



**Video Surveillance Request Procedures (Bus or School Incident)
Internal Recipients**

1. Video surveillance request form is completed by the requester.
2. Video request form forwarded to Assistant Superintendent's Office for Student Services.
3. Signature acquired on all requests
 - a. Internal requests require signature of Superintendent/Designee.
4. Approved request form is forwarded to Safety Coordinator or any Cabinet member.
5. Video surveillance can be viewed by scheduling with Safety Coordinator or with any Cabinet member.
6. All surveillance videos will be reviewed in the ASC Security Room.
 - a. Video surveillance will be maintained in a locked area prior to viewing.
 - b. Only authorized viewers are allowed to participate in viewing.
 - c. Viewers must sign a statement of confidentiality/understanding of viewing terms.
 - d. No cellphones, cameras, or recording devices are permitted in the viewing room.
 - e. Cabinet members will log date, time, viewers, and information reviewed.
7. Video surveillance will be maintained/secured in accordance with document retention laws and in the event of legal proceedings.