



**Video Surveillance Request Procedures (Bus or School Incident)
External 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. External requests require signature of Superintendent/Designee and Board Attorney.
4. Approved request form is forwarded to any Chief Technology Officer/designee.
5. Video surveillance will be secured within 24 hours of approval.
6. Upon review of video surveillance, the Superintendent approves viewers.
7. Requestor/Viewers are notified of date/time of viewing.
8. 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.
9. Video surveillance will be maintained/secured in accordance with document retention laws and in the event of legal proceedings.