SOUTHERN OKLAHOMA TECHNOLOGY CENTER: DISTRICT POLICY BE SECURITY

I. General Provisions: The Board requires and encourages close cooperation between its employees; the District’s security personnel; local police, fire, and sheriff departments; safety officers and/or risk managers appointed by the District; and the District’s insurance companies in maintaining the safety and the security of all buildings and grounds.

II. Limited Access: Access to school buildings and grounds outside of regular school hours shall be limited to authorized personnel. An adequate key control system shall be established to limit access to buildings and to safeguard against the potential of entrance to buildings by keys in the hands of unauthorized persons. Records and funds shall be kept in a safe place and under lock and key when required. Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate.

III. Reporting and Prosecuting Criminal Acts: Employees, students, and citizens of the District should report any criminal activity occurring on District property to the Superintendent or the Superintendent’s designee. The Superintendent or the Superintendent’s designee shall be authorized to pursue a criminal complaint and to press charges against persons suspected of criminal activity occurring on District property as deemed appropriate.

If an employee is subject to an assault, a battery, or an assault and battery during the performance of any school duties, the employee shall notify the Superintendent, the building administrator, or a member of the Safe School Committee. Any building administrator or member of the Safe School Committee so notified shall notify the Superintendent. Each school site shall post the following notice in a prominent place:

FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE. (OSS 21-650.7)

IV. Visitors: Parents and patrons of the District are encouraged to visit the District and to observe the activities of the District. Except as otherwise provided, all visitors to the District shall report to the school office upon entering the building, shall sign the visitors’ register, and shall request appropriate authorization to visit the school. When parents, patrons, and friends have been invited for a particular activity or program, it shall not be necessary to sign the visitors’ register or request any additional authorization to visit the school.

Adopted: 7-1-98
Revised: 10-11-01
10-12-12
1-11-13
V. Soliciting: The District prohibits soliciting by individuals, companies, and/or political campaigns.

VI. Unauthorized Persons: Any unauthorized person on District property should be reported to the School Resource Officer. As authorized by law, the District has the authority and power to direct any person to leave District property who is not a student, officer, or employee and who interferes with the peaceful conduct of activities, commits an act which interferes with the peaceful conduct of activities, or enters the institution for the purpose of committing an act which may interfere with the peaceful conduct of activities.

Any person may be directed to leave any District property and to not return for a period of days specified and as allowed by law. During the period of days specified, the person removed from District property may not be on any District property without first obtaining written permission from the Superintendent, the Superintendent’s designee, or the Security Officer.

When a person is directed to leave District property and to not return for a specified period of days, the person shall be given written notice of such directive and shall be advised in writing that he/she may appeal the directive to leave District property and to not return to the Security Officer in writing within five (5) days of receipt of the directive to leave. The request for an appeal shall set forth the reasons that the directive to leave should be reversed. The employee directing a person to leave District property shall be entitled to respond to the appeal in writing. The Security Officer shall make a decision as to whether the directive should be upheld, amended, or reversed and shall communicate such decision in writing to the appealing person and the employee who directed the person to leave District property. The decision of the Security Officer may be appealed to the Superintendent or Superintendent’s designee by submitting a written request for an appeal to the Superintendent or Superintendent’s designee within five (5) days of receipt of the decision of the Security Officer. The Superintendent or Superintendent’s designee shall review the documents submitted to the Security Officer and render a written decision upholding, modifying, or reversing the decision of the Security Officer. The decision of the Superintendent or Superintendent’s designee may be appealed to the Superintendent by submitting a written request for an appeal to the Superintendent within five (5) days of receipt of the decision of the Superintendent/Superintendent’s designee. The Superintendent or Superintendent’s designee shall review the documents submitted to the Security Officer and the Superintendent or Superintendent designee and render a written decision upholding, modifying, or reversing the decision of the Superintendent or Superintendent designee.

In addition, if a person fails to leave District property after receiving a directive or returns prior to the expiration of the period of days specified, the District may pursue criminal charges against the person as authorized by law. Criminal charges will not be affected by any appeal as set forth above.

Adopted: 7-1-98
Revised: 10-11-01
10-12-12
1-11-13
VII. **Sex Offenders:** Oklahoma law requires that any person who becomes subject to the provisions of the Sex Offenders Registration Act on or after November 1, 1989, shall register, in person with the School Resource Officer of the District if the person:

1. enroll as a full-time or part-time student, or
2. is a full-time or part-time employee.

District maintains the registers of the two following classifications of offenders required to register under the Oklahoma Sex Offenders Registration Act:

- Persons classified as numeric risk level one (1) or two (2) sex offender
- Persons classified as a habitual or aggravated sex offender

The registrations are open for public inspection upon request from the Superintendent or their designee. A complete list of registered sex offenders in the state may be obtained from the Oklahoma Department of Corrections ([www.doc.state.ok.us/offenders/offenders.htm](http://www.doc.state.ok.us/offenders/offenders.htm)).

