



WAYNESVILLE HOUSING AUTHORITY

PO Box 418 · Waynesville NC 28786

Phone: (828) 456-6377 (TRS 711*) · Fax: (828) 456-3377

On-Call Emergency Maintenance: (828) 734-2783

<https://www.waynesvillehousing.org> | Email: info@waynesvillehousing.org

INTERIM EXECUTIVE DIRECTOR: BELINDA KAHL | HOUSING SPECIALIST: SHAWN TAYLOR

WHA VIDEO SURVEILLANCE POLICY

The Waynesville Housing Authority (WHA) is committed to enhancing the quality of life of its residents by integrating the best practices of safety and security with technology. The safety of WHA residents and employees is of paramount importance. The surveillance of public areas is intended to deter crime and assist in protecting the safety and property of the WHA community. The WHA video surveillance system shall include, but not be limited to, building-mounted, vehicle-mounted and body-worn cameras for staff as well as video management software and supporting hardware, i.e. DVRs and recordable media.

Video surveillance footage and related information shall be used exclusively for law enforcement and/or official business purposes as determined or approved by the Executive Director or their designee, Law Enforcement Agencies or the General Counsel or designee. The Town of Waynesville Police Department (WPD), Haywood County Sheriff Department, or other Law Enforcement Agency is authorized to select, coordinate, operate, manage, and monitor all video surveillance pursuant to this policy. The video surveillance system shall be used in a professional and ethical manner in accordance with WHA policy as well as 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.

1. Purpose & Scope:

This policy applies to all personnel and departments in the use of security cameras and their video monitoring and recording systems. Video surveillance cameras are, or may be, installed in situations and places where the security and safety of either property or persons would be enhanced. To ensure the protection of individual privacy rights in accordance with the WHA's core values and state and federal laws, this policy is adopted to formalize procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records. The existence of this policy does not imply or guarantee that the video surveillance system will be live monitored by personnel in real time 24 hours a day, seven days a week.

Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. Where appropriate, the cameras may be placed in common areas, outside buildings and inside building doorways, hallways, lobbies and/or elevators. The functions of all cameras and their monitoring and recording systems fall into three main categories:

- A **Personal Safety:** Where the primary intent is to monitor and/or capture video and store it on a secure device so that it may aid in the investigation of any crimes against the person or deter a potential threat thereof.
- B **Property Protection:** Where the primary intent is monitor and/or capture video and store it on a secure device so that it may aid in the investigation of any crimes against property or deter a potential threat thereof.
- C **Extended Responsibility:** Other official uses as determined or approved by the Housing Authority, Law Enforcement or the General Counsel or designee.



** The FCC has adopted use of the 711 dialing code for access to TRS which permits persons with a hearing or speech disability to use the telephone via a TTY or other device to call persons with or without such disabilities. For more information see the FCC www.fcc.gov/.*





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2 Video Capture Requests:

Video recordings shall be kept on the WHA secure server for a minimum of (30) days. All internal requests for video evidence within the WHA must be submitted in writing or electronically to the Executive Director or designee. Sworn personnel are reminded that recording video and images become evidence upon download to disc and need to adhere to established chain of custody protocol in subsequent handling.

- A All video capture requests from non-police personnel within the WHA must be forwarded in writing or electronically to the General Counsel for approval. Note: authorized police personnel are available to provide testimony relative to a video capture's authenticity but cannot otherwise participate in disciplinary and/or administrative matters unrelated to public safety.
- B No footage shall be authorized for release that may compromise a potential or ongoing criminal investigation or is otherwise detrimental toward the interest of public safety as determined by the WHA Administrator, Law Enforcement or General Counsel.
- C All video capture requests shall contain the following information:

Location to include specific information about address, hallway, floor, exit or elevator as applicable.

- 1. Date(s) of interest.
- 2. Time period(s) of interest.
- 3. Detailed reason(s) for interest.

3 Exceptions/Opt-Outs:

This policy does not address the use of privately-owned cameras by individual tenants or webcams for general use by tenants or within the WHA. Tenants may deny the use of bodycams in their unit, however, maintenance may then only proceed with another WHA employee present and the tenant must vacate the unit while they are there.

As head of household, I have read the Video Surveillance Policy. I agree to abide by these provisions and understand that failure to comply with any part of the above, or to take corrective action after notice of such violation, shall be cause for the termination of my lease. By signing this policy, I acknowledge that I have received a copy of this policy.

Name (please print)

Unit No.

Signature_____

Date_____



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