Use this checklist to ensure your campus security cameras are strategically placed, privacy-compliant, and effectively integrated into your security system.

1. CONDUCT A SITE SURVEY BEFORE INSTALLATION

- [ ] **Define the purpose of the camera system (for example, security monitoring, emergency response).**

- [ ] **Identify high-risk areas to monitor:**

  - [ ] Entrances and exits
  - [ ] Perimeter areas and fences
  - [ ] Hallways and corridors
  - [ ] Reception and waiting areas
  - [ ] Loading docks and delivery entrances

- [ ] **Avoid placing cameras in privacy-sensitive locations, such as:**

  - [ ] Bathrooms and locker rooms
  - [ ] Counseling and health offices
  - [ ] Faculty lounges and private spaces
  - [ ] Review existing security procedures and adjust as needed

2. SELECT THE RIGHT CAMERAS FOR YOUR NEEDS

- [ ] **Choose the level of detail required:**

  - [ ] Detection—Identifying movement in an area
  - [ ] Recognition—Determining if a person is familiar
  - [ ] Identification—Capturing facial details for verification

- [ ] **Select the appropriate camera type:**

  - [ ] Fixed Cameras—Continuous monitoring of designated areas
  - [ ] PTZ (Pan/Tilt/Zoom) Cameras—Dynamic coverage, controlled by security staff

- [ ] **Use multiple cameras when identification is required in large areas**

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3. IMPLEMENT PRIVACY-PREFERRED CAMERA POLICIES

- ☐ **Limit access to video footage (only authorized personnel)**
- ☐ **Define data retention periods (store footage only as long as necessary)**
- ☐ **Inform students, staff, and parents about camera use through:**
    - ☐ Posted signage
    - ☐ School policies and handbooks
- ☐ **Use privacy masking features to block sensitive areas from recording**

4. INTEGRATE CAMERAS WITH CAMPUS SECURITY SYSTEMS

- ☐ **Verify the network infrastructure can support camera data without slowdowns**
- ☐ **Use Power-over-Ethernet (PoE) to ensure cameras operate during power fluctuations**
- ☐ **Ensure cameras align with:**
    - ☐ Access control systems (badge readers, security gates)
    - ☐ Emergency response plans (police/fire department integration)
    - ☐ Incident escalation procedures (who responds to alerts?)
- ☐ **Regularly test cameras and update software to maintain system security**

5. FINAL REVIEW AND IMPLEMENTATION

- ☐ **Conduct a walkthrough to verify camera coverage and blind spots**
- ☐ **Schedule periodic policy reviews to ensure compliance with regulations**
- ☐ **Train security staff on monitoring procedures and incident response**
- ☐ **Document the system setup for future reference and upgrades**