

**SOUTH BURLINGTON SCHOOL DISTRICT**

**SECURITY CAMERAS  
ADMINISTRATIVE PROCEDURES**

Security cameras in the schools will be operational at all times with monitors turned off unless required to gather information about an immediate crisis. Outside security cameras will be used after school hours, nights, and weekends.

Recordings are kept for 72 hours.

Available cameras will be directed toward entrances and halls next to entrances.

All monitors will remain off unless:

1. Directed to turn them on by a law enforcement official as a result of a crisis.
2. When practicing a crisis response drill.

**CONTACT WITH CENTRAL OFFICE**

When an administrator is requested to turn on a security camera monitor by a law enforcement official, they are authorized to do so. As soon as possible, the administration must call to inform a central office administrator. If the person called is not available, call the next person on the list until making contact.

	<u>Office</u>	<u>Cell</u>
1. David Young	652-7251	316-0530
2. John Everitt	652-7256	318-0044
3. John Stewart	652-7052	316-0533

If the above central office administrators are not available, call Andrew Pearson at 652-7024 (office) or 318-5832 (cell).

The superintendent will provide the South Burlington Police Department with remote computer access for the purpose of monitoring an immediate crisis.