Special Education Video/Audio Monitoring New Video Surveillance Request Process

Request / Notification (5) school days

Request by authorized person, Parent / Legal Guardian, District Trustee, or Staff Member submitted to campus principal

Campus principal emails the request to the Assistant Superintendent for Special Education within 3 school days of request

Assistant Superintendent for Special Education approves/denies request and notifies campus principal within 2 school days

Decision / Notification (10) school days

APPROVE - Assistant Superintendent for Special Education sends email request with approval from Assistant Superintendent for Special Education to Facilities Services Security Maintenance Department at HISDSecurityCameras@houstonisd.org within the 2 days

APPROVE- Assistant Superintendent for Special Education emails the signed request to the campus principal and Special Education Video/ Audio Monitoring email distribution group at Spedvideo@houstonisd.org which includes, Superintendent of Schools, Chief Academic Officer, Assistant Superintendent for Special Education, Chief Operations Officer, Chief School Officers, Officer of Facility Services, Chief of Police and General Counsel within 3 school days of approval

APPROVE - Campus principal notifies parents and campus staff via special education video / audio monitoring memo within 5 school days of approval

DENY - Campus principal notifies the requestor of denial within 5 school days of denial

Shopping Cart / Purchase Order (28) school days

Facilities Services Security Maintenance Department walks and completes room surveys and design reviews within 7 school days of the email request

Facilities Services Security Maintenance Department requests vendor quotes based upon the review within 7 schools days after the walkthrough

Facilities Services Security Maintenance Department requests funds from Budgeting within 3 school days after receiving the quote

Budgeting allocates funds for the Facilities Services Security Maintenance Department within 3 school days, Facilities Services Security Maintenance Department creates the shopping carts / approvals within 3 days of funds allocated

Procurement creates the purchase order(PO) and is received by the vendor within 5 school days from processing of the shopping cart

Installation / Completion (30) school days

Vendor equipment is ordered and received. Vendor schedules installation with campus and notifies Facilities Services Security Maintenance Department within 14 school days

Facilities Services Security Maintenance Department installs video/audio signage in pre-defined areas. Vendor installs and tests video/audio equipment within 14 school days

Vendor notifies Facilities Services Security Maintenance Department when the installation is complete and is operational within 1 school day

Facilities Services Security Maintenance Department confirms equipment is operational and complete and notifies via email to the campus principal email distribution group at Spedvideo@houstonisd.org within 1 school day

Facilities Services Security Maintenance Department posts goods receipt to being payment to the vendors on the same day after sending notification of completion