

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

USE OF SURVEILLANCE CAMERAS

General Guidelines for the Operation of the Closed Circuit TV's (CCTV)

The Safety Resource Officers at each center will be the primary operators of the CCTV system under the direction of the center's Campus Principal and Principal for Special Programs.

The acquisition and installation of CCTV's will be decided by the District Superintendent and Administrative Cabinet pursuant to Board Policy 6230 "Use of Surveillance Cameras." Maintenance or service of the equipment is to be arranged through the Director of Facilities. The Director of Facilities is responsible for the placement of the required signage.

Observation of an Incident

All incidents observed on tape which might be construed as potential violation of the BOCES Code of Conduct will be reported to the appropriate Principal at the center. In turn, that Principal will contact the appropriate component home school district administration where applicable. If the incident is of a serious nature that can be viewed as a threat to the health and safety of staff and students, the District Superintendent and/or designee should be contacted immediately. Any illegal actions will be reported to the appropriate law enforcement agency.

Any incident that includes damage to BOCES property or damage to personal property of staff or students, it will be reported to the Assistant Superintendent for Administrative Services for reporting to the BOCES insurance company and State Education Department, if necessary.

Accessibility to Recorded Tapes

All requests to view camera recordings must be in writing to the District Superintendent and the Board of Education (pursuant to Board Policy 6230). However, the Campus Principal or Principal of Special Programs has some flexibility in this regard to make a decision to allow law enforcement or the component home school district (if expediency is an issue) to view the recording should the District Superintendent not be available. A follow up letter or email to the District Superintendent outlining the expedient nature of the incident will need to be sent. Otherwise no students, staff, parents, board members or community members will have access to the tapes. Video tapes of students are considered a "student record" protected by FERPA and are therefore not accessible under Freedom of Information Law (FOIL).