

**HUMAN RESOURCES DEPARTMENT**

600 West Fourth Street  
Davenport, Iowa 52801-1030

Ph: (563) 326-8767 Fax: (563) 328-3285  
HR@scottcountyiowa.com



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Date: January 13, 2020  
To: Mahesh Sharma, County Administrator  
From: Mary J. Thee, Human Resources Director/Asst. County Administrator  
Subject: Policy Updates - Policy 43 & J

The proposed updates were reviewed by the Department Heads/Elected Officials and any recommendations were incorporated. Here are the proposed changes to the Administration Policies:

General Policies 43 "Video Surveillance" was created in 2018 when the county changed surveillance systems. We have been operating under the policy for a few years and is being updated to reflect actual practices and division of responsibilities.

Human Resources Policy J "Overtime Compensation" is modified to reflect changes in overtime related to events that may result in a disaster declaration. The existing language was quite broad, thus not providing clear direction to staff. In order for FEMA to reimburse for exempt employees staff time there needs to be more specific language in the policy.

## 43. Video Surveillance Policy

### POLICY

It is the policy of Scott County to integrate the best practices of safety and security with video surveillance technology. A critical component of a comprehensive security plan is the utilization of security cameras, establishing a retention policy for recorded video, identifying on whose authority video is held for retention, on whose authority a hold is released, and identifying staff positions that are responsible for completing the video capture.

### SCOPE

This policy is applicable to all offices and departments within Scott County or those offices located in Scott County facilities. We acknowledge that there may be legitimate purposes for offices and departments to have other surveillance and recording needs. In such instance, as a particular office or department does have other recording needs or systems, they shall be responsible for establishing a written policy specifically related to that system. Surveillance cameras located within Information Technology Department's wiring closet are subject to the guidelines in this policy. This policy DOES NOT cover cameras located in the Scott County Jail, which will maintain their own internal policies regarding surveillance recording and retention.

### PURPOSE

The surveillance of public areas is intended to deter crime and aid in protecting the safety and security of Scott County personnel, citizens visiting our buildings, —and County property.

Cameras generally will not be monitored in real time twenty four hours a day, seven days a week. Those positions listed in Appendix A within the Sheriff's Office, Juvenile Detention and Facility & Support Services that have the proper authorization may monitor live video feed for the purpose of monitoring locations within the facilities.

Scott County supports the use of video cameras as a means to monitor and maintain a safe campus for the public and employees at our facilities.

### ADMINISTRATIVE PROCEDURES

#### A. DETERMINATION OF CAMERA LOCATIONS

The number and location of cameras installed will be a collaborative effort between Facility & Support Services, ~~and~~ the Sheriff's Office, [and Information Technology](#) working with those Offices and Departments located ~~in~~ a Scott County facility.

Scott County may collaborate with other governmental agencies to integrate video cameras and storage of video recordings using shared resources. Those organizations will be responsible for purchasing compatible equipment, associated licensing and maintenance costs and may be responsible for costs associated with Scott County staff time required to implement, maintain, store and retrieve video created by this solution. Partner agencies should designate staff positions, within their own organization to retrieve video footage, place and release holds on video footage, and export or archive video footage as it relates to their specific cameras. Partner agencies may choose to utilize Facility & Support Services [and Information Technology](#) staff positions listed in Appendix A as a resource to assist.

Unless a camera is being used for investigation reasons, all camera locations will be visible, however records indicating the exact location, number and function of all cameras will generally be considered confidential for security purposes pursuant to Iowa Code Section 22.7(50) and will not be released to the general public, guests or employees.

Mobile or hidden equipment may be used for investigation reasons. The use of covert video equipment for criminal investigations or specific instances which may pose a significant risk to public safety, security, or property is allowed as authorized by those positions specifically listed in Appendix A. Installation of such equipment shall be done in coordination with the Facility & Support Services Director.

Installation of "dummy" cameras that do not operate is allowed under this policy.

Unless a camera is being used for criminal investigation purposes, monitoring by security cameras is prohibited in the following places:

- Restrooms
- Locker Rooms
- Bedrooms - Juvenile Detention Center

With the exception of the video court process, general surveillance cameras will not record audio.

## B. MONITORING OF CAMERAS

All recording or monitoring of activities, groups or individuals by security cameras will be conducted in a manner consistent with county policies, state and federal laws, and will not be based on the subject's personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. Furthermore, all personnel with access to security cameras should be trained in the effective, legal, and ethical use of monitoring equipment.

