

ANDOVER HOUSING AUTHORITY

SURVEILLANCE CAMERA POLICY

The goal of our video surveillance is to provide a deterrent to inappropriate behavior as well as to provide a means of identification in the event of damage, theft, and/or other criminal activity.

Locations

The safety of the Andover Housing Authority (AHA) community, residents, and property is of utmost importance. In an effort to protect them and as affordable to the AHA, video surveillance has been installed in key locations on our properties.

Video surveillance will be installed in locations which present the best surveillance options with respect to coverage, specific surveillance targets, and ambient lighting conditions. Cameras will be positioned so as to avoid infringing upon resident's privacy as much as feasible.

Acceptable Usage

Access to video surveillance will be secured and restricted to the Executive Director and the Assistant Executive Director.

Video recordings will be kept as equipment space allows. Footage will be reviewed periodically and in response to any event which affects or threatens to affect safety, criminal activity, property damage, theft, vandalism, traffic issue, or other disruptive event.

In normal operating conditions video surveillance footage will automatically be erased or overwritten by the recording device when the capacity of the device has been reached. Specific recordings related to evidence or investigation which need to be retained will be copied onto portable media and stored for as long as required.

Unacceptable Usage

It is unacceptable for any individual to use the Video Surveillance System:

- In furtherance of any illegal act, including the violation of any applicable criminal or civil laws or regulations, whether state or federal.
- To knowingly infringe upon an individual's privacy.
- An unauthorized user to gain, or attempt to gain, access to the video surveillance system.
- To willfully tamper with, damage, remove, or relocate security cameras without written, expressed permission from the Executive Director and/or Assistant Executive Director.

Release of Video Footage

The AHA will provide footage to law enforcement upon request, pursuant to a court order or subpoena, and other related legal requests for the purpose of investigation of criminal activity or potential criminal activity.

Requests for video footage from residents, guests, or other persons must be submitted in writing. The written request must include the approximate date, time, and details of the incident that occurred. Each request will be reviewed for appropriateness and responded to within 3-5 business days.

A reasonable fee for time and materials may be charged.

Disclosure

The AHA assumes no liability or responsibility to residents, guests, or other persons on AHA property with respect to criminal activities, vandalism, traffic incidents, or other disruptive events. Residents, guests, or other authorized persons on AHA property should take appropriate steps to secure and safeguard their property.

Presented to BOC: April 19, 2023

Approved by BOC: April 19, 2023