

## **The Hammocks Cape Haze Security Camera Policy**

Currently, security cameras have been installed throughout the Ibis Clubhouse and entry area; pool and grill area; inside and outside the fitness center, tennis court and the front entry. These cameras are intended to further the safety and security of The Hammocks Cape Haze residents while respecting their privacy. The purpose of these cameras is to:

- Assist in protecting the assets of the community;
- Deter criminal and / or mischievous activity;
- Document such activity if or when it occurs;
- Protect the interests of the Hammocks Master Association (insurance/lawsuits).

In addition, this policy statement is to assure that the management of the system is carried out in an organized and thoughtful manner. The Master Association Board of Directors will determine if there is a need for additional cameras. All additional security cameras will be subject to this policy.

### **Management**

The Master Association Board of Directors and the Hammocks Manager will oversee the management of the system. The people having access to the live camera feeds from the system shall be: President of the Master Board and the Association Manager. The President of the Master Board may appoint a designee.

### **Procedures**

The manager (or designee) will check daily to assure the system is in working order.

If the president and/or manager determines there is a need, a designee will check the system on weekends or holidays.

1. The HDD system will retain the recorded events for approximately a rolling 14-day period and then it is overwritten by the system. However, a copy may be created as part of an investigation.

\*\*It should be noted that 14 days is approximate because of the nature of the data that is stored to the HDD system. Also, the system is overwritten as more data is recorded. That is, it would be approximately another 14 days to overwrite the entire HDD system.

2. A log will be maintained of all instances of downloading a security feed or use of the surveillance records.
3. A form (attached) detailing any incident shall be kept on file in the manager's office.
4. Anyone who witnesses a problem should report it immediately to the property manager. The property manager will review the video and make a copy of the incident for further investigation.

### Procedure following an incident:

In order to assure consistency in the handling of incidents and to protect the association for potential lawsuits, the following procedures are to be followed.

1. During the workday, the property manager will conduct necessary actions, including contacting law enforcement if necessary.

Note: Any resident should contact authorities in an emergency, if the property manager is not available.

If an emergency, call 911; if non-emergency, contact the Charlotte County Sheriff's Department at 941-977-9041.

2. If law enforcement is involved, they will be given copies of the video focusing on the incident.
3. The Association's insurance provider will be given a copy of an incident if insurance is involved.
4. In evenings and holidays, the Community Association Manager (CAM), president or designee will handle any situation that arises.
  - Review the video immediately and create a copy as soon as possible
  - Fill out an incident report
  - Work with the law enforcement officers, property manager, president or designee until the issue is resolved
5. A record of all incidents will be stored on the property manager's computer and backed up and stored in a secure location. (Hammocks files are backed up continuously by Carbonite). The property manager will report the incident to the Master Board of Directors.
6. Maintenance for the system should be referred to:

Robert Pra, Security Alarm Corporation  
17776 Toledo Blade Blvd.  
Port Charlotte, Florida 33948  
Tele: 941-625-9700

***Adopted Hammocks Master Association, Inc. Board of Directors***

*Deborah Maysack*

Master Association, President

Date: *June 16, 2019*