



# PREFERRED PRACTICES

## Using Cameras on Campus

### 1. STRATEGIC CAMERA PLACEMENT

- **Conducting a Site Survey**

Before installing security cameras, it's crucial to conduct a thorough site survey. This step helps in identifying the most effective placement for cameras. The survey should define the purpose of the installation, considering factors such as security coverage, privacy concerns, and existing infrastructure.

- **Key Areas to Monitor**

A well-planned security system prioritizes coverage of high-risk locations, including:

- **Entrances and Exits:** Essential for monitoring who enters and exits the campus.
- **Perimeter Areas and Fences:** Helpful in detecting trespassers and preventing unauthorized access.
- **Hallways and Corridors:** Tracks movement inside buildings for security and emergency response.
- **Reception and Waiting Areas:** Enhances visibility in high-traffic zones.
- **Loading Docks and Delivery Entrances:** Effective in preventing theft and unauthorized access.

- **Avoiding Privacy-Sensitive Locations**

Cameras should never be installed in areas where privacy expectations are highest, such as:

- Bathrooms and locker rooms.
- Counseling and health services offices.
- Faculty lounges or private meeting spaces.

### 2. CAMERA SELECTION AND FUNCTIONAL NEEDS

- **Choosing the Right Camera Type**

The effectiveness of a surveillance system depends on selecting the appropriate camera type based on the desired level of monitoring. This includes:

- **Detection:** Identifying movement in an area without recognizing individuals.
- **Recognition:** Determining if a person is familiar or authorized.
- **Identification:** Capturing enough detail (e.g., facial features) to confirm an individual's identity.



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- **Fixed vs. Pan/Tilt/Zoom (PTZ) Cameras**

- **Fixed Cameras:** Provide continuous coverage of designated areas but have a limited field of view.
- **PTZ Cameras:** Can pan, tilt, and zoom for dynamic coverage but require active monitoring and only capture one area at a time.

For comprehensive surveillance, a combination of fixed and PTZ cameras is ideal. Wide-angle fixed cameras provide general visibility, while zoomed-in PTZ cameras allow detailed monitoring of specific incidents.

### 3. PRIVACY-PREFERRED POLICIES FOR CAMERA USE

- **Implementing Privacy Policies**

To align security with privacy protection, schools should implement policies that:

- **Limit Access to Footage:** Only authorized personnel should review video recordings.
- **Define Data Retention Periods:** Surveillance footage should be stored only as long as necessary.
- **Ensure Transparency:** Inform students, staff, and parents about camera use through signage and school policies.

- **Technology Considerations for Privacy**

Modern surveillance systems allow for masking certain areas within a camera's field of view, preventing unnecessary recording of sensitive spaces. Schools should consider AI-assisted monitoring that detects and alerts of predefined behaviors without storing personal data.

### 4. INTEGRATION WITH NETWORK AND SECURITY INFRASTRUCTURE

- **Network Infrastructure**

Cameras should be incorporated into a broader security ecosystem, ensuring:

- Adequate network infrastructure to handle video data without bottlenecks.
- Proper Power-over-Ethernet (PoE) management for continuous camera operation, even in extreme conditions.

- **Layered Security Measures**

Layered security measures, including access control systems, emergency response plans, and incident escalation procedures, should complement video surveillance to create a robust security framework.



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### 5. ADDRESSING EMPLOYEE AND STUDENT CONCERNS

- **Educating on the Importance of Cameras**

It's essential to address any concerns staff and students may have about the use of cameras on campus. Educating them on why cameras are crucial to campus security can help alleviate these concerns.

Key points to cover include:

- **Enhancing Safety:** Cameras help in monitoring and responding to security incidents, ensuring a safer environment for everyone.
- **Deterrence:** The presence of cameras can deter potential criminal activities, contributing to overall campus security.
- **Emergency Response:** Cameras provide valuable footage that can be used in emergency situations to coordinate responses effectively.

- **Benefits to the Campus Community**

Explain how the use of cameras benefits the campus community:

- **Peace of Mind:** Knowing that the campus is under surveillance can provide peace of mind to students, staff, and parents.
- **Accountability:** Cameras help in maintaining accountability and transparency in campus activities.

- **Promoting a Culture of Safety**

Foster a culture of safety by:

- **Promoting Open Communication:** Regularly communicate with students and staff about the security measures in place and their benefits.
- **Offering Training Programs:** Implement training programs to educate the campus community on how to stay safe and the role of surveillance in security.
- **Providing a Feedback Mechanism:** Encourage feedback from students and staff to continuously improve security practices and address any concerns.



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