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VIDEO SURVEILLANCE SYSTEM POLICY

Introduction:

The Housing Authority of the City of San Buenaventura (HACSB) is committed to the safety of residents, guests, and employees that visit developments owned or managed by the HACSB. The video surveillance system (VSS) in public areas is intended to assist in protecting the safety and property of the HACSB.

General Principles:

HACSB management is authorized to select, coordinate, operate, and monitor all video surveillance. The VSS shall be used in a professional and ethical manner in accordance with HACSB Policy and local, state, and federal laws and regulations. All personnel using camera surveillance or obtaining footage thereof are responsible for complying with this policy in their respective operations.

Appropriate Use and Confidentiality:

All VSS images and captures are the sole and confidential property of the HACSB. No footage shall be shown, disclosed, or disseminated to the media, public, internet, or any other unauthorized person(s) without prior written approval from HACSB General Counsel, HACSB Chief Executive Officer, or their designee.

Requests to provide video recordings directly to non-employees (such as tenants, neighbors, or members of the general public) will be considered under the California Public Records Act, Cal. Gov. Code, §§ 6250 *et seq.* Such requests should comport with the provisions of Cal. Gov. Code Section 6253.

If a crime has been committed, non-employees are encouraged to report it to the police. The HACSB will assist law enforcement personnel in their investigations of criminal offenses on or near HACSB owned or managed properties. If relevant video is available, the HACSB may assist law enforcement personnel by providing video clips and other video evidence law enforcement personnel consider relevant to their investigation.

HACSB management will review footage on an as-needed basis. Such reviews may result in the use of video footage to support the issuance of lease violations, notices to cure, notices to quit, and similar notices.



Retention

The HACSB will retain video footage for up to ninety (90) days. All recordings from the VSS will be destroyed, or “written over” after 90 days; VSS recordings will not be retained more than 90 days. Exceptions to this will apply with the approval of the General Counsel, the Deputy Director of Information Technology, or the Chief Executive Officer.

Adopted by Board Resolution 23-04, February 8, 2023