

# HOUSING AUTHORITY OF THE CITY OF FRANKLIN

## **POLICY FOR USAGE OF SURVEILLANCE SECURITY CAMERA DATA**

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RESOLUTION NO. 15 OF 2011

Adopted April 27, 2011

A. GENERAL

1. The surveillance security camera system is installed for the purpose of providing security to the residents, visitors and the staff of the housing authority.
2. The data will only be viewed by housing authority personnel, law enforcement, and/or attorneys. Tenants are not permitted to view the recorded data.
3. Tenants may report concerns according to the procedures established in this policy.
4. Law enforcement agencies may request to view the data and/or request a copy that is directly connected to an investigation of a complaint and/or criminal activity.

B. REQUESTS TO VIEW AND/OR THE GENERATION OF AN ARCHIVED VIDEO

1. **Lease Violations**

- a. Video that documents reported or alleged lease violations will not be shown to other residents, including the reporting or complaining resident. Rather, it will be saved and discussed with the offending resident as appropriate.

2. **Criminal Activity**

- b. If a resident reports a criminal act, such as a theft, assault, vandalism, etc., they will be instructed to file a police report and informed that the video will be reviewed and any pertinent video or images will be provided to law enforcement, and they can share it or review it with them.

3. **Resident Disputes**

- c. Resident requests for video involving disputes with other residents that do not involve lease infractions or criminal activity will be politely declined. The manager, at his/her discretion, may review the video and proceed consistent with the above guidelines and other authority policies.

C. PROCEDURES FOR REQUESTS BY TENANTS

1. Tenants who wish to file a complaint against another tenant or a visitor of another tenant must do so in writing using the attached complaint form.

2. The tenant must complete the attached complaint form and either send, place in the drop-off box at the main office, or personally hand it to an administrative staff person.
3. Upon receipt, the form will be dated and time-stamped.
4. A designated housing authority person will review the footage and create an archive file to data storage device.
5. The designated housing authority staff person(s) will review the video and if anything pertinent appears in the video, the results will be discussed with the resident.
6. Depending upon the nature of the incident, the resident may or may not be shown the video.

D. PROCEDURES FOR REQUESTS BY LAW ENFORCEMENT PERSONNEL

1. A law enforcement person may request to view video of tenant criminal complaints by completing the attached form.
2. A law enforcement person may request to view video of activity that relates to a criminal investigation by completing the attached form.
3. Video shall be archived to a designated storage device upon the receipt of a subpoena.

E. PROCEDURES FOR REQUESTS BY ATTORNEY

1. An attorney may request to view video of tenant criminal complaints by completing the attached form.
2. An attorney may request to view video of activity that relates to a criminal investigation by completing the attached form.
3. Video shall be archived to a designated storage device upon the receipt of a subpoena.