

## SECURITY CAMERA POLICY

The Security Camera policy is to provide guidance to Red Wing Housing and Redevelopment Authority (HRA) staff in handling requests to view security camera footage, bookmark footage and save footage to external media, such as a jump drive.

The HRA Administrator for the Security Camera system is the Program Management Coordinator. Staff needing access to the security cameras will be given permission through a username and password. No more than 5 staff at one time can have access to the security cameras. Staff logging into the system need to limit their time viewing the cameras and logout as soon as possible as to not tie up the system. Staff covering the front desk will be allowed to have access to the cameras throughout the day.

The HRA has contracted with USA Security, Inc. to provide unlimited support of equipment, software and/or system components at Buyer's premises, Monday through Friday, 8:00 a.m. to 5:00 p.m. Additional charges will be applied for service requested after hours, see Service Agreement in file. Updated Service Agreements will be obtained as needed.

The camera system is the property of the HRA and is to provide assistance to staff. Examples of this include but are not limited to: 1) research and investigation of issues; 2) coverage of the office's entrance and front desk area; 3) ability to observe contractors working in building; and 4) see when deliveries are being made or an outside party is requesting entry to the maintenance shop, Jordan Tower I or Jordan Tower II.

Requests from tenants or their families to view camera footage will not be permitted. The system is to assist HRA staff in researching or investigating issues. The system is not intended for staff to get in the middle of tenant to tenant issues. This does not prevent staff from issuing lease violations as a result of viewing camera footage.

The HRA will provide security camera footage requests from law enforcement agencies or subpoena (court order) served from the court system. The format for this footage must be in Native format, which is an unedited format. The requesting party is to supply a jump drive for the footage to be recorded on. Along with the jump drive, a detailed list of dates, times and location of the incident will need to be supplied to HRA staff.

There will be no charge if dates, approximate times and locations of incidents are provided for gathering the data. Anytime HRA staff is required to search footage, where approximate times are not given, a charge will be assessed of \$75 per hour after the first hour.