

Falmouth Housing Authority
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Policy: SECURITY CAMERA POLICY

Overview and Purpose

Falmouth Housing Authority (“FHA”) retains the right to engage in video surveillance activities in the workplace based on its sole discretion as determined by business need, and in compliance with state and federal law. Such surveillance may include the utilization of video cameras positioned within and around the FHA’s buildings and premises, including all areas where tenant information is accessible. FHA may conduct video surveillance, which may include recordings, of any portion of its premises at any time with the exception of areas in which employees would typically have an expectation of privacy, such as restrooms or locker rooms. As such, there should be no expectation of privacy in the workplace, except in areas as noted above.

The primary purpose of such video surveillance is to monitor and promote the safety and security of tenants, employees, visitors, and property, but it may also be used by FHA officials, law enforcement, legal counsel or other appropriate parties for business purposes, to deter crime, to investigate alleged violations of law or FHA policy or for other legitimate reasons. The existence of this policy does not imply or guarantee that video surveillance will be monitored in real time, continuously or otherwise, or that it would provide the level of detail necessary to spot suspicious or criminal activity or persons.

The video surveillance system is not intended to be used as a method of tracking the productivity of individual employees.

Access

Video surveillance footage is only accessible by the management staff of FHA. No other employees shall have access to the video surveillance footage.

Other departments and employees are prohibited from installing video surveillance without approval by the Executive Director.

Recording and Incident Investigation Procedure

If a security incident occurs in an area where video surveillance coverage is available, FHA reserves the right to review the video surveillance footage to investigate the incident.

Retention

Recorded video is generally stored for a period of 30-45days. Any video associated with a specific security incident or event is generally converted to a permanent video clip and stored for the duration of the

investigation. Video clips which could become evidence in civil or criminal proceedings are kept indefinitely unless other direction is given by Outside Legal Counsel.

I acknowledge that I have read, understand, and received a copy of this policy. I understand my consent to such video surveillance is a condition of my employment and/or continuing employment with the FHA.

I hereby give my consent to such video surveillance, and I release FHA from all liability, including liability for negligence, associated with the enforcement of this policy and/or surveillance conducted pursuant to this policy.

*Approved by the Board of Commissioners on July 17, 2024
Resolution No. 2025-011*

Employee Signature

Print Employee Name

Date