

Greater Vallejo Recreation District

GVRD promotes wellness and healthy lifestyles
by providing safe parks and innovative and fun
recreation programs for all residents.

BOARD OF DIRECTORS

Rizal Aliga
Robert Briseño
Thomas Judt
Tom Starnes
Ward Stewart

GENERAL MANAGER

Gabe Lanusse

Policy and Personnel Committee Agenda

Directors: Briseño and Starnes

Tuesday, September 23, 2025

Administrative Office – Board Room, 401 Amador Street, Vallejo, CA 94590

1:30 p.m.

This committee shall study and recommend compensation and welfare of District staff. This committee shall include a meet and confer with the General Manager regarding the terms and conditions of the General Manager's employment by the district. This committee shall review the functions of District staff and other policies not assigned to other committees.

1. Public Comment:

Members of the public may speak on any item within the jurisdiction of the committee. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

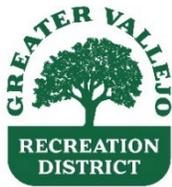
2. Discussion Items:

2.1 Terms and Conditions of Employment for Non-Represented
Executive and Confidential Personnel for Fiscal Year 2025-26

2.2 Policy 2080, Union Membership

2.3 Policy & RR 3076, Video Recording and Surveillance

3. Meeting Adjourn:



RESOLUTION NO 2025-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO RECREATION DISTRICT ADOPTING TERMS AND CONDITIONS OF EMPLOYMENT FOR NON-REPRESENTED EXECUTIVE AND CONFIDENTIAL PERSONNEL

WHEREAS, the Greater Vallejo Recreation District ("DISTRICT") wishes to establish terms and conditions of employment for Executive and Non-Represented Confidential personnel; and

WHEREAS, the Non-Represented Executive and Confidential personnel shall consist of the following job classifications:

Executive	Confidential
Finance Director	Board Clerk/Asst. to GM
Human Resources Director	Human Resources Coordinator
Parks & Facilities Director	
Recreation Services Director	

NOW, THEREFORE, BE IT RESOLVED, that the terms and conditions of employment for Non-represented Confidential personnel and Executive personnel shall be as follows:

A. SALARY

Base Wages: Each employee shall be paid base wages in accordance with the Salary Schedule that is Attachment A. Each employee shall receive a COLA increase of 3.5% to be effective on July 1, 2025. Market adjustments are as follows: Human Resources Coordinator: 7.8% increase effective July 1, 2025, and match HR Coordinator pay range to the Recreation Coordinator pay range. Directors' market adjustments shall be addressed during the unrepresented negotiations beginning January 2026.

OVERTIME

This section shall apply only to employees holding the positions of Human Resources Coordinator and any future confidential positions, but not to positions in the "Executive" group or the Board Clerk/Asst. to the GM. The Human Resources Coordinator shall be paid overtime or receive compensatory time off at the rate of time and one-half (1.5) their regular rate of pay

TEMPORARY UPGRADE ASSIGNMENT

Criteria:

1. An employee may be assigned to a Temporary Upgrade on a temporary basis due to a planned absence including vacation, termination, sick leave, leave of absence or other vacancy.
2. Temporary Upgrade assignments shall be in writing on an approval form indicating the name of the employee, the regular classification of the employee, the higher classification to which

the employee is assigned on a temporary basis, and the term of the assignment. The approval form must be signed by the General Manager or a duly authorized representative of the GVRD Board of Directors before becoming effective.

3. No cascading effect shall be allowed except in instances deemed necessary by the General Manager or Board of Director representative. Cascading effect means when a TU creates multiple vacancies in the lower classifications over the same period.

Eligibility: To be reassigned to a Temporary Upgrade Assignment, all the following conditions must be met:

1. The employee must possess the minimum qualifications or the requisite knowledge, skills and abilities to perform the work of the higher classification.
2. The duties of the higher classification are outside of the scope of the employee's current classification as determined by the General Manger or duly representative of the GVRD Board of Directors.
3. The employee must perform all the duties and assume all the responsibilities of the higher classification.
4. The term of the Temporary Upgrade Assignment shall be no less than 5 calendar days and no longer than sixty (60) consecutive calendar days, unless the District is in the process of selecting a person to fill the position. In this instance the term can be extended to a maximum of ten (10) calendar days or seventy (70) calendar days total for the temporary assignment. For TU less than 5 calendar days, it will be allowed for emergency designation by the General Manager, or duly representative of the GVRD Board of Directors.
5. Non-permanent employees (e.g. probationary, part-time, seasonal) shall not be assigned a Temporary Upgrade Assignment unless specifically authorized by the General Manager or duly representative of the GVRD Board of Directors

Compensation:

1. An employee working on a Temporary Upgrade Assignment shall be paid five percent (5%) above the employee's current base rate.
2. The Temporary Upgrade Pay shall commence on the fifth day of the Temporary Upgrade Assignment as stipulated on the approval form. Days worked do not have to be consecutive and will not reset once the five days are worked.

