

**USE OF SCHOOL DISTRICT SECURITY VIDEO CAMERAS  
AND SECURITY FOOTAGE**

**8.24**

- I. The Sarasota County School District has established that the safety of students, employees, and visitors is a high priority of the district. The use of Security video cameras and security footage is also known as Closed Circuit Television or CCTV is used to enhance security, safety, and the quality of life of The School District by integrating the best practices of video monitoring with state-of-the-art technology.
- II. The Sarasota County Schools Police Department (SCSPD), Office of Safety, Security and Emergency Management (SSEM) is charged with reviewing, recommending, and managing proposed and existing video surveillance applications within Sarasota County School District property. The Chief of Police or designee is responsible for the annual review of this policy to reflect changes in the applicable federal/state laws and regulations.
- III. This policy applies to all Sarasota County School District faculty, students, and staff concerning the use of CCTV monitoring and recording. Additionally, this policy applies to all district departments, colleges, divisions, and auxiliaries. Auxiliaries may develop alternative policies specific to their operation, subject to the approval of the Chief of Police. This policy does not address the use of general-purpose web cameras for special interest applications or district promotion purposes, but it should be noted that such cameras must not be used as a substitute for a security system. In addition, this policy does not apply to videography and filming for entertainment or promotional purposes.
- IV. SCSPD/SSEM uses CCTV to monitor school district property to deter crime and provide for the safety and security of individuals and property.
- V. The Manager of Technology for the Office of Safety, Security, and Emergency Management shall review and approve any proposed or existing installation of video security applications on property owned by the Sarasota County Schools District. All video security applications must conform to federal and state law in addition to School District policy. Video security applications must conform to standards established by the SCSPD so recorded data is easily retrievable.
- VI. The use of temporary CCTV monitoring (such as mobile video equipment or covert surveillance cameras) authorized by the Chief of Police for internal or criminal investigations or specific court orders is exempt from this policy.
- VII. Information obtained through video monitoring will normally be used exclusively for safety, security, law enforcement, and other school-related purposes. Recorded images will be retained/stored for up to 30 days with access by appropriate staff authorized by the Chief of Police. After 30 days the recording will be destroyed (or recorded over) unless retained as

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part of a disciplinary matter, a criminal investigation, a civil or criminal court proceeding, or pursuant to the preservation or legal hold notice. No attempt shall be made to alter any recording.

- VIII. Video Recordings and information regarding the CCTV systems are exempt from public records requests pursuant to Florida State Statute 281.301. Information relating to the security or firesafety systems for any property owned by or leased to the state or any of its political subdivisions, and information relating to the security or firesafety systems for any privately owned or leased property which is in the possession of any agency as defined in s. 119.011(2), including all records, information, photographs, audio and visual presentations, schematic diagrams, surveys, recommendations, or consultations or portions thereof relating directly to or revealing such systems or information is confidential and exempt from s. 119.07(1)
- IX. Principals may approve the showing of video footage to parents or guardians of students in certain discipline-related issues at school sites or a bus, if available. This should be done in consultation with the SCSPD or SSEM. Video footage shown is not permitted to be copied or recorded by anyone viewing the footage. No other video footage may be shown. Any viewing of video should be consistent with FERPA and state and federal confidential and public record laws.
- X. The School District may use such records, obtained through the course of police or internal investigation, in support of disciplinary proceedings against faculty, staff, or student(s), or in a civil suit involving a person(s) whose activities are shown on the recording and are relevant to the suit., Any person who tampers with or destroys a camera or any part of an electronic surveillance system may be prosecuted in the criminal justice system as well as through a District discipline process.
- XI. The SCSPD and SSEM will maintain the campus database of all district-owned and controlled camera locations. Any requests for the release of recordings obtained through video security will be referred directly to the Chief of Police. The Chief of Police will be responsible for the release of such data. No other district department may release data obtained through video security. All releases of recordings authorized by the Chief of Police will be documented by the SSEM.
- XII. Signage providing notice of the district's possible CCTV monitoring of a public area shall be posted at Public Areas monitored by video surveillance. An exception to the signage requirement may be made if announcing the use of video surveillance would undermine its purpose, such as in the investigation of criminal activity. Any such decision must be made jointly by the Chief of Police and Executive Director of Human Resources. Normally, signage will state:

**SECURITY NOTICE  
SECURITY CAMERAS  
MAY BE USED TO RECORD  
EVENTS AT THIS FACILITY**

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- XIII.** Cost Centers requesting the installation of new video security applications must submit their request to the SPSPD/SSEM for review. The Chief of Police or designee will review such requests.
- a.** Cost Centers shall request video footage through the Office of Safety, Security, and Emergency Management.
  - b.** Cost Centers are encouraged to clean the cameras on their site. No chemicals should be used only a damp cloth or rag. Cameras should not ever be pressure washed!

**STATUTORY AUTHORITY:**

**LAW(S) IMPLEMENTED:**

**HISTORY:**

**ADOPTED:**

**REVISION DATE(S): 08/03/21**

**FORMERLY:**