



VIDEO SURVEILLANCE CAMERA PLACEMENT AND MAINTENANCE PROCEDURE (TRN-P018)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of placing and maintaining surveillance cameras on school buses.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Transportation Manager and School Principals

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 Incident: An incident which would require further use of tape would include, but not limited to, a complaint by the driver or other school authority relating to conduct of the student or students on the bus, or complaint by a student or others, regarding conduct of the driver or other students on the bus.

5.0 PROCEDURE:

- 5.1 At the beginning of the school year the Transportation Manager provides Principals two keys for access to camera boxes for buses assigned to their school.
 - 5.1.1 Transportation Manager/designee and Principal/designee are the only individuals authorized to remove videotapes.
 - 5.1.2 If buses are parked at driver's homes, supervisors will attempt to contact drivers prior to entering their property for removal of tapes.
- 5.2 The Transportation Manager/designee and/or Principal may review videotapes on a random basis. If the tape is not reviewed it rewinds automatically.
- 5.3 When a complaint is received, incident reported, or the Transportation Manager and/or Principal have reason to believe inappropriate conduct has occurred or is occurring on a particular bus or route the video tape is removed and replaced with a new tape to prevent a loss in video coverage.
- 5.4 The Transportation Manager/designee and/or Principal/designee review the tape.
- 5.5 When any disciplinary or other action against a student or driver is to be taken as a result of a complaint/incident, Clarksville-Montgomery County School System will maintain the tape for use in such proceedings.
 - 5.5.1 Tapes will be treated as confidential records.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Video Surveillance Policy
- 6.2 Employee Discipline Policy



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- 6.3 Employee Discipline Procedure
- 6.4 Complaint Policy
- 6.5 Transportation Complaint Procedure

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Tapes (Student)	Transportation Department	20 years	Recycle	Secured Building under lock & key
Tapes (Employee)	Transportation Department	1 year following the conclusion of any investigation, disciplinary proceedings or litigation arising out of the incident	Recycle	Secured Building under lock & key

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/08/06		Initial Release

9.0 FLOWCHART:

- 9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of Procedure *****