B. LONGEVITY

The DISTRICT agrees to provide longevity pay to all employees covered by this Resolution as follows: Two and a quarter percent (2.25%) increase in base pay at the commencement of the fifteenth (15th) consecutive year working full-time or working equivalent hours (e.g., 2,080 paid hours equals one year of service).

C. AUTO ALLOWANCE

1. The following classifications shall receive \$400/month auto allowance: Finance Director, Human Resources Director and Recreation Services Director.
2. The following classification shall receive \$200/month auto allowance: Board Clerk/Assistant to General Manager and Human Resources Coordinator.
3. The Parks and Facilities Director shall not receive auto allowance but instead receive a District vehicle for work purposes and commuting to and from work.

D. EDUCATION STIPEND

1. Employees covered by this Resolution shall be eligible for reimbursement of up to \$2,500 per fiscal year for successfully passing (grade C or better) courses that will assist them in their current position or help them develop the knowledge and skills for promoting or transferring into a different position with the DISTRICT.

E. USE OF DISTRICT FACILITIES AND HEALTH & WELLNESS

1. Employees covered by this Resolution may use DISTRICT facilities two (2) times per year at one-half (1/2) the cost for rental when space is available.
3. Employees and immediate family living in the same household will receive up to \$400 credit per calendar year to pay for DISTRICT programs, classes, entrance fees, and to use DISTRICT facilities and be reimbursed for any health and wellness benefits, such as but not limited to, gym membership, physical activity classes and massages, etc. If not used, the credit balance will not carry over to the next calendar year.

F. CalPERS RETIREMENT

1. Classic Membership: Employees covered by this Resolution who became a CalPERS members on or before December 31, 2012, and those who are not deemed "New Members" are considered "Classic" employees by the California Public Employees Retirement Systems (CalPERS)

- a. Shall be eligible for the 2% at age 55 CalPERS benefit formula with the highest average compensation earnable for a 36-consecutive month employment period.
- b. Shall be provided with the sick leave conversion benefit and the 1959 Survivor's Benefit as defined in the CalPERS handbook.
- c. The DISTRICT shall pay 100% of the total annual normal cost of the employer's cost.
- d. Refer to the DISTRICT'S contract with CalPERS regarding employees' cost to the plan.

2. PEPRA Membership:

Employees who became CalPERS members on or after January 1, 2013, are subject to provisions of the Public Employee Pension Reform Act of 2013 ("PEPRA"), Assembly Bill No. 340 and Government Code 7522.02. PEPRA provides the following:

- a. A new defined benefit formula of two percent (2%) at age sixty-two (62) for employees who first become members of CalPERS on or after January 1, 2013.

- b. The final compensation based on the employee's average annual pensionable compensation for a 36-consecutive month employment period.
 - c. The DISTRCT shall pay 100% of the total annual normal cost of the District's cost.
 - d. Refer to the DISTRCT'S contract with CalPERS regarding employees' cost to the plan.
3. Employee contributions to CalPERS described above shall be made through payroll deductions with state and federal income tax on the contribution deferred to the extent permitted by Internal Revenue Code, 26 USC Section 414(h)(2).
 4. 1959 Survivor Benefits: The District will provide and pay 100% of the costs for Survivor Benefits as provided by Government Code Section 21382.4. This provides a monthly amount to eligible survivors of benefits employees who die before retirement.

G. SICK LEAVE

1. Sick Leave Accrual

- a. Sick leave shall be accrued at the rate of twelve (12) days per year (3.7 hours per pay period). There is no limit to how much sick leave can accrue. Employees may use sick leave during the probation period. At termination of employment for any reason, employees with ten (10) or more years of service shall be entitled to a lump sum payment for their accumulated sick leave. The lump sum payment shall be seventy-five percent (75%) of the accumulated sick leave not to exceed 720 hours.
- b. With the preceding exceptions, all eligibility for sick leave with pay shall be canceled upon separation of the employee from the DISTRICT.

