

BOARD OF COUNTY COMMISSIONERS
DOUGLAS COUNTY, WASHINGTON

In re)
)
Public Hearing to Consider to the Douglas) Resolution No. CE 22-36A & TLS 22-
County Personnel Policy Chapter 4.22) 39A
Cameras)

The Douglas County Board of Commissioners will conduct a public hearing during their Tuesday, August 16, 2022 regular session. The hearing will be in the Commissioners' Chambers at the Douglas County Courthouse, 203 Rainier St. Waterville, WA. Interested persons may attend the hearing at the Commissioners Chambers, or participate via zoom teleconference. *Attend by phone at: 1-301-715-8592 Meeting ID 786-705-338 Pass Word:850976 or online at:*

<https://zoom.us/j/786705338?pwd=UHJlSUUp5bU0xZnBSeFYwdGwyWWlvZz09>

The public hearing will start at 9:00 AM for the purpose of considering an Amendment to the Douglas County Personnel Policy Chapter 4.22 Cameras. Copies of the policy have been provided to all bargaining units. The Board will take action to adopt, modify or reject the recommendation by the Human Resource Manager. The proposed policy is attached in Exhibit A.

Dated this 26th day of July, 2022 at the Commissioners' Chambers in the Douglas County Courthouse in Waterville, Washington.



BOARD OF COUNTY COMMISSIONERS
DOUGLAS COUNTY, WASHINGTON



Marc S. Straub, Chair



Dan Sutton, Vice Chair



Kyle Steinburg, Member

ATTEST:



Tiana Rowland, Clerk of the Board

Exhibit A

Douglas County Personnel Policy

Chapter 4.22 Cameras

Sections:

- 4.22.01 Installation
- 4.22.02 Purpose
- 4.23.03 Conditions
- 4.23.04 Exclusion

4.22.01 Installation: Reserve the right to install video cameras on all county property to aid in safety and security throughout Douglas County. Cameras are not to be installed in private areas or monitor union activity. When cameras are installed in new locations the Employer will notify the unions.

4.22.02 Purpose: Douglas County will utilize video cameras to monitor property loss, prevent injuries, and misconduct.

4.22.03 Conditions: Conditions Douglas County will follow:

- A. The Employer reserves the right to use the videos from the cameras when matters are brought to the attention of the Employer.
- B. If an employee is involved in an illegal act, the Employer will proceed with disciplinary actions as outlined in the collective bargaining agreements or disciplinary action outlined in the Douglas County Personnel Policy.
- C. Video data that is intended to be used in a disciplinary action will only be shared with relevant management staff prior to being made available to the subject employee and their union representative (except a request by an appropriate law enforcement agency). If requested by law enforcement or an appropriate public records request, camera data will be collected and shared with the requesting parties as required. In the case of a public records act request, the union will be notified of the request prior to the release of the records.
- D. Management will not make use of the camera data for any purpose that is not explicitly allowed in our labor contract or personnel policy at any time unless agreed to by both the Union and Management.
- E. Signs will be posted stating "Notice: this property is under 24 hour video surveillance".
- F. Locations of camera installations will be provide to the union.
- G. Retention of the videos will be 90 days. If the video is requested for a public records request or used in a disciplinary action, then the Employer will follow the applicable Washington State Archive Retention Schedule. The Employer will notify employee and union of such request.
- H. Videos from the camera will have limited access by Elected Official, County Administrator, MIS Director and assigned MIS staff, and Human Resources. No audio will be recorded at this time and not without further

negotiations prior to activating audio. If additional supervisors must have access due to security reasons, the department must submit a request to the Douglas County Commissioners who will determine if access is necessary. The Douglas County Commissioners may set a limit on access.

4.22.04 Exclusion: The policy does not cover cameras within the Douglas County Sheriff's office. Cameras policy within their department will be cover by the Douglas County Sheriff's policies and collective bargaining agreement.