



PREFERRED PRACTICES

Campus Security Camera Checklist

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



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