H. ANNUAL LEAVE

1. Annual Leave Accrual: Employees shall accrue annual leave as follows:

Years of Employment	Pay Period Accrual	Annual Accrual
0 to 5	4.62	Three Weeks
5 and Over	6.16	Four Weeks

2. Maximum Accrual: The maximum accumulation of Annual Leave shall be 380 hours. When an employee reaches the maximum accrual limit, the employee shall cease to accrue annual leave, except as otherwise noted.

- a. Payment on Separation: Employees who terminate or retire shall be paid a lump sum for all unused and accrued Annual Leave.
- b. Annual Cash-Out: Employees may request and receive payment at the base hourly rate for up to one hundred (100) hours of accrued Annual Leave and may apply any time during the year. They must have at least 80 hours in their account after the cash-out.
- c. During the first six (6) months of the probationary period for a new employee, annual leave will be accumulated but not available for use.

I. EXECUTIVE LEAVE

1. The following classifications shall be entitled to ninety-six (96) hours of Executive Leave per year: Board Clerk/Assistant to the General Manager, Finance Director, Human Resources Director, Parks and Facilities Director and Recreation Services Director.
2. The Human Resources Coordinator position shall not receive Executive Leave due to the provision for Overtime pay and Compensatory Time Off.
3. Executive Leave will be available on the first day of July of each year and may be cashed out any time during the year. If not used or cashed out, it will be automatically paid out the first payday following June 30 of each year.
4. Newly hired executive employees will receive prorated amounts based on their date of hire.
5. Executive Leave may be used during the probationary period.

J. HOLIDAYS

1. Specified Holidays in the Policy Manual will be observed: Employees are usually paid eight (8) hours for each of the holidays.
2. Floating Holidays:
 - a. In addition to Section 1, employees shall receive one (1) floating holiday each year that they may use immediately upon supervisor's approval. If the floating holiday is not used within the calendar year, it will be paid to employee in January of the following year.

K. GROUP LIFE INSURANCE

1. Employees covered by this resolution shall receive a term. life insurance benefit of \$100,000 at no cost to the employee.
2. Employees will pay 100% of the Voluntary Life premiums if elected.

L. HEALTH INSURANCE

1. Health insurance cost-sharing and benefit coverage shall coincide with IBEW and SEIU's Memorandum of Understandings, including retirement health benefits.

2. In Lieu of Medical Insurance:

- a. Any employee may receive, if requested, a payment in lieu of medical insurance equal to \$400 per month paid on the first paycheck of the month.
- b. Employees must submit proof of medical insurance to qualify for a monthly stipend.

3. Retirement Health Insurance:

- a. The DISTRICT will contribute up to Four hundred and thirty-two Dollars (\$432) per month for health insurance premiums for employee and family. To be eligible for this benefit, the retiree must have completed Fifteen (15) years of service with the DISTRICT. Dependent coverage provided under this provision shall apply to the retiree dependents at the time of his/her retirement.
- b. Upon the death of the retiree, the DISTRICT will pay the health insurance premium (up to \$432 per month for the life of the retiree's spouse and dependent(s), if they had the relationship of spouse and dependent child of the retiree at the time of the retirement of the retiree.
- c. The entitlement of a dependent child under this provision shall be defined as until they turn twenty-six (26) or the physical and/or mental disability of the dependent as determined by a licensed physician.

M. EXECUTIVE & CONFIDENTIAL STAFF AT-WILL SEVERANCE PACKAGES

1. Executive and Confidential employees are entitled to a severance package if they are involuntarily terminated by the DISTRICT, unless the termination is the result of criminal activity. Executive and Confidential employees will continue to receive their regular base rate of pay at the time of termination for to six (6) months plus one week for every year worked. (Example, if an employee was employed in full-time status for 5 years, they will continue to receive their regular base rate of pay for 6 months plus an additional 5 weeks.) Employees will receive ten (10) days' notice of termination and be placed on paid, administrative leave.
2. Executive and Confidential employees are entitled to receive 100% COBRA Reimbursement, plus dental, vision and life insurance coverage for six months plus one week for every year worked. Partial months will be rounded up. In the event employees receive health benefits elsewhere, the health benefits set forth herein shall cease.

