



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 3515.11

Page 1 of 5

Business and Non-Instructional Operations

Closed-Circuit Television (CCTV) Camera Surveillance Systems

1. Purpose and Scope

To provide guidelines and establish procedures for closed circuit television coverage, authorized users, closed circuit television monitoring, closed circuit television system modifications and expansion, and closed circuit television maintenance and repairs.

2. CCTV Coverage

- A. The District shall generally employ a perimeter coverage philosophy. Closed circuit television camera placement shall be along the outside of buildings or otherwise aimed and focused on the perimeter. Insofar as possible, perimeter cameras shall have overlapping fields of view to ensure that all areas along the perimeter are included in the closed circuit television coverage.
- B. Upon approval by the District Superintendent or designee, exceptions to the perimeter coverage philosophy may be made to provide coverage within the campus perimeter and in the interior of a site building to monitor areas of high value (e.g., computer labs, media centers, audio visual storage).
- C. At no time shall any closed circuit television camera be placed inside a classroom, laboratory, library, or other area utilized as a classroom or study space. Closed circuit television cameras shall not be placed in areas where there may be a reasonable expectation of privacy by staff or students (e.g., rest rooms, locker rooms, private offices, conference rooms, staff lounges).
- D. Each campus where a closed circuit television system is in use shall have signs posted stating the following: "To reduce property damage to our facilities this campus has closed circuit television cameras." Signs shall be conspicuous in size so that a reasonable person would be able to discern sign contents. Signs shall be in addition to any No Trespassing or use of facilities signs and shall be posted at gated access points to the campus.

Closed-Circuit Television (CCTV) Camera Surveillance Systems (continued)

3. Authorized CCTV Users

- A. Authorized users of the closed circuit television camera system shall be approved and appointed by the School principal. The Vice Principal of Supervision shall be designated as the individual who will have system control and oversight at his/her site. To prevent unauthorized access, Vice Principals of Supervision shall maintain a list of all District employees who have authorized access to the surveillance control and recording center and to any stored recording media.
- B. Authorized users shall receive training regarding proper use of the closed circuit television equipment, rules regulating privacy and District Policy. Authorized users shall be trained in the technical use of the closed circuit television cameras and how to use the controls to maximize efficiency and clarity of focus. Included in such training shall be maintenance, storage and use of surveillance images, changing recording media and record keeping. Authorized users shall restrict system use to that for which it is intended (i.e. property conservation).

4. CCTV Monitoring

- A. Although constant, real-time, monitoring may not always be possible, the District and the individual school sites shall make every effort to ensure that video images are monitored on a scheduled basis. Monitoring shall take place at the school site in the area designated as the monitoring center. The monitoring center should be in an enclosed area not subject to unauthorized access or casual entry.
- B. Information obtained through video surveillance shall be used exclusively for security and law enforcement purposes. Closed circuit television system use for the purpose of monitoring personal safety issues, gathering evidence for use in internal employment or labor-related investigations, gang association, or other non-property related purposes is prohibited. Viewing areas off-campus, into neighboring property, into vehicles, or onto any areas where there is an expectation of privacy is also prohibited. No sound is to be monitored or recorded in connection with the closed circuit television system.
- C. Remote closed circuit television monitoring may also be conducted via intranet, Internet, wireless or other means. Any remote monitoring system shall ensure the security of the closed circuit television system and must include a system utilizing passwords or other identifiers to gain access. Remote monitoring shall only be conducted by authorized school or district administrators and district police officials.

Closed-Circuit Television (CCTV) Camera Surveillance Systems (continued)

- D. Closed circuit television system misuse shall be addressed on a case-by-case basis by the school and district administration. Ad hoc monitoring committees may be established to assure that each school adheres to the established Policy, guidelines and procedures. Such committees shall consist of representatives from the school district and the school administration.

