recording medium must be handled in a manner that maintains the integrity and security of the recorded information;
- h) All recorded information shall be destroyed on a loop based upon system memory resources unless the Central Aroostook Association is provided with notice of the need to preserve recorded information before the information is destroyed;
- i) Reception equipment locations and operation shall be limited to visual and/or audio access of areas where there is no reasonable expectation of privacy.;
- j) When video monitoring footage is being displayed by authorized employees on a video monitor, the monitors will be in a position that cannot be viewed by others;
- k) The video monitoring system will be subject to periodic audit by the Executive Director;
- l) Requests to view video monitoring by those not employed by Central Aroostook Association will be limited to parents/guardians of enrolled individuals, healthcare professionals and law enforcement, with the appropriate signed releases. The request will need to be made in writing by the potential viewer. The Central Aroostook Association Executive Director will determine if request is denied or approved. If approved, footage will be provided in a timely manner.



Present Locations of Video Monitoring (Subject to Change): The classrooms at the Opportunity Training Center have video monitoring. There is also video monitoring in the hallway, gym, kitchen, transition room and quiet room. The quiet and transition rooms have audio monitoring as well. Adult Services has video monitoring in the hallway and sunroom at 29 Lombard and in the hallway at 21 Lombard. If parents/guardians would like to see any of the items captured on the video monitoring system, they are to formally request this in writing to the Executive Director and will include the date and time they wish to review the video, as well as the reason for viewing. Any incident involving another individual that could be considered an educational record will not be shown, as it could be considered a violation of confidentiality. Any incident involving only their son/daughter will be approved for reviewing, fully realizing that they might see other individuals in that video. The individuals' names, school districts, or identifying demographics, will not be given out. Either the Executive Director or a designee will be present while the video is being reviewed. The video request form will be placed in the individual's master file.

Reviewed 02/01/2018



Video Request Form

Name of individual:

Name of parent/guardian:

Date of incident:

Approximate time of incident:

Reason for review:

Date of review:

Time of review:

Approval/Denial by Executive Director:



I have received the Video Surveillance Policy that Central Aroostook Association has in place. I understand that if I would like to see any of the items captured on the video surveillance system I am to formally request this in writing and include the date and time I wish to review the video, as well as the reason for viewing.

Individuals Name _____

Guardian Signature _____