N. PROBATION

Personnel covered by this Resolution will be subject, upon hire, to a probationary period equivalent to twelve months with eligibility for a pay step increase based on a satisfactory performance assessment. Employees may use sick leave and executive leave (exempt employees) upon accrual and annual leave after six months of employment.

P. ME-TOO CLAUSE

If, during the term of the Resolution, the District grants employees in any bargaining units, (1) an across-the-board increase in base compensation that exceeds any salary increases contained in this Resolution, (2) an improved contribution rate to health benefits, or (3) any change in dental, vision or life benefits, the District shall adjust these provisions contained in the Resolution so that they are equivalent to those granted to employees in the other bargaining unit. Such adjustments shall be effective at the time the benefits are granted to the employees in the other bargaining units. The foregoing clause excludes the General Manager's contract.

Q. TERM

The term of this Resolution shall be July 1, 2025, through and including June 30, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Greater Vallejo Recreation District hereby adopts the terms and conditions of employment for non-represented executive and confidential personnel

PASSED AND ADOPTED this 11th day of September 2025.

Following Roll Call Vote:

Ayes: _____

Noes: _____

Absent: _____

Abstained _____

Adopted: _____

Robert Briseño, Chairperson

Attest: _____

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Union Membership

POLICY NUMBER: 2080

All regular ~~full time~~full-time employees ~~of GVRD, except excluding~~ the General Manager, Maintenance and Development Manager, Recreation Services Superintendent, Finance Director, Human Resources Administrator, and Administrative Support Supervisor Board Clerk/Assistant to the General Manager, Finance Director, Human Resources Coordinator, Human Resources Director, Parks & Facilities Director and Recreation Services Director are eligible for union membership. Employees ~~must join~~have the choice of joining the union that represents their job classifications. the union, pay dues and initiation fees, or pay a service fee, or execute a written declaration claiming a religious exemption from the requirement. The union(s) are designated to represent both members and non-members in negotiations ~~relative~~related to wages, hours and other -and working terms and conditions of employment.-

The Board Clerk/Assistant to the General Manager, Finance Director, Human Resources Coordinator, Human Resources Director, Parks & Facilities Director and Recreation Services Director ~~The Maintenance and Development Manager, Recreation Services Superintendent, Finance Director, Human Resources Administrator, and Administrative Support Supervisor~~ shall have the right to negotiate with the General Manager ~~on~~regarding wages, working conditions, and ~~related subjects~~other terms and conditions of employment individually or collectively by a representative of their choice.

~~There are three recognized unions within the District~~The District recognizes the following labor unions as representing employees: 1) International Brotherhood of Electrical Workers (IBEW), Local 12452376, and 2) Service Employees International Union (SEIU), Local 1021, and 3) Administrative Managerial Officers Association.

All negotiations are subject to Board approval.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Video Recording and/ Surveillance
POLICY NUMBER: 3076

Purpose:

The Greater Vallejo Recreation District reserves the right to install and maintain video recording devices for surveillance purposes in public and work areas for safety and security, monitoring, protection from vandalism, and misuse and abuse of district property, people and animals, and theft. The District may also monitor areas for specific management and business reasons, ~~such as security, monitoring and protection from vandalism, misuse, abuse, and theft.~~ Visual recording devices may also be ~~temporarily~~ used at special events, sports camps, parks, and other facilities in addition to recreation activities.

~~The additional protection provided by visual surveillance devices is helpful in maintaining lawful and safe use, as well as protecting the District's property. Proper visual surveillance, where deemed necessary, can be very effective means of helping to keep District facilities and properties operating in a safe, secure and effective manner. This policy provides direction concerning the context, procedures and protocols, within which the District installs and operates surveillance cameras.~~

This policy applies to all types of visual and audio surveillance systems, surveillance monitors and visual recording devices that are used for security and monitoring purposes at District owned and/or operated facilities, activities and properties as well as cell phone audio recordings, video devices and cameras used by patrons.-

~~While visual and audio surveillance cameras are installed primarily for safety and security reasons, the District's visual surveillance systems will be installed and maintained to minimize intrusion on the privacy of the public and employees.~~

Scope:

The ~~Greater Vallejo Recreation~~ District may ~~incorporate the use of~~ video surveillance technology and other security measures to assist District personnel with protecting the property ~~of the District~~ and the safety of its consumers and staff that use District programs and services and occupy District facilities. ~~In the ongoing operations of District facilities, programs, and services, there are many opportunities for District personnel and the public to utilize video devices at District facilities.~~ It is the intent of this policy to focus on protocols in the use

of video surveillance devices while maintaining ~~an equitable balance and competing interest~~ between protecting the privacy rights of individuals and protections provided by video security surveillance.

