

**Memorandum of Understanding Between  
The Beverly Hills Unified School District  
And  
Beverly Hills Education Association,  
Office, Technical & Business Services Unit, and  
Instructional Assistants Unit**

The Beverly Hills Unified School District (District) and the Beverly Hills Education Association, Office, Technical & Business Services Unit, and Instructional Assistants Unit (hereinafter collective referred to as "Associations") enter into this Memorandum of Understanding on **May 22, 2017**.

WHEREAS, the District desires to ensure that all District sites are safe and secure environments for students, District personnel, and members of the public; and

WHEREAS, the District and Associations have determined the placement of video security cameras are necessary in order to increase student, employee, and public safety.

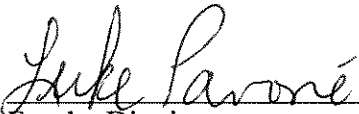
NOW, THEREFORE, the District and Associations agree as follows:


1. The District shall notify the Associations as to the location of all placed video security cameras.
2. The District shall place signs notifying students and staff of the presence of video security cameras. These cameras shall not be installed in bathrooms, locker rooms, dressing rooms, classrooms, or enclosed offices where there is a reasonable expectation of privacy, nor shall they record audio.
3. The District shall provide notice to unit members of the use of video security cameras on District property and general locations.
4. Video security cameras may be used to investigate:
  - a. Complaints;
  - b. Incidents involving theft of or damage to District property and/or equipment;
  - c. Carelessness or negligence in the performance of duty or in the care or use of District property;
  - d. Crimes prohibited by law;
  - e. Discourteous, offensive and/or abusive conduct towards students, staff and/or parents; and
  - f. Conduct which violates District, state and/or federal safety rules and regulations.

The use of data generated by the video security cameras for disciplinary purposes will be consistent with existing District disciplinary procedures as prescribed in Board Policy and BHEA, IA and OTBS collective bargaining agreement.

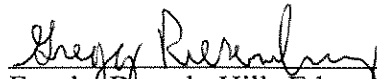
5. Security camera recordings which directly relate to an identifiable employee that are deemed worthy of preservation by the District for a specific purpose, such as an employee disciplinary proceeding, shall be deemed a "personnel record" and shall be made available to the affected employee for inspection. The District shall give the employee written notice of any such security camera recording within a reasonable time of the District's decision to preserve any such recording. The notice shall afford the employee an opportunity to review and comment in writing on the recording and to have the employee's written comments entered into the employee's personnel file and attached to the copy of the recording preserved by the District.
6. The District shall not engage in video surveillance that involves arbitrary or capricious surveillance of unit members.
7. This MOU is subject to change upon prior written notice to the Associations and subject to negotiations to the extent required by law.

DATED: 8/29/17

  
For the District

  
For the Office, Technical & Business Services  
Unit

DATED: 8/29/17

  
For the Beverly Hills Education Association

  
For the Instructional Assistants Unit