



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

Monday, November 17, 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 Policy 3076, Video Recording/Surveillance by District

2.2 Policy 3078, Use of Video Recording Devices and Photography by Patrons (new policy)

Meeting Adjourn:

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: 3076-Video Recording / Surveillance by District

POLICY NUMBER: 3076

Rules and Regulations: RR3076

Purpose:

The Greater Vallejo Recreation District (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. Visual recording devices may also be used at special events, sports camps, parks, and other facilities in addition to recreation activities.

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.

Scope:

The District may use video surveillance technology and other security measures to assist District personnel with protection of District property, public safety, and safety of the staff. It is the intent of this policy to focus on protocols in the use of video surveillance devices while maintaining balance between protecting the privacy of individuals.

Notice of Use of Video/ Audio Surveillance Systems:

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 surveillance may be in use.

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 recordings by others in public areas. Employees should not expect video privacy in work-related areas except restrooms, changing rooms and locker rooms.

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.~~

2.1. Designing and Installing Video Security Surveillance Equipment

- a. Given the open and public nature of the District's facilities and services, 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 and we the District staff~~ may not ~~be available to~~ monitor the system continually.
- b. The video equipment ~~shall~~will 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 e~~Cameras or other surveillance devices shall be ~~restricted-installed~~ so they cannot ~~be adjusted~~ or manipulated ~~by the public~~. ~~cameras/devices to overlook spaces that are nonot 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 a 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~~which personnel are authorized to enter the controlled access area.
 - e. ~~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.~~

3.2. 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~~where video/audio surveillance may be in use.

4.3. 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.

5.4. Visual Equipment/ Records

a. Facilities using video ~~recorders~~ recording 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 for 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) and/or individual job descriptions. The list of authorized employees is reviewed annually.~~

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

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

7.6. Public Requests

~~Formal r~~ Requests for video surveillance records ~~records from the public shall be~~ should be addressed ~~made~~ to the General Manager or their ~~his/her~~ their designee, who shall ~~make a determination~~ decide on ~~releasing any information or recordings~~ consider the request after consulting with legal counsel.

8.7. 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~~ the controlled access area.

9.8. 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 ~~tak~~ make all reasonable efforts to ~~ensure the security of~~ secure video records ~~recordings~~ in its control/custody and ensure their safe and secure disposal. ~~Old r~~ 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 on the type of storage device.~~

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

Any District employee who becomes aware of ~~any~~ unauthorized disclosure of a video recording in violation of this Policy, and/or a potential privacy breach, ~~has a responsibility to ensure that must immediately inform~~ 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.~~
- ~~e.b.~~ 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 goal of eliminating ~~potential any~~ future occurrences.
- ~~d.c.~~ The ~~Division-Department~~ Manager and the General Manager, or designee ~~should will~~ take all reasonable actions to recover the recording and limit the recording's disclosure as possible.
- ~~e.d.~~ 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 too of the District may result in termination of their contract.~~

11.10. Accountability/ Responsibility

General Manager and/or their ~~his/her~~ 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 this Policy.~~
 - ~~b.~~ Approving ~~installation~~ locations for video surveillance devices in District facilities.
 - ~~Delegating the day to day operations of video surveillance systems and authorizing specific staff members to view surveillance recordings as needed~~
 - ~~Responding to formal requests to access records, including law enforcement inquiries, in consultation with the district's attorney if necessary.~~
- Ensuring monitoring and recording devices, and all items related to surveillance are stored in a safe and secure location.

~~Investigating privacy complaints related to video surveillance records, and security/ privacy breaches~~

11. ~~Division Managers~~ Department Directors are responsible for:

- ~~a.~~ Recommending proposed installations in their ~~divisions department~~ 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.
 - ~~Immediately reporting breaches of security/ privacy to the General Manager.~~
- ~~c.~~ 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.~~

DRAFT

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Video Recording / Surveillance by District
POLICY NUMBER: 3076

Purpose:

The Greater Vallejo Recreation District (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. Visual recording devices may also be used at special events, sports camps, parks, and other facilities in addition to recreation activities.

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.

Scope:

The District may use video surveillance technology and other security measures to assist District personnel with protection of District property, public safety, and safety of the staff. It is the intent of this policy to focus on protocols in the use of video surveillance devices while maintaining balance between protecting the privacy of individuals.

Notice of Use of Video/ Audio Surveillance Systems:

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 surveillance may be in use.

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 recordings by others in public areas. Employees should not expect video privacy in work-related areas except restrooms, changing rooms and locker rooms.

Protocols for Video Security Surveillance

1. Designing and Installing Video Security Surveillance Equipment

- a. Given the open and public nature of the District's facilities and services, filming and/or recording may be done at any time because individuals may be present at all hours of the day and night; and District staff may not be available to monitor the system continually.
- b. The video equipment will be installed to monitor only those spaces that the District has identified as requiring visual surveillance.
- c. Cameras or other surveillance devices shall be installed so they cannot be adjusted or manipulated by the public.
- d. Surveillance equipment will never monitor the inside of locker rooms, changing rooms or restrooms.
- e. Recording equipment must be in a 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 which personnel are authorized to enter the controlled access area.

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

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 where video/audio surveillance may be in use.

3. 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.

4. Visual Equipment/ Records

Facilities using video recording will retain records for a period no longer than the recording systems' recording cycle, up to a maximum of 90 days. A record of an incident may be kept longer than 90 days if required as part of a criminal, safety, or security investigation or for management purposes.

5. Law Enforcement and Court Orders:

The General Manager may approve third-party access to a video surveillance record if required for law enforcement or by a court order. The General Manager shall consult legal counsel before approving such access.

6. Public Requests

Requests for video surveillance records should be addressed to the General Manager or their designee, who shall consider the request after consulting with legal counsel.

7. Storage

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

8. Custody, Control, Retention, and Disposal of Video Recordings:

The District will make all reasonable efforts to secure video recordings in its control/custody and ensure their safe and secure disposal. Recordings and storage devices must be disposed of in accordance with the District's records retention policy and/or applicable technology asset disposal process.

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

Any District employee who becomes aware of unauthorized disclosure of a video recording in violation of this Policy, and/or a potential privacy breach, must immediately inform the General Manager and their Department Manager. 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 General Manager, in consultation with the Department Manager shall investigate the cause of the disclosure with the goal of eliminating any future occurrences.
- c. The Department Manager and the General Manager, or designee will take all reasonable actions to recover the recording and limit the recording's disclosure as possible.
- d. A breach of this Policy by staff may result in disciplinary action up to and including separation of employment.

10. Accountability/ Responsibility

General Manager or their Designee:

- a. Is responsible and accountable for documenting, implementing, enforcing, monitoring, reviewing and updating this Policy.
- b. Approving locations for video surveillance devices in District facilities.
Ensuring monitoring and recording devices, and all items related to surveillance are stored in a safe and secure location.

11. Department Directors are responsible for:

- a. Recommending proposed installations in their department after reviewing security and safety threat assessments and/or existing monitoring needs.
- b. Ensuring that appropriate District staff members are familiar with this Policy and providing advice, training, and recommendations to staff
- c. Determining the location of signage.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Use of Video Recording Devices and Photography by Patrons
POLICY NUMBER: 3078_(new policy)

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 the public.

The District shall also post signs indicating where the public may not use video recording devices or take photos.

Policy violations may result in the following actions:

- a. Staff will instruct the individual to immediately stop recording or taking photographs.
- 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.