~~This policy provides direction concerning the context, procedures and protocols, within which the District allows the use of visual recording devices. The use of visual recording devices for commercial purposes requires a permit and is covered under separate rules and regulations.~~

~~There are numerous situations where the District has reasonable business needs to use visual recording devices in the operation of District facilities, program and services. These needs can include, but are not limited to, promotional, educational, recreational, reporting and general management theft prevention purposes. Protocols for these activities will be covered under this policy.~~

Notice of Use of Video/ Audio Surveillance Systems:

~~In compliance with state law, the District shall post signs, signs visible to employees and members of the public, public at all entrances and/or prominently displayed on the perimeter of the grounds that video surveillance may be in use. The District also posts signs where use of video or audio recording devices is not allowed for privacy protection.~~

Visual Surveillance by District for Business Purpose:

The District may choose to monitor public and work areas with security cameras or other recording devices. In doing this, the District will comply with all state and federal laws. The public and employees should not expect privacy from visual ~~recording~~recordings by others in public areas. Employees should not expect video privacy in work- related areas except restrooms, changing rooms and locker rooms.

Use of Recording Devices by Patrons:

To protect the privacy and comfort of individuals, the use of cell phones, cameras, and other recording devices is prohibited in all restrooms, locker rooms, and changing areas within the District facilities. This includes video recording or photography by staff or the public. If this policy is violated, the following may occur:

- a. Staff will instruct the individual to immediately stop recording or taking pictures.
 - b. If non-compliance continues, the individual may be asked to leave the facility.
 - c. Repeated or serious violations may result in suspension or termination of facility access or referral to law enforcement if applicable.
 - d. Appeals regarding enforcement actions may be submitted in writing to the General Manager.
- If the policy is violated by a District employee, disciplinary action may be taken, up to and including termination of employment.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: 3076 Video Recording/ Surveillance
Rules and Regulations: RR3076

Protocols for Video Security Surveillance

1. Considerations Prior to Using Video Surveillance

- a. Security surveillance use is based on specific business, management, security, safety or other concerns.
- b. A video security surveillance system should be considered as part of a comprehensive program that includes other measures of control, deterrence, or detection.
- c. Consider the possible effects of the proposed video security surveillance on personal privacy.
- d. The proposed design and operation of the video security surveillance systems should minimize unintended and unnecessary privacy intrusion.

2. Designing and Installing Video Security Surveillance Equipment

- a. Given the open and public nature of the District's facilities and service, filming and /or recording may be done at any time in a 24- hour period because individuals may be present at all hours of the day and night; but ~~we~~the District may not monitor the system continually.
- b. The video equipment shall be installed to monitor only those spaces that ~~the District~~(GVRD) has identified as requiring visual surveillance program.
- c. The ability of authorized and unauthorized personnel to adjust cameras or other devices shall be restricted so they cannot adjust or manipulate cameras/devices to overlook spaces that are ~~not~~intended to be covered by the video surveillance program.
- d. Surveillance equipment ~~shall~~will never monitor the inside of locker rooms, changing rooms or restrooms.
- e. Recording equipment must ~~be located in~~be in strictly controlled access area. Only authorized personnel shall have access to the controlled access area and the recording equipment. The General Manager or his/her designee shall determine authorized personnel.
- f. Every reasonable attempt should be made by authorized personnel to ensure video monitors are not in a position that enables the public and/or authorized staff to view the monitors except when the monitoring is purposefully intended for public viewing.

3. Notice of Use of Video/ Audio Surveillance Systems:

~~In compliance with state law,~~ the District shall post signs visible to employees and members of the public, at all entrances and/or prominently displayed on the perimeter of the grounds that video/audio surveillance may be in use.

4. Personnel Authorized to Operate Surveillance Equipment:

Only personnel authorized by the General Manager shall be permitted to operate surveillance systems or view surveillance recordings. The list is reviewed and updated on an annual basis.

5. Visual Equipment/ Records

a. Facilities using video recorders will retain records for a period no longer than the recording systems' recording cycle, up to a ~~maximum~~maximum of 90 days or less depending on the recording device and technology. A record of an incident ~~will only be stored~~may be kept longer than 90 days ~~where is may be if~~ required as part of a criminal, safety, or security investigation, evidently purposes, or management purposes.