5. CCTV System Modifications & Expansion

- A. The closed circuit television system(s) at any site shall not be modified, cameras moved or relocated, or the system otherwise altered from its installed state without prior consultation with district counsel and/or the closed circuit television system vendor. Alterations to the closed circuit television system shall be documented in writing with a signature of approval from district counsel or other competent authority and the site Principal.
- B. Insofar as possible, expansion of existing closed circuit television systems shall include like equipment and technology. Expansions shall be installed within the perimeter coverage guidelines outlined in this administrative regulation. Equipment used to expand closed circuit television systems shall not be located where it is easily defeated or damaged.
- C. Insofar as possible, closed circuit television systems throughout the District shall include like equipment and technology. Campus-based closed circuit television systems shall be able to be upgraded to permit remote site monitoring by Internet capable computers utilizing a host site or other means to receive uploaded real-time camera images from each site and providing selective access to those images by authorized users. Although monitoring may be done remotely, the school site shall maintain access control over the closed circuit television recording media.
- D. Closed circuit television system(s) used in the District shall be capable of being upgraded to utilize wireless Internet technology to monitor real-time images on hand-held digital communication devices. The closed circuit television system shall also be capable of being upgraded to include motion-activated alarms. In connection with an alarm system that is activated when an individual crosses a closed circuit television camera's field of view, wireless monitoring may permit District police/security personnel to increase the effectiveness of an investigation.
- E. Any expansion of the current closed circuit television system(s) shall be conducted by an approved closed circuit television system vendor selected under the guidelines of the District's bidding policies for contracted work.

Closed-Circuit Television (CCTV) Camera Surveillance Systems (continued)

6. CCTV Maintenance & Repairs

- A. Only a qualified CCTV vendor shall maintain, repair, clean, service, adjust, or replace any closed circuit television equipment or components. Any unauthorized maintenance or repair, or modification of the closed circuit television camera hardware or related devices by unqualified persons may void system warranties. Only the installing CCTV vendor should perform any service on the closed circuit television system during the warranty period.
- B. Operating system software shall not be altered, downloaded, copied, edited or modified by anyone other than a qualified CCTV vendor. Corrupted software resulting from tampering may void system warranties.
- C. Repair, replacement, or alteration of District-installed connective cables, conduit, power supply, or other infrastructure may be performed by District or School staff in coordination with the CCTV vendor to ensure such action is not disruptive or damaging to the system.
- D. Any defect in system operation shall be reported verbally and in writing to the CCTV vendor as soon as possible to ensure that any guarantees or warranties are maintained in force. All physical damage to the closed circuit television system shall be documented and investigated.
- E. A closed circuit television system log shall be maintained at each site, which records each system user, dates and times of use, activity, repairs or notices of malfunction. Such system logs shall be maintained on an ongoing basis and kept available in secure storage for no less than three years. System logs older than three years should thereafter be archived for an additional 4 years.

7. Storage & Recall of Recorded CCTV Information

- A. Huntington Beach Union High School District shall utilize digital technology in the closed circuit television system(s) employed. Video images shall be recorded onto DAT-type magnetic tapes or other appropriate medium and secured at the School site in a fire resistant cabinet. Recorded video images stored on media shall be maintained for a period of no less than one year from the date that the image was recorded or for a longer period if required by the District's internal record keeping procedures.
- B. School Principals shall approve requests for access to recorded and stored video images at their sites. Recorded closed circuit television images are only to be viewed by authorized personnel. The Principal may authorize viewing recorded closed circuit television images in the event of an ongoing law

Closed-Circuit Television (CCTV) Camera Surveillance Systems (continued)

enforcement investigation, an incident involving property damage or loss, or for other reasons the Principal may deem appropriate.

- C. All closed circuit television recording media to be removed from the School site shall be signed out by the requestor of the recording media and the Principal. When returned, requestor who originally signed the media out and the Principal shall sign back in the recording media. All closed circuit television recording media shall be considered legal evidence and treated as confidential or as directed by Counsel. Release of original closed circuit television media to individuals or agencies outside of the District may only occur when a subpoena or other court order is received and reviewed by District Counsel.
- D. Original closed circuit television media shall never be edited or manipulated in any manner. When recorded closed circuit television media is requested by any law enforcement agency as part of an ongoing investigation a duplicate may be provided for that purpose upon approval by District Counsel. The original closed circuit television recording media shall be protected from accidental overwrite or erasure during the duplicating process.
- E. A periodic audit by site monitoring committees of random images from the stored closed circuit television recording media shall be conducted to ensure that the closed circuit television cameras have not been moved or altered and that the images captured by the system are not inclusive of areas prohibited by this Policy and where campus users may have an expectation of privacy.