VIII. **Emergency Notification and Timely Warnings:** In the event of an actual emergency, employees, students and patrons of the campus will be notified without delay. The Superintendent or the Superintendent’s designee will issue an “Emergency Notification” by means of the campus messaging system (School Reach) and personal direction from school officials, as to the existence of the emergency and safety instructions. The “Emergency Notification” will be activated immediately upon confirmation a dangerous situation or emergency exists or threatens.

Should an ongoing or continuing criminal threat to District students, faculty or staff arise either on or off campus, the Superintendent or Superintendent’s designee will utilize appropriate components of the Campus Alert System to issue a “Timely Warning” as soon as pertinent information is available.

The Superintendent or Superintendent’s designee is responsible for issuing timely warnings. Timely warnings are usually issued for the following classifications: arson, burglary, aggravated assault, criminal homicide, motor vehicle theft, robbery and sex offenses which constitute an ongoing or continuing threat. Timely warnings may also be issued for other crimes as deemed necessary in the judgment of the Superintendent. The District works in conjunction with the local authorities and other agencies to gather the necessary information to inform the campus community about crimes reported to them that may warrant timely warning.
Any student, employee or visitor with information warranting a timely warning should report the circumstance to the Superintendent by phone (580) 224-8207, or in person at the Superintendent’s Office.

IX. USE AND INSTALLATION OF VIDEO SURVEILLANCE EQUIPMENT

PURPOSE: The purpose of this section of policy is to assist in efforts to promote a safe environment by deterring acts of harassment or assault; to deter theft and vandalism, to assist in the identification of individuals who commit damage to District property; and to assist law enforcement agencies with regard to the investigation of any crime that may be depicted.

SCOPE: This policy applies to employees, students, partners, contractors or any other guests who access District property.

I. Permanently Installed Equipment- The Information Technology Department will operate and maintain the video surveillance system for the District. Individual departments or programs wishing to install CCTV devices in other areas of campus shall submit a request to the Director of Operations with a statement justifying the benefit of installing surveillance equipment. The requests will be forwarded to the Superintendent for final approval.

II. Temporary Installed equipment- From time to time it may become necessary to temporarily install video surveillance equipment on District property, for example, where thefts or security breaches have occurred, to oversee construction, or other reasons. The same rules regarding permanently installed equipment will be applied to temporary installed surveillance equipment.

III. Viewing Live Media – Monitoring of the District’s CCTV system for security purposes will be conducted in a manner that is professional, ethical, legal, and consistent with existing policies and administrative regulations. Access to the District’s live video CCTV feed requires the permission of the Superintendent.

IV. Viewing Recorded Media – Only authorized personnel may review recorded media from the District CCTV system. The subject matter under review will determine the level of authorization required. The Information Technology Department will assist in the viewing and archiving of recorded media when requested. Generally recorded media is maintained for a period of seven days before being overwritten.

   a. Viewing recorded media regarding potential discipline or other issues involving students, efforts to identify theft, vandalism, or damage to District property may be requested by any program director without further approval.
   b. Viewing recorded media regarding any potential personnel issue requires

Adopted: 7-1-98
Revised: 10-11-01
   10-12-12
   1-11-13
permission of the District’s Human Resources Director or the Superintendent.
c. Recorded media may not be transferred, exported or provided in any way to
any third party without permission of the Superintendent and/or consent of the
adult student or parent or guardian of the minor student as required by
FERPA.

V. **FERPA and Video Surveillance** – For FERPA purposes, surveillance recordings or
other media with information regarding a specific student are considered education records if
they are kept and maintained by the school system. If the District’s School Resource Officer has
initiated the surveillance as part of an investigation or for safety reasons, the ensuing video is
considered law enforcement rather than education records. As soon as school officials use the
video for discipline purposes, however, the recorded media becomes education records and is
subject to FERPA requirements. For instance if the recording captured an altercation, it would be
included in the involved students’ education record, and the school has to obtain consent from all
on the recording before disclosing its contents to unauthorized individuals.

VI. **Privacy** – While the District desires to provide a reasonable level of privacy, users
should be aware that video stored using District resources is considered property of the District
and may be accessed at any time without notification. For safety and security purposes,
authorized individuals within the District may monitor live video feeds at any time. Under no
circumstances shall the contents of any captured video recording be exploited for purposes of
profit or commercial publication, nor shall recordings be publicly distributed except as required
by law.

**GLOSSARY:**

**CCTV** - Closed circuit television. Television system intended for only a limited number of
viewers, as opposed to broadcast TV.

**FERPA** - FERPA (Family Educational Rights and Privacy Act of 1974) is federal legislation in
the United States that protects the privacy of students' personally identifiable information (PII).
The act applies to all educational institutions that receive federal funds.

FERPA states that parents of students under 18, or eligible students (students over 18, or those
who have matriculated to an educational institution above high school) be allowed to view and
propose amendments to their educational records. The act also mandates that schools must obtain
written permission from parents or eligible students in order to release a student's PII.

Source: *Forum Guide to the Privacy of Student Information: A Resource for Schools* (NFES
Statistics.

Adopted: 7-1-98
Revised: 10-11-01
10-12-12
1-11-13