



Proposed Security Cameras and Surveillance Policy

Navigator Schools authorizes the use of video camera surveillance on Navigator Schools property to monitor the health, welfare, and safety of all staff, students and visitors to Navigator Schools property, and to help safeguard Navigator Schools facilities and equipment. Video cameras may be placed in locations deemed appropriate by designated school administrators.

Navigator Schools notifies staff and students through student/parent and staff handbooks and signage that on-campus video and audio surveillance may occur on Navigator property.

Navigator may be required by law enforcement to provide access to recorded surveillance data. Procedures to preserve data related to an incident are as follows::

1. Video Surveillance Request Form is completed
2. Form is turned into site Ops leader (i.e VP of Ops, Manager of Ops, or Director of ITOM)
3. Form is submitted by site Ops leader to Director of ITOM
4. Director of ITOM or Designee accesses recorded video and downloads video for storage
5. Director of ITOM reviews Video Surveillance Request Form and incident with CEO of Navigator Schools or Designee to determine if request form is approved or denied.

A sample Video Surveillance Request Form is attached.



DRAFT:
Request to View Security Camera Footage

- Requests must be made within 7 days of incident
- Approval or denial is given by the CEO or designee

First and Last Name: _____ Telephone Number: _____

E-mail: _____

You are:

- Navigator Employee
- Law Enforcement
- Other _____

Date of Incident: _____ Time of Incident: _____

Building or Location of Incident: _____

Description of Incident:

Signature: _____ Date: _____