SUPPORT SERVICES

Security Video Surveillance Systems

I. Purpose

A. To provide guidance for the use of and access to recorded images by Prince William County Public Schools (PWCS).

B. To provide procedures for the purchase, installation, and maintenance of security video systems installed by the School Division.

II. Scope

A. PWCS captures recorded images in its schools and facilities using digital security surveillance systems. Audio and video images are captured on buses using school bus video observation systems.

B. Video cameras may be used to monitor the interior and exterior of buildings including, but not limited to, parking lots, perimeters, entrance and exit doors, and hallways. Camera equipment shall be installed in locations which provide security for students, staff, and faculty, while as not to compromise personal privacy.

III. Equipment

A. The Director of the Office of Risk Management and Security Services shall coordinate the location, purchase, and installation of the video surveillance equipment in existing and future facilities. Video surveillance equipment shall not be altered or relocated without the prior approval from the Director of the Office of Risk Management and Security Services. See Attachment I for information needed to submit with the request.

B. The purchase and installation for bus video recorders shall be at the discretion of the Director of the Office of Transportation Services.

IV. Software

A. The Office of Risk Management and Security Services shall manage the program installation and access rights to all digital video recorders (DVR). Schools shall be allowed to install DVR viewing software on no more than three computers in the school without the approval from the Director of the Office of Risk
Management and Security Services. The DVR viewing software can be installed by the technical support specialist.

B. The principal/department manager of each school/department may request user names and passwords through the Office of Risk Management and Security Services.

V. Maintenance

A. The repair and maintenance of CCTV equipment shall be managed through Facilities Services by placing a work order. Replacement cost of equipment that cannot be repaired shall be the responsibility of the school or department.

B. Additional equipment and/or replacement equipment must be approved by the Office of Risk Management and Security Services (See Attachment I). This will ensure compatibility and operability with current systems.

VI. Investigations

A. Investigations conducted by the Office of Risk Management and Security Services, school administration, or the Office of Transportation Services may involve the review of video and/or bus surveillance recordings. These recordings are the property of PWCS and there is no obligation by PWCS to allow access to, or viewing of, those recordings to individuals, if requested, unless required by law.

B. The viewing of recorded school and/or bus surveillance recordings to individuals not employed by PWCS shall be approved at the discretion of the school principal or the Director of the Office of Transportation Services for the handling of routine disciplinary issues. The viewing shall be in the presence of a School Division representative.

1. Consideration should always be given to protecting the privacy of others in the video and the identity of potential witnesses.

2. The viewer shall NOT be allowed to use any device to record or photograph the recorded video.

C. The Director of the Office of Risk Management and Security Services (for school video) and the Director of the Office of Transportation Services (for bus video) shall have approval over any requests to copy or distribute video regarding School Division investigations or investigations of a civil or criminal nature. The Director of the Office of Risk Management and Security Services and the Director of the
Office of Transportation Services are responsible for the custody and control of any recorded and copied video while in PWCS possession. When copies are provided to other offices and/or agencies, that office and/or agency assumes responsibility for the custody, control, and security of the video/copy. Copying of video without approval from the Director of the Office of Risk Management and Security Services or the Director of the Office of Transportation Services is prohibited.

D. Pursuant to the terms of the School Division’s Memorandum of Understanding with the Prince William County Police Department, copies of video may be distributed, with noted approval, to the police upon request for any school-related event. Copies of video for events that are not school related may require a subpoena or other formal written authorization and review by Division Counsel prior to release.

VII. Technical Assistance

Staff from the Office of Risk Management and Security Services shall be available to assist schools/departments with technical issues related to the security camera systems.

The Associate Superintendent for Finance and Risk Management (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.
REQUEST FOR INSTALLATION OF ADDITIONAL VIDEO SURVEILLANCE EQUIPMENT
OR
MOVE CAMERAS / MODIFICATIONS TO EXISTING EQUIPMENT

Date of Request: __________________________________________

School: __________________________________________

School Contact: __________________________________________

Principal’s Approval: __________________________________________

All requests must be submitted to the Director of the Office of Risk Management and Security Services for review. Staff from the Office of Risk Management and Security Services can be contacted to assist in preparing this form upon request.

All costs for additional equipment installation or existing system modifications shall be the responsibility of the requesting school/department.

Requests for INSTALLATION OF ADDITIONAL EQUIPMENT must include:

1. This form as a cover sheet;
2. Inventory of equipment to be installed;
3. Exact location of cameras to be installed;
4. Reason for the additional installation of equipment; and
5. A building floor plan (the fire exit floor plan will suffice) indicating the cameras to be installed and location of existing cameras in the vicinity. Indicate the direction the camera will be pointed and if the requested camera is a pan-tilt-zoom (PTZ) camera.

Requests to MOVE CAMERAS or MODIFY THE EXISTING CCTV SYSTEM must include:

1. This form as a cover sheet;
2. Reason for the requested movement or modification; and
3. Building floor plan detailing existing cameras to be moved and where they will be moved.

Office of Risk Management and Security Services Approval: ________________________________

Date: ____________