#### C. PLACING AND RELEASING A HOLD ON A VIDEO RECORDING

When an incident that requires video review or may require a hold occurs, the Department Head, Elected Official, or designee responsible for that particular area may request authorized personnel to review video of the incident in question. The Department Head, Elected Official, or designee should ~~also~~ notify the Risk Manager if there is any possibility that an incident may have been captured on video that may result in a claim against the County.

Upon review of video surveillance a hold may be authorized by one of the staff positions listed in Appendix A.

Once a hold has been authorized, the video recording must bookmarked within the software and ~~be~~ exported ~~and archived~~ by one of the positions also listed in Appendix A.

Disposition of previously exported and archived video footage must be authorized by the position that placed the original hold.

External requests for copies or access to the recordings should be made and reviewed pursuant to County Policy 31- Public Records and Information.

#### D. STORAGE AND RETENTION OF VIDEO RECORDING

No attempt shall be made to alter any part of any surveillance recording. Surveillance centers and monitors will be configured in such a way to prevent camera operators from tampering with or duplicating information.

All surveillance recordings shall be stored in a secure network location for a period of 30 days. At the conclusion of the 30 day time period recordings will be automatically deleted unless a hold has been placed for the purpose of an investigation or court proceeding (criminal or civil), or other bona fide use as approved in conjunction with the Sheriff and Facility & Support Services Director.

#### E. APPROPRIATE USE AND CONFIDENTIALITY

Personnel are prohibited from using or disseminating information acquired from Scott County security cameras and systems, except for official purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official County and law enforcement purposes.

## APPENDIX A

A. The use of covert video equipment in a Scott County facility may be authorized by ~~one of~~ the following positions:

- County Administrator, Assistant County Administrator, Sheriff, or County Attorney may authorize use in any county facility provided two or more of the positions are in agreement.
- Scott County Juvenile Detention Director after consultation with the one of the above parties may authorize use in the “Annex” building-Juvenile Detention building.
  - ~~Chief Judge, or~~ District Court Administrator, DHS Service Area Manager, Assessor(s), or SECC/EMA Director may authorize use in office space occupied by their staff.

If access is needed to space to place equipment it will be coordinated through the following positions:

- Facility & Support Services Director

B. Those positions authorized to view live video feed for the purpose of monitoring locations within their office space/-facilities are:

- Auditor’s Office, in space where election equipment is stored or there are active election activities in progress
  - Auditor
  - Deputy Auditor
  - Operations Manager
  - Election Supervisor
- Conservation:
  - Director
  - Deputy Director
  - Park Ranger
  - Golf Pro
- Facility & Support Services:
  - Director
  - Facility Maintenance Manager
  - Senior Electronics Technician
  - Electronics Technician

- Information Technology

- Director
- Infrastructure Manager
- Network System Administrator
- Technology Systems Specialist-  
Public Safety

- Juvenile Detention Center:

- Director
- Detention Shift Supervisor
- Detention  
Youth Counselor

- Scott Emergency Communications Center:

- Director
- Deputy Director
- Quality and Training Coordinator
- Technology Coordinator
- Dispatch Supervisor
- Dispatcher

- Scott Emergency Management Agency:

- Director
- Deputy Director

- Treasurer's Office:

- Treasurer
- Operations Manager
- County General Store Manager

C. Those positions which are authorized to view live video feed for the purpose of monitoring locations within all County facilities are:

- Facility & Support Services:

- Director
- Facility Maintenance Manager
- Senior Electronics Technician
- Electronics Technician

- Sheriff's Office:

- Sheriff

Chief Deputy  
Investigations Lieutenant  
Bailiff Sergeant  
Bailiff

A.D. Those positions authorized to retrieve video surveillance for purposes of review are:

- Conservation

Director

Deputy Director

Park Ranger

Golf Pro

- Facility & Support Services:

Director

Facility Maintenance Manager

Senior Maintenance Electronics Systems

Technician

Electronic Systems Technician

- Information Technology

- Director

- Infrastructure Manager

- Network System Administrator

- Technology Systems Specialist-  
Public Safety

- Secondary Roads:

County Engineer

Assistant County Engineer

Fleet Manager

- Sheriff's Office:

Investigations Lieutenant

Investigations Sergeant

Deputy in charge of evidence,

Bailiff Sergeant

and/or bailiff designee



B.E. Those positions authorized to place or release a hold on surveillance video are:

