

SOUTH BURLINGTON SCHOOL DISTRICT

**SECURITY CAMERAS
ADMINISTRATIVE PROCEDURES**

Security cameras in the schools will be operational at all times. Recordings are retained for 30 days. Monitors will remain off unless:

1. When monitoring building access points.
2. During an emergency, crisis, or 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. Gary Marckres	652-7052	316- 0533
3. Mike Martin	652-7391	316-0553

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

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

February 19, 2019