Pelican Cove Canal Owners Association
Video Surveillance Privacy Policy
August, 2017

Pelican Cove Canal Owners Association (PCCOA) installed surveillance cameras in the Pelican Cove community for the purposes of (1) crime deterrence, and (2) law enforcement support in the event of criminal activity. The PCCOA Board of Directors has adopted the following policy to govern the use of, and access to, PCCOA controlled video recordings.

Access to Video Records

1. **Storage**
   Active video records are stored in secured enclosures with limited access. Archived video records shall be stored only for investigative or legal purposes and shall be stored in the PCCOA office or with the PCCOA attorney, depending on the reason for archiving.

2. **Operational Support**
   One designated Board member and a designated backup (Board member or property owner) are permitted to have client software on their home computers and mobile devices to provide this operational support and response. This access is password protected, with passwords changed immediately following a designee change.

3. **Access by PCCOA Board**
   Access to video records is restricted to the Board of Directors plus the one Board designated backup. With the exception of Operational Support, video surveillance footage shall be viewed by the Board only in response to an event which has occurred including vandalism, property damage, criminal activity, theft, and other suspicious activity.

4. **Access by PCCOA members**
   If a PCCOA member requests that video surveillance footage be reviewed to support identification of criminal activity, the following procedures will be strictly adhered to:
   a. The PCCOA member must first file a police report indicating criminal activity
   b. The PCCOA member must inform the PCCOA office and/or a Board member of the criminal activity within 3 days of the police report filing, and request access to video records <u>in writing</u>, and include the police report identifier.
   c. A Board member will review footage of the **specific timeline** requested by the member, and inform the member if pertinent information was captured.
   d. The member may then inform law enforcement of the existence of pertinent footage, and provide appropriate contact information to law enforcement for purposes of retrieving such pertinent footage.

5. Access by Law Enforcement

Should access to video records be required for the purpose of law enforcement investigation due to criminal activity, the following procedures will be strictly adhered to:

a. Law enforcement will contact the PCCOA office or Board member requesting access to video records **within a specific timeline**.

b. A Board member will review footage of the specific timeline requested by law enforcement, with or without law enforcement present, and any pertinent footage related to the investigation shall be provided to law enforcement officials.

6. Logging

With the exception of operational monitoring/maintenance, all instances of surveillance footage being viewed by the Board and/or provided to law enforcement shall be entered into the next regular meeting minutes of the Board of so that it becomes part of the public record.

Custody, Control, Retention, and Disposal of Video Records

In normal operating conditions, video surveillance footage will be automatically erased or overwritten by the recording device when capacity of the device has been exhausted. Specific records relating to investigations or evidence which need to be retained will be copied onto portable media such as CDROM/DVD/thumb drive and stored for as long as required based on the investigation type. Records requiring long-term retention will be turned over to the PCCOA attorney for storage and security.
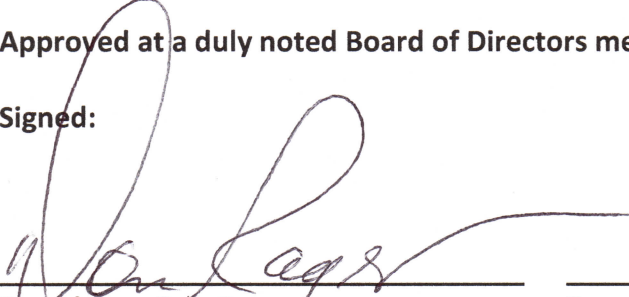

Now, therefore, let it be resolved that this Video Surveillance Privacy Policy be adopted and adhered to and shall supersede all previous versions.
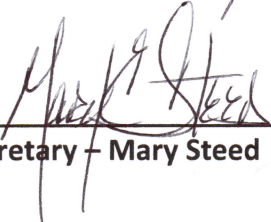
Adoption Date:_____

Approved at a duly noted Board of Directors meeting held on:_____

Signed:

_____   _8-12-17_
President – Don Rager   Date

_____   _8.12.17_
Secretary – Mary Steed   Date