

## **Video Surveillance and Recording Policy and Procedure**

### **1. Purpose**

- 1.1. This procedure establishes guidelines and responsibilities for the video surveillance system in use by the Barcelona of Pasadena Condominium Owners Association (Association).

### **2. Camera Location, Operation, and Control**

- 2.1. Buildings and grounds may be equipped with video monitoring devices.
- 2.2. Video cameras may be placed in areas where surveillance has been deemed necessary as a result of threats to personal safety, prior property damage, or security incidents.
- 2.3. Cameras may be placed outside and positioned only where it is necessary to protect external assets or to provide for the personal safety of individuals on Association property or premises.
- 2.4. The Association Board of Directors (Board) shall manage, control, and audit the use and security of monitoring cameras, monitors, tapes, and computers used to store images, computer disks, and all other video records.
- 2.5. Only individuals authorized by the Board shall have access to video monitors, or be permitted to operate the controls.
- 2.6. Video surveillance cameras shall not have audio recording capabilities; any such audio capabilities will not be enabled if they are available.

### **3. Notification**

- 3.1. Signs shall be posted to notify individuals of the areas in which surveillance is conducted, hours during which surveillance is conducted (typically 24 hours per day), who within the organization is responsible for conducting surveillance, and the contact person who can answer questions about the surveillance system, including a telephone number for contact purposes.

### **4. Use of Video Recordings**

- 4.1. Video recordings of residents, visitors, vendors, contractors, employees, or others may be reviewed or audited for the purpose of determining adherence to official Association policies and procedures and of local, state, or federal laws.
- 4.2. The Board may use video surveillance to detect or to deter criminal offenses that occur in view of the camera.

- 4.3. Video recordings may be released to third parties in compliance with the requirements of a local, state, or federal law enforcement agency
- 4.4. The Board may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and owner or tenant discipline.
- 4.5. The Board shall not use video monitoring for other purposes unless expressly authorized by the Board and in conformance to local, state, and federal law.

**5. Protection of Information; Disclosure, Security, and Retention of Video Recordings**

- 5.1. Videos are initially recorded on a computer hard disk. Information on the hard disk is retained until such time as the hard disk becomes full at which point the oldest video segments are overwritten by the newest segments.
- 5.2. No attempt shall be made to alter any part of a video recording.
- 5.3. Video recordings that may be relevant to the investigation of an incident will be transferred from the computer hard disk to removable media (e.g., CD or DVD).
- 5.4. All saved video records not in use shall be securely stored in a location to be determined by the Board.
- 5.5. All video records that have been saved pending the final outcome of an incident investigation shall be numbered, dated, and retained in a location to be determined by the Board.
- 5.6. Access to all video records must be authorized by the Board.
- 5.7. A log shall be maintained by the Board of all episodes of access to, or use of recorded materials. The log shall include:
  - 5.7.1. the video number and date of recording;
  - 5.7.2. the name of the individual or agency that was given access to the recording;
  - 5.7.3. the date that access was given;
  - 5.7.4. the reason that access was given; and
  - 5.7.5. the date when access is no longer available to the individual or agency.
- 5.8. Information contained within the video access log shall be governed by the Association's CC&Rs and applicable local, state, and federal law.
- 5.9. Video records that contain personal information used to make a decision directly affecting an individual must be retained for a minimum of one year and may be retained by the Association indefinitely as a permanent archive.

5.10. The Board shall provide reasonable security measures to prevent unauthorized access to the electronic surveillance network; however, the Board cannot guarantee that access to the network through illegal methods is impossible.

## **6. Disposal or Destruction of Recordings**

6.1. Copies of surveillance recordings need not be kept by the Association if there have been no identified incidents within view of the surveillance cameras. In these cases, there will be no permanent record of the recordings.

6.2. All saved recordings shall be disposed of in a secure manner unless they are archived as part of a permanent record as stated in 5.9 above.

6.3. Removable media shall be shredded, burned, degaussed, or otherwise made permanently unreadable.

## **7. Video Monitors and Viewing**

7.1. Video monitoring for security purposes will be conducted in a professional, confidential, ethical, and legal manner.

7.2. Only the Board or individuals authorized by the Board or members of law enforcement agencies shall have access to video monitors while they are in operation.

7.3. Video monitors shall be in controlled access areas.

7.4. Video records may be viewed on a need to know basis with approval of the Board and in such a manner as to avoid public viewing.

7.5. An Association member may request access to video records. Such request must be in writing to the Board and meet the following conditions:

7.5.1. The member requesting access to video records shall state the purpose for which the access is requested which purpose shall be reasonably related to the requester's interest as a member.

7.5.2. If the Board reasonably believes that the information in the video records will be used for an improper purpose, it may deny the member access to the record.

7.6. All authorized individuals who have access to camera controls (such as pan, tilt, and zoom) will not monitor individuals based on characteristics of race, creed, color, sex, national origin, sexual orientation, marital status, disability, public assistance status, age, or inclusion in any group or class protected by state or federal law.

7.7. Camera control operators will not monitor activity based on suspicious behavior or individual characteristics.