- Administration:  
County Administrator  
Assistant County Administrator
- County Attorney:  
County Attorney  
Attorney II (serving as Corporation Counsel)  
Risk Manager
- Facility & Support Service:  
Director
- Sheriff's Office:  
Sheriff  
Chief Deputy

F. E. Those positions authorized for the purpose of supporting, maintaining, troubleshooting camera system functionality are:

- Information Technology:  
Director  
Infrastructure Manager  
Network System Administrator  
Technology Systems Specialist- Public Safety
- Facility & Support Services:  
Senior Electronics Systems Technician  
Electronics Systems Technician

DE. Those positions authorized to perform the export and archive function of surveillance video are:

- Facility & Support Services: Director  
Facility Maintenance Manager  
Senior Electronics Systems Technician  
Electronics Systems Technician

## APPENDIX B CCTV RESPONSIBILITIES

### A. Facility & Support Services

- Determine physical installation location for new camera locations
- Run premise cabling, electrical (or facilitate same), and install camera mounting hardware and cameras for camera locations as needed within county facilities. Evaluate requests for same by partner agencies to determine if this is work FSS can/will facilitate
- Remove or reinstall cameras configured by IT within county facilities when a lift is required. Evaluate requests for same by partner agencies to determine if this is work FSS can/will facilitate
- Correct issues with camera views, if a lift is required, when adjusting within the software does not solve the issue
- Create and maintain camera location maps associated with camera locations
- All other duties as outlined in CCTV policy
  - Retrieval and retention requests
- Train end users on how to utilize software

### B. Information Technology

- Configure cameras (camera views, resolution, frame rate, motion detection, firmware updates and monitor for cameras off line)
- Camera work (reset power, remove or install cameras, adjust camera views) unless a lift is required
- Monitor site health
- Assign IP addresses
- Maintain list of camera usernames and passwords
- Handle all aspects of software, including software updates, creating and assigning users to groups with appropriate department authorizations
- Determine appropriate camera model based on installation location and anticipated environmental conditions. Work with partner agencies to assist with this as requested
- Purchase and maintenance of cameras, camera mounting hardware and camera licenses
- Purchase and maintenance of all computers and monitors/TV's associated with viewing of CCTV
- Server and storage including relocating cameras to new servers as needed

- Purchase and maintain CCTV maintenance contracts
- Respond to all regular and after hours calls for CCTV issues

## J. OVERTIME COMPENSATION

### GENERAL POLICY

It is the general policy of Scott County to provide overtime compensation to eligible employees for approved overtime hours worked in excess of forty hours per week. It is the intent of this policy to comply with the Fair Labor Standards Act (FLSA) to the extent such act is applicable to Scott County.

### SCOPE

Except as limited by the "Exclusions" section that follows, this policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder with the exception of the elected office holder themselves and Deputies;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

### EXCLUSIONS

The Human Resources Department in consultation with the department shall review all County job descriptions in conjunction with the Fair Labor Standards Act (FLSA) for determination of the positions that should be excluded from the overtime provisions of this policy. Generally speaking those positions that meet the federal salary test, supervisory requirements and are considered to be executive, administrative, professional or computer positions would typically be exempt. The County has a good faith commitment to comply with the FLSA and to make proper payroll deductions. If an employee believes an improper deduction or overpayment has been made they are encouraged to contact the Auditor's Office payroll staff or Human Resources. The County is committed to reimbursing the employee for any improper deductions.

These exclusions are consistent with the established principle that management officials and supervisory personnel are compensated on a salaried basis and are expected to work whatever number of hours required to accomplish their assigned workload during any given period. Conversely, during periods of reduced workload, departmental discretion

may allow some flexibility to these employees in adhering to a formal schedule of hours. In addition, employees classified as exempt under FLSA shall not have their pay reduced for absences from work of less than one day if the absence cannot be covered by accrued leave. It is expected that employees classified as exempt shall utilize leave banks for absences in increments established by the department, e.g. two or four hours.

Notwithstanding the exclusions specified above, the Board of Supervisors, upon written request from the department head and concurrence by the County Administrator, may grant overtime compensation to an employee whose position could be considered exempt under FLSA, if the job consistently requires overtime work resulting in an unfair demand on the services of the individual filling the position or a salary compression issue with those individuals supervised by the employee. Lieutenants in the Sheriff's Office are permitted to accrue overtime compensation for any grant funded or reimbursable work performed.

