



**Jordan School District  
Security Camera/Video Surveillance Access  
Guidelines**

The purpose of these guidelines is to regulate the use of security camera/video surveillance at Jordan School District facilities and/or grounds. These guidelines apply to the responsibility of school administration in order to access, view, download, export and/or share security camera/video surveillance.

**Approval**

1. School Administrator
2. Area Administrator of Schools

**Guidelines**

The Jordan School District administration will support a building principal's request to access, view, download, export and/or share security camera/video surveillance only when the following guidelines are observed:

1. Viewing:
  - a) Only the school administration is authorized to view security camera surveillance.
  - b) The school administration may authorize viewing of security camera surveillance to other school employees including, but not limited to, hall monitors, School Resource Officers (SROs), staff, etc., however, this is permitted only under the direction of the school administration.
2. Saving – Downloading or Exporting:
  - a) The school administration is authorized to save security camera surveillance by means of downloading or exporting only when there is a risk of losing the surveillance based on the 14-day retention of viewing data mentioned below.
3. Sharing:
  - a) In the event security camera surveillance is requested, sharing of security camera surveillance is authorized only under the direction of the Administrator of Schools.

4. All requests for the installation of surveillance cameras and recording equipment as related to personnel issues or investigations must adhere to the following:
  - a) Requests are to be submitted in writing from the Administrator of Human Resources to the Administrator of Auxiliary Services.
  - b) The Administrator of Auxiliary Services will delegate the installation of all surveillance and recording equipment.
  - c) Surveillance recording equipment will be set-up for review in the Department of Human Resources, not at the applicable school or location.
  - d) Review of all recordings will be under the direction of the Administrator of Human Resources.
  - e) Facility Services personnel will train and support the Department of Human Resources personnel to properly use the equipment and review recordings.
  - f) The Administrator of Human Resources will notify the Administrator of Auxiliary services once the investigation is complete. Facility Services personnel will then remove all applicable surveillance camera(s) and recording equipment.
5. All security camera/video surveillance has only a 14-day retention of viewing data. Any attempt to retrieve security camera surveillance of more than 14 days will be futile.
6. All security camera/video surveillance is confidential and protected by law (see attached *Employee Expectation of Privacy* memo from legal counsel 6/23/15).