~~b. Access to Visual Records:~~

~~Access to the video surveillance equipment and records shall be restricted to District personnel authorized by the General Manager and only in order to~~ comply with their roles and responsibilities as outlined in the Video Recording and Surveillance Policy (3076) ~~or and/or individual~~ job descriptions. The list of authorized employees is reviewed annually.

~~b.~~

6. Law Enforcement and Court Order~~sed~~:

The General Manager may approve access to a video surveillance record if required for the purpose of law enforcement or by court order. The General Manager shall consult legal counsel before releasing ~~any information~~video surveillance.

7. Public Requests

Formal requests for video surveillance ~~records from the public shall be~~should be addressed made to the General Manager, who shall ~~make a determination~~decide on releasing any information or recordings after consulting with legal counsel.

8. Storage

All recordings or other storage devices that are not in use must be stored securely in a locked receptacle located in an access- controlled area.

9. Custody, Control, Retention, and Disposal of Video Records/ Recordings:

The District retains custody and control of all original visual records not provided to law enforcement. ~~With the exception of records retained for criminal, safety, or security investigations or evidentiary purposes, the District will not maintain a copy of recording for longer than the recording systems' recording cycle, up to a maximum 90 days.~~ The District will ~~take~~make all reasonable efforts to ensure

the security of records in its control/custody and ensure their safe and secure disposal. Old recordings and storage devices must be disposed of in accordance with the District's records retention policy and/or applicable technology asset disposal process. Disposal methods may include shredding, burning, or ~~easing depending~~erasing depending on the type of storage device.

10. Unauthorized Access and/or Disclosure (~~Privacy~~Privacy Breach):

Any District employee who becomes aware of ~~any~~ unauthorized disclosure of a video record in violation of this Policy, and/or a potential privacy breach, has a responsibility to ensure that the General Manager and their ~~Division~~Department Manager ~~is~~are immediately informed of the breach. The following actions will be taken in accordance with managing a privacy breach:

- a. District staff shall work to mitigate the extent of the privacy breach and to review the adequacy of privacy protection with the existing Policy.
- b. The ~~Division~~Department Manager shall inform the general Manager ~~of events that have led up to the~~how the privacy breach occurred.
- c. The General ~~Manager~~Manager, in consultation with the ~~Division~~Department Manager, ~~in which the breach of policy occurred~~, shall investigate the cause of the disclosure with the ~~4~~ goal of eliminating potential future occurrences.
- d. The ~~Division~~Department Manager and the General Manager, or designee ~~should~~will take all reasonable actions to recover the record and limit the record's disclosure as possible.
- e. A breach of this Policy by staff may result in disciplinary action up to and including separation of employment~~dismissal~~. A breach of this Policy by ~~service providers (contractors)~~contractors ~~to~~of the District may result in termination of their contract.

11. Accountability/ Responsibility

General Manager and/or their Designee:

- a. Is responsible and accountable for documenting, implementing, enforcing, monitoring, reviewing and updating the District's surveillance policy and privacy and access compliance.
- b. Approving installation locations for surveillance devices in District facilities
- c. Delegating the day-to-day operations of video surveillance systems and authorizing specific staff members to view surveillance recordings as needed
- d. Responding to formal requests to access records, including law enforcement inquiries, in consultation with the district's attorney if necessary.
- e. Ensuring monitoring and recording devices, and all items related to surveillance are stored in a safe and secure location.
- f. Investigating privacy complaints related to video surveillance records, and security/ privacy breaches

•

Division ManagersDepartment Directors are responsible for:

- a. Recommending proposed installations in their divisionsdepartment after reviewing security and safety threat assessments and/or existing monitoring nNeeds
- b. Ensuring that appropriate District staff members are familiar with this Policy and providing advice, training, and recommendations to staff.
- c. Immediately reporting breaches of security/ privacy to the General Manager.
- d. Determining the location of signage.

Coordinator of each Facility is responsible for:

- ~~Reviewing security and safety threat assessments and/or the monitoring needs of the District, to determine requirement for potential video surveillance systems.~~
- ~~Assessing proposed installations in accordance with this Policy in consultation with the appropriate manager.~~
- ~~Advising the General Manager on installations and operation options~~
- ~~Conducting periodic internal audits to ensure compliance with this Policy.~~