In an emergency that results in a disaster declaration causing the activation of the Emergency Operations Center (EOC), the Board of Supervisors authorizes straight time pay for any hours worked beyond forty (40) hours in a work week for exempt employees, while present in the EOC or otherwise engaged in assigned disaster response missions. The eligibility for straight overtime shall be retroactive to the start of the disaster as noted in the disaster declaration.  
Also, the County Administrator may grant payment of overtime in cases of emergency.

## **DEFINITION AND PAYMENT OF OVERTIME**

Except as otherwise allowed by FLSA, overtime is defined as time worked in excess of forty hours, in any workweek (seven consecutive calendar days) or eighty four hours in any two week period for 12 hour shift employees. However, Bailiffs, Bailiff Sergeant, Classification Specialists and Corrections Sergeants may receive overtime after 8 hours or 12 hours in a day depending on their regular work schedule. Vacation, sick leave and other paid leaves of absence shall not count as time worked in determining when an employee is eligible for overtime pay. Holidays on a regular scheduled work day shall count as time worked in determining when an employee is eligible for overtime pay in a work period. An employee must receive approval from the appropriate supervisor prior to working overtime hours.

An employee shall be paid for overtime hours worked at the rate of one and one-half times his/her regular rate of pay. Overtime shall not be paid more than once for the same hours worked.

Nothing in this policy is intended to limit work period scheduling to seven consecutive calendar days, and departments may establish alternate work schedules with overtime thresholds to be determined in accordance with FLSA regulations.

## **COMPENSATORY TIME**

Employees who are eligible under this policy for overtime compensation may request compensatory time off from work in lieu of overtime pay. Compensatory time may not be accrued for any work that may be funded or reimbursed by another entity. Final approval of such requests shall be at the discretion of the appropriate department head or elected office holder.

Approved compensatory time shall be accrued at the rate of one and one-half hours for every overtime hour worked. Compensatory time off will be arranged by mutual agreement with a supervisor within a reasonable time of the request but no later than 7 days. Compensatory time off shall not be denied based on overtime, except in the case of requests to utilize compensatory time off for holidays, the day before a holiday or the day after a holiday. Employees may accrue up to sixty (60) hours of compensatory time at any time in a refillable bank, however may only accrue a total of one hundred (100) hours during a fiscal year. All compensatory time accruals as of June 30<sup>th</sup> each year will be paid on the first paycheck in July at the June 30<sup>th</sup> hourly rate.

Employees not covered by a collective bargaining agreement may notify the payroll clerk in writing two weeks in advance of the desire to have twenty or more hours of compensatory hours paid out in the following payroll cycle.

### **CALL-BACK PAY**

In the event an employee eligible for overtime under this policy is called back to work outside his/her normal work shift, he/she shall be paid a minimum of two hours at his/her regular rate of pay, or at the rate of one and one-half times his/her regular rate of pay for all time actually worked, whichever is greater. Any Corrections Sergeant mandatorily called back to fill the hours of a Corrections Officer shall be paid at the rate of one and one-half times his/her regular rate of pay, regardless of any vacation, sick leave and other paid leaves of absence taken in the pay period.

### **ADMINISTRATIVE PROCEDURES**

#### **1. Compliance with FLSA**

The Human Resources Department shall be responsible for administering the County's overtime pay policies and monitoring its compliance with the Fair Labor Standards Act. In this regard, the Human Resources Department shall maintain an up-to-date listing by department of those positions which are determined to be exempt from the overtime pay provisions of FLSA.

#### **2. Record-Keeping**

The Auditor's Office, as part of its centralized payroll function for the County, shall be responsible for the maintenance and storage of all official payroll and employee time records in accordance with FLSA record-keeping

requirements. All County departments will cooperate with the Auditor's Office in forwarding time cards, time sheets and related payroll documentation to the Auditor's Office for all employees eligible to receive overtime compensation.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON

\_\_\_\_\_  
DATE

SCOTT COUNTY AUDITOR

## R E S O L U T I O N

### SCOTT COUNTY BOARD OF SUPERVISORS

January 23, 2020

#### APPROVING CHANGES TO VARIOUS GENERAL AND HUMAN RESOURCES POLICIES

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. General Policy 43 "Video Surveillance" updates the existing policy to reflect actual practices and division of responsibilities.

Section 2. Human Resources Policy J "Overtime Compensation" clarifies the existing language to address ability to receive overtime compensation during events resulting in a disaster declaration.

Section 3. This resolution shall take effect immediately.