

Live Streaming

Memorandum of Understanding

Between the Lacey Township School District and Lacey Township Police Department

I. Introduction

Schools and law enforcement share responsibility for school safety and must work together with complementary policies and procedures to ensure a safe learning environment for students and staff members. As such, the Lacey Township School District and the Lacey Township Police Department have recognized the need for a shared understanding as to the use of security cameras in the schools in a way that enhances security and aids law enforcement while respecting the privacy expectations of members of the school community.

Currently, all schools are equipped with security cameras and the Lacey Township Police Department has the means to remotely view real time footage and video recordings from said cameras.

II. Purpose

The purpose of this agreement is to set forth guidelines for the Lacey Township School District and Lacey Township Police Department as to the role and responsibilities of each in the use of security cameras and surveillance in the schools.

III. Agreement

In furtherance of this objective, the Lacey Township School District and Lacey Township Police Department agree to the following:

A. Non-Emergency Situations

It is not intended or expected that school security cameras will be routinely monitored in real time by the Lacey Township Police Department. Nor is it intended or expected that video recordings from those security cameras will be routinely reviewed by the Lacey Township Police Department.

Nevertheless, in cases of non-emergency situations, including but not limited to, false fire alarm pulls, vandalism, theft, physical altercations and training, the Superintendent or building principal, or his or her designee, may, at his or her discretion, invite law enforcement to review video recordings from school security cameras.

Law enforcement officers may independently access a school's video recordings in non-emergency situations only after receiving approval from the building principal or his or her designee. The principal or his or her designee may grant or deny said access at his or her discretion.

B. Emergency Situations

In the event of emergency situations, including but not limited to, active shooters, bomb threats, or any other circumstances that produce an immediate threat to life, limb, or safety of building occupants, the Lacey Township Police Department may access the school security cameras' real-time footage and video recordings without the prior approval of the Lacey Township School District. This authority shall extend to emergency situations that occur both during and after school hours. This authority shall also extend to after school hours when the Lacey Township Police Department (1) is notified of an alarm sounding and/or (2) suspect criminal activity on school property.

C. Dissemination

No member of the Lacey Township Police Department is to disseminate, in any way, real-time footage or video recordings from school security cameras. Requests for the release of recorded material must be approved by the Superintendent or his or her designee.

D. Training

All Lacey Township Police Department personnel involved in the use of school security cameras or review of camera footage will be instructed in the technical and ethical parameters of appropriate camera use and will receive a copy of this policy and provide a written acknowledgement that they have read and understood its contents.

E. Applicability to School Resource Officers

This Memorandum is not intended to alter or limit the current authority granted to School Resource Officers to access real-time footage or video recordings from school security cameras.

F. Violations of the Agreement

The Lacey Township School District retains the right to modify this agreement or restrict future access to school security cameras and surveillance. Misuse of the school security cameras and/or security footage shall be addressed on a case-by-case basis by the Lacey Township School District.

IV. Monitoring of Use

- A. It is understood that the equipment at the Lacey Township Police Department Headquarters with access to school security cameras will remain off until such time that there is an Emergency Situation or in Non-Emergency Situations, Superintendent or designee approval to view video recordings is received.
- B. The Lacey Township School District will monitor the livestream access accounts and report log in activity to the Superintendent on a monthly basis.

V. List of Designated Law Enforcement Authorities

A confidential list of designated law enforcement personnel who are authorized to activate the equipment to view live streaming video, including contact information, position, rank and supervisors contact information will be provided on a yearly basis by Lacey Township Police Department Chief Michael DiBella. These individuals will be provided with an access code by Technology Supervisor William Zylinski in order to remotely access the camera equipment. If such access occurs, William Zylinski will be notified and the individual will need to complete a Lacey Township Police Department report stating the date, time and reason for access.