

**INDEPARTMENTAL AGREEMENT BETWEEN THE SPRINGFIELD PUBLIC SCHOOLS (SPS) AND THE SPRINGFIELD POLICE DEPARTMENT (SPD) REGARDING ACCESS TO SCHOOL SECURITY CAMERAS**

**Q AND A about the Interdepartmental Agreement**

**EXTERIOR SPS CAMERAS ON SPS BUILDINGS**

Q: When can SPD **access live or recently recorded images** of SPS exterior security cameras located on the outside or exterior of SPS school buildings?

A: Any time

Q: Who can access live **or recently recorded** images of SPS exterior security cameras?

A: **ONLY** by:

1. the current members of the civilian SPD Real Time Crime Analysis staff
2. the civilian SPD Video Analyst

and only during the hours that the civilian Real Time Crime video department is staffed.

Q: For what purpose?

A: When access to live or recently recorded images of SPS exterior security cameras is needed **for a bona fide law enforcement purpose, police investigative or criminal investigative purpose**

Q: What is a bona fide law enforcement purpose?

A: **A bona fide law enforcement purpose includes but is not limited to: school security issues, investigations related to assaults, car accidents, robbery, homicide, missing child, etc.**

Q: **What does it mean where** the Agreement says access can be by “SPS officers and supervisors responding to or in good faith investigating an incident depicted on such images and SPD officers, supervisors and personnel designated by the Police Commissioner/Superintendent.”

A: **SPS officers and supervisors responding to or in good faith investigating an incident depicted on such images, and SPD officers, supervisors and personnel designated by the Police Commissioner would have to request that the SPD Real Time Crime Analysis staff and the SPD Video Analyst access the video because only the SPD Real Time Crime Analysis staff and the one civilian SPD Video Analyst have password access to real time video. Any officer investigating a real time incident would have to seek approval from the Commissioner/Superintendent or a police**

**supervisor in order to allow the civilian Real Time Crime Analysis staff or civilian Video Analyst access to the SPS video feed. Such approval will be documented.**

**Q:** Can SPD keep a copy of the video feed?

**A: No. The real time video equipment does not have the capacity to record video feed. It is only for real time viewing, that is, viewing in the moment. Only the SPS cameras save video for a period of about 3 weeks. Any SPD request for past video must be made to the Safety and Security Office at Springfield Public Schools.**

**SPD by policy does not save or copy video of any type from school cameras.**

### **INTERIOR SPS CAMERAS IN SCHOOL BUILDINGS**

**Q:** Where are interior cameras located in SPS school buildings?

**A:** Hallways, gyms, stairwells, and cafeterias.

**Q:** Are there cameras in school classrooms, bathrooms, or locker rooms?

**A: NO**

**Q:** If there is a **public safety emergency situation**, can SPD access interior camera live images?

**A: Yes, but only the civilian SPD Real Time Crime Analysis staff and the civilian SPD video analyst can access live camera images.**

**Q:** What is a public safety emergency situation?

**A: Active shooter, knife wielding intruder, hostage situation, or other life threatening situation.**

**Q:** If during a **public safety emergency situation**, does the SPD have to notify SPS of the access to SPS interior security cameras live images?

**A:** Yes, the SPD Supervisor responsible for coordinating the SPD **public safety emergency situation** response **shall** as soon as practicable notify SPS Safety and Security Office that SPD civilian real time crime analysis staff and/or civilian video analyst have accessed SPS interior school security camera live images.

**Q:** What information must be provided by the SPD to SPS Safety and Security Office **in the case of a public safety emergency situation**?

**A:** Details of such access date, by who on the Real Time Crime Analysis staff, time location, and reasons

Q: Who can access live or recently recorded images of SPS interior security cameras during a **public safety emergency situation**?

A: **ONLY** by:

1. the civilian Real Time Crime Analysis staff
2. the civilian SPD Video Analyst
3. SPD officers and supervisors responding to or investigating an incident believed to be depicted on such images and recent recordings, under certain conditions.

Q: Are there any circumstances other than public safety emergency situations that SPD can access SPS interior camera live or recent recordings of mages?

A: Yes, but only **with prior written approval from the SPS Safety and Security Office** for the purpose of a **non-emergency law enforcement investigation**, or for **law enforcement training**, or **to perform maintenance on the camera equipment, provided there are no students in the building.**

Q: Who retains or keeps the video images?

A: The video images are only recorded on SPS owned cameras and therefore SPS owns the images and retains the right to reproduce video images for:

SPD, DA's office, Law enforcement agencies, Court Order or subpoena

SPD real time crime analyst staff can only view images in real time. There is no recording capacity.

Q: Is there a way to know who at the SPD has accessed a SPS camera?

A: Yes, the SPD camera video feed **can only be accessed by the authorized Real Time Crime Analysis civilian staff by entering a username and password.** The system then records under the username the location of the camera being accessed and for what period of time the camera video is accessed.

Q: How are the video images viewed by the Real Time Crime Analysis staff to be used?

A: **Only for law enforcement purposes.** The real time images cannot be used by SPD for discipline of students or SPS staff. The images cannot be used to assess documented status of a student or parent.

Q: How does the Interdepartmental Agreement protect student images recorded on SPS cameras?

A: Other than as authorized in the Agreement, Video images of a SPS student can **ONLY** be released or redisclosed by SPS with prior authorization from the student's

Parent/Guardian, Court Order or subpoena. Real time images cannot be saved or recorded by SPD civilian Real Time Crime Analysis staff.