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***Sunset Shores Yacht Club* for Video Surveillance System Policy**

**Version 1.0 08/12/2016**

**Purpose**

*Sunset Shores Yacht Club (SSYC)* makes limited use of video surveillance systems on its campus. Video surveillance systems are primarily used to record access at entrances and at as much of the slips and grounds as can be covered. Video surveillance cameras are also used to provide surveillance of the exterior of the building.

Video surveillance cameras are generally not used to observe club boaters activities, and are never used in areas where club boaters would have an expectation of privacy, such as restrooms or shower rooms.

The primary purpose of the video surveillance system is to allow the after-the-fact investigation of crimes and violations committed against the club and/or boaters. The system may also be used to assist in the investigation of certain types of accidents and safety violations should the need arise.

The video surveillance system is not intended to be used as a method of tracking the habits or activities of individual boaters at the club.

**Management of Video Surveillance Systems**

*Sunset Shores Yacht Club's* Board of Directors (BOD) is responsible for the management of all video surveillance systems used at the club. Other club members shall not install video surveillance systems without the knowledge and approval of the *Sunset Shores Yacht Club's* BOD. In particular, the use of covert camera systems must first be approved by *Sunset Shores Yacht Club's* BOD and our legal counsel.

**Video Surveillance Monitoring**

The video surveillance systems are capable of being monitored from the monitor station located in a locked room on the grounds and remotely from accounts provided by the surveillance system equipment manufacturer. Access to all these monitoring stations is only allowed to BOD members and legal authorities when necessary and required through the proper legal processes. BOD members generally view video surveillance cameras on an *ad hoc* basis or in response to a specific incident. Because of the many responsibilities of the BOD members and the "volunteer" nature of the membership, the video surveillance system is not monitored on a continuous basis.



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**Video Surveillance Recording**

All video surveillance cameras are capable of being recorded continuously by a digital video recording system. Recorded video is used exclusively for the investigation of security and safety incidents and not for other purposes.

*Sunset Shores Yacht Club's* BOD is responsible for the management of the video surveillance system and has exclusive control of the release of video recordings produced by this system.

Recorded video is not made directly available to *SSYC* club members or guests, or the general public. In the event that a security incident occurs, boaters should report the incident to a BOD member. If the event occurred in an area where video surveillance coverage is available, the board member will review the recorded video and make a determination if any video relevant to the incident is available. This video will be used by the BOD member(s) to investigate and resolve the reported security incident.

Requests to provide video recordings directly to club users (such as shareholders, renters, or members of the general public) will not be accommodated. If a crime has been committed, club users should be encouraged to report it to the police. If it is believed that recorded video from *Sunset Shores Yacht Club* would assist in the investigation of this crime, the police should be told to contact a *Sunset Shores Yacht Club* BOD member. If relevant video is available, a permanent video clip of the incident will be produced and made available to the police. All requests for video recordings by law enforcement agencies shall be coordinated through a *Sunset Shores Yacht Club* BOD member.

Recorded video is generally stored for a period of thirty days (it varies based on activity because cameras are motion activated; it also can be a longer period than thirty days). Any video associated with a specific security incident or event is generally converted into 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 the Legal Authorities.

**Limitations of Video Surveillance Systems**

Club users should be aware that a security officer is not watching the cameras and club users should not have an expectation that they are under continuous surveillance when they are in the range of a camera.

Club users should also be aware that the video surveillance system has cameras that cover only a small fraction of the total campus, and even when camera coverage exists, it may not provide the level of detail necessary to spot suspicious activity or identify criminals.