

# BAY RIDGE CIVIC ASSOCIATION

80 East Lake Drive  
Annapolis, MD 21403  
EST. 1922

## FINAL

### **BRCA Surveillance Camera Policy**

**Adopted by Bay Ridge Civic Association**

**October 9th, 2023**

The Bay Ridge Civic Association (BRCA) will install surveillance cameras at the neighborhood entrance for the limited purpose of review in the event of property damage or criminal activity within the community. The devices will not be actively monitored and will only record. The camera system will be able to capture the make and model of a vehicle as well as its license plate. Access to camera surveillance and surveillance records shall be secure and restricted to the BRCA President, the BRCA Chair of the Security Committee and the assigned officer from the County Police Department. The device recordings will not be available for private review and will not be distributed except in the case of a court order.

In order to ensure that camera surveillance is not abused or misused, the Board of Directors agreed that this BRCA Surveillance Camera policy should be enacted to govern the use and access to such camera surveillance.

#### **Underlying Principles**

BRCA will install camera surveillance to help keep property and residents safe. BRCA hopes that the camera surveillance will provide not only a deterrent but can be used as a means of identification in the event of property damage or criminal activity.

#### **Policy Statement**

BRCA therefore has adopted this policy to state the objectives and mechanisms for providing additional measures of protection for the community. BRCA does not warrant that the equipment will always be functioning and recording. There will be times when individual cameras or the entire system are down for maintenance, service or repair. BRCA reserves the right to discontinue camera recording at any time.

#### **Scope**

This policy applies only to the camera surveillance system installed by BRCA at the entrance to the community. It is exclusive of surveillance equipment installed by residents for personal use or by other organizations such as the Bay Ridge Pool Association and the Pier Committee.

### **Installation, Placement and Maintenance of Camera Surveillance Equipment**

#### **Equipment / Records**

##### **1. Type of Equipment**

BRCA will use Digital Camera Recorders to collect and retain recordings for a maximum of thirty (30) days.

##### **2. Placement**

Camera equipment will be placed in visible locations at the neighborhood entrance that present the best surveillance options with respect to desired coverage, specific surveillance targets and lighting conditions. Cameras are positioned so as to not willfully intrude on any homeowner's property or privacy.

##### **3. Signage**

Signage will be maintained in conspicuous location(s) notifying all parties that the area is under camera surveillance. At a minimum, the signage will provide notice that the cameras are recording and may or may not be actively monitored.

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## **Access to Camera Records**

### **1. Access:**

Access to camera surveillance and surveillance records shall be secure and restricted to the BRCA President, the BRCA Chair of the Security Committee and the assigned officer from the County Police Department.

Requests for camera surveillance footage by residents shall be directed to the BRCA President of the Board of Directors. The device recordings will not be available for private review and will not be distributed except in the case of a court order.

### **2. Security / Storage**

Footage from the cameras will be stored in the cloud (Amazon Web Services) for a rolling period of 30 days. In the event of illegal activity, footage can be downloaded for extended storage. Archived records shall be stored only for investigative or legal purposes and may be stored with the BRCA's legal counsel or the Anne Arundel County Police Department depending on the reason for archiving.

## **Custody, Control, Retention and Disposal of Camera Records**

BRCA has no desire or intention to retain camera recordings except as required for investigations or evidence. In normal operating conditions, camera surveillance footage will automatically be erased or overwritten by the recording device after thirty (30) days. Specific records relating to evidence or investigations which need to be retained, may be copied onto portable media and stored for as long as required based on the investigation type. Archived records shall be stored only for investigative or legal purposes and may be stored with the BRCA's legal counsel or the Anne Arundel County Police Department depending on the reