

Title: Physical Security

SECURITY CAMERAS

Video surveillance on Council Bluffs Community School District grounds and in District facilities is conducted through the use of security cameras and is primarily used to detect activities that require school personnel to respond to an event; record images that may be needed as evidence; or assist in an initial assessment of an incident or event.

- External cameras should provide video surveillance of the primary entrances of the school and those areas where, because of increased risk, require enhanced surveillance.
- Camera coverage should be sufficient to approximate a general description of a person or vehicle.
- Cameras should have a clear and unobstructed view of the intended target areas.
- The camera system should have a preventive maintenance inspection (PMI) program to ensure effective equipment operation.
- Images should be retained for a minimum of 14 days.
- Recording equipment should be secured in a room with limited and controlled access.
- There will be no use of fake or “dummy” cameras without District approval.
- Use of covert or hidden cameras must be approved by the District.
- The current locations of cameras should be plotted on a facility diagram of the school and retained by the Principal or his/her designee.
- Approved staff members will be given access to view the camera video digitally and be trained appropriately.

DOORS AND LOCKS

- Exterior doors should remain closed to prevent unauthorized persons from entering the school.
- Exterior doors should be regularly checked to ensure they properly close and seal to prevent unauthorized persons from entering the school.
- Exterior doors that are temporarily unlocked to expedite the arrival of students should be monitored by a designated staff member.
- Locks on doors, gates, and fences should be in working order – i.e. not rusted open or shut.

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LIGHTING

- There must be a process to regularly check exterior lights on the building and in the parking lot(s) to ensure they are operational.
- There should be an alternate power source to ensure emergency lighting in the school continues to work immediately after a commercial power outage.
- Emergency lights should be checked regularly to ensure they are operational.
- Exterior areas under video surveillance must be sufficiently illuminated to ensure a quality image is recorded.

ALARMS

- Ensure the duress button is tested at least quarterly to ensure it is operational.
- If applicable, test the intrusion/burglar alarm system at least twice each semester.

Cross References:

Legal References:

Approved: August 26, 2013

Reviewed:

Revised: May 28, 2019

April 23, 2024