

## VENTURA COUNTY OFFICE OF EDUCATION

**SUPERINTENDENT POLICY NO. 3515**

**ADOPTED: 09/06/22**

**CLASSIFICATION: Business and Non-Instructional Operations**

**SUBJECT: Facilities and School Campus Security**

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The County Superintendent is committed to providing a school and work site environments that promote the safety of students, staff, and visitors to VCOE schools, programs, and facilities. The County Superintendent also recognizes the importance of protecting VCOE property, facilities, and equipment from vandalism and theft.

The Risk Manager in coordination with the Facilities Director and site Administrators, shall develop campus security procedures, which may be included in the comprehensive safety plan and/or site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school and work site objectives.

### Surveillance Systems

In consultation with the safety planning committee, other relevant stakeholders, and staff, the Facilities Director, Risk Manager and site Administrators shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the surveillance equipment shall be disabled so that sounds are not recorded.

Signs are to be posted at conspicuous and targeted locations around VCOE buildings and grounds, stating the facility uses video surveillance equipment for security purposes and that the equipment may or may not be actively monitored at any time. The County Superintendent or designee shall also provide prior written notice to students and parents/guardians about the surveillance system, including the locations where surveillance may occur and that the recordings may be used in disciplinary proceedings and/or referred to local law enforcement, as appropriate.

To the extent that any images from the surveillance system create a student or personnel record, the County Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, policy, administrative regulation, and any applicable collective bargaining agreements.