

MEMORANDUM OF UNDERSTANDING  
Use of Security Cameras for Investigation of Security or Misconduct Violations

The Memorandum of Understanding represents an agreement between the Board of Education of Glen Ellyn District 41 and the Glen Ellyn Education Association (GEEA) regarding the District's use of security cameras.

Security cameras are used to ensure a safe learning environment for students, staff and community members who use the school buildings. They are not intended for use in evaluation of school personnel but may be used as part of an investigation as deemed appropriate by the superintendent or designee in determining alleged violations of conduct both of students and staff. Cameras are located in hallways, entryways and on the exterior of the school buildings.

Images from security cameras may be reviewed by district personnel in connection with investigations of criminal, disciplinary or security violations or incidents. Initial access to security camera data involving district personnel will be limited to the superintendent, the Director of Human Resources, principals, assistant principals and police consultants. The review of data will take place in an office determined by the superintendent or his/her designee. If the review of the security camera data reveals alleged incidents of employee misconduct, the following process will be followed:

1. The superintendent will be notified of suspected criminal, disciplinary or security violations
2. The GEEA Co-Presidents will be notified in writing if there is evidence that indicates security violations or misconduct may have taken place which could lead to discipline up to and including dismissal
3. Should an employee request representation, both a GEEA representative and the employee may review the tape with a designated administrator
4. The employee will be represented by GEEA in all investigatory meetings regarding alleged misconduct unless the employee declines such representation
5. Any discipline that may be imposed against an employee as a result of the misconduct investigation shall be in accordance with applicable provisions in the collective bargaining agreement and Board of Education policy.

Video data from the cameras is stored for 30 days per our software configuration. If imagery from an incident is needed for investigatory purposes, then that portion of tape will be copied and kept on a district server until the completion of the investigation. If such a situation arises involving a teacher, the GEEA leadership will be notified of the investigation's conclusion.

All employees will be informed when hired that video cameras are in use at each of the district buildings.

  
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Dr. Ann K. Riebock, Superintendent/Date

4/25/13

  
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Ms. Sue Schoff, GEEA Co-President/Date

  
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Ms. Jeanne Schuett, GEEA Co-President/Date