

## Rules and Regulations Governing Surveillance Camera Data and Use Within Capitol Park IV Condominium

In accordance with the CPIV Surveillance Camera Policy adopted May 21, 2014, the term “surveillance camera” shall refer to any and all surveillance equipment used to monitor an area within Capitol Park IV Condominium Association property (“CPIV”). It shall also refer to the data obtained through the use of such monitoring equipment. This policy does not apply to individual owners or their legal tenant(s) who have installed surveillance cameras and other personal surveillance systems for the exclusive protection of their individual unit(s). Owners may only install cameras inside their units.

1. The purpose and function of the surveillance camera system is to monitor the occurrence of criminal and civil liability acts exclusively within CPIV.
2. There shall be a Surveillance Camera Monitor (“Monitor”).
3. The Monitor shall be responsible for:
  - a. Ensuring that the security cameras are in proper operating order;
  - b. Monitoring the data and images regularly and maintaining a Surveillance Camera Data Log;
  - c. Reporting any incidents observed during monitoring to the CPIV Board;
  - d. Providing a copy of the data and images upon written request and payment of a nominal fee to the Association not to exceed \$25.
  - e. Maintaining all video feed and images for a minimum of 30 days;
  - f. Properly disposing of all data and images after 60 days, unless requested in writing to preserve certain video segments and images.
4. A Surveillance Camera Data Log (“Data Log”) shall be permanently maintained by the Monitor and shall record:
  - a. The dates and times the recorded images were reviewed;
  - b. The names of all individuals who reviewed the recorded images;
  - c. A brief statement of the purpose and need for access to and use of recorded images stored in the CPIV security system; and
  - d. A description of next steps agreed to be taken related to the purpose described in 1(c), above, if any.

## 5. Authority to Review

- a. Designated CPIV Board members including the Property Manager and the Monitor shall have access to review the security camera data.
- b. Representatives from the Metropolitan Police Department of the District of Columbia or other recognized law enforcement entities shall have access to all Surveillance Camera data pursuant to a validly issued warrant, court order, or other valid law enforcement request or investigation.
- c. Requests from other external sources must be pursuant to a formal criminal investigation using established legal procedures.
- d. CPIV residents and their guests shall have access to review the Surveillance Camera data only after submitting a written request to review an alleged incident pursuant to paragraph 6 below.

## 6. Request to Review

- a. Reasonable requests to review Surveillance Camera data shall be granted upon a showing of proof of allegations of incidents involving theft, property damage, assault, and other intentional or negligent acts that result or could have resulted in damage to or physical harm to persons or property. Such proof shall include, but not be limited to: police reports, eye-witness report, notarized affidavits, pictures showing personal or physical damage, and the like.
- b. Reasonable requests to view Surveillance Camera data obtained through the Capitol Park IV security camera system must first be submitted to the Property Manager and approved by the Board prior to release. When an incident is alleged, the person involved in the incident may review the Surveillance Camera data and images in accordance with the following:
  1. Submit a written request along with an administrative fee not to exceed \$25 to the CPIV Board to review and obtain a copy of the relevant segments of the recorded camera images and data.
  2. The CPIV Board or its designee shall review the request within 24 hours and upon a majority vote of the CPIV Board, which vote may be accomplished electronically, approve the request and inform the Monitor, who shall immediately preserve the recorded camera feed for the time period in question.
  3. The CPIV Board's denial of a request shall require a detailed written explanation. The requestor may appeal the denial by writing to the Board within five (5) business days of receipt of the written denial. The Board will reconvene in person or electronically within 72 hours and render a final, binding determination in writing to the requestor. No data shall be erased during the appeal period.
  4. Upon approval, the Monitor shall schedule a review with the requester within 24 hours.

5. The Monitor shall also provide to the requester with a copy of the relevant video feed within 48 hours after viewing by the requester.
6. At no time may any requester unilaterally view the recorded data. A total of three people, one of which must be the Monitor, and the other a board member or its designee, must be present during any review of the recorded data.

#### 7. Surveillance Camera Vendor and Installation

- a. The CPIV Board shall obtain bids from at least three (3) reputable, A-rated, Better Business Bureau Surveillance Camera companies (“Company”) to render a final selection.
- b. The selected Company shall survey the CPIV property and make recommendations to the CPIV Board on the type of security camera and surveillance product.
- c. The selected Company shall also make recommendations to the CPIV Board regarding the proposed location of the security camera and surveillance product.
- d. The CPIV Board of Directors shall adopt, with any modifications or revisions, the Company’s product and location recommendations by a majority vote.
- e. Owner and resident inquiries regarding the Company’s performance shall be directed to the CPIV Board of Directors.
- f. While exploring the feasibility of security cameras and evaluating equipment and vendors, the Board of Directors may approve the use of test cameras for finite periods of time. Unit owners and renter must be notified in advance that cameras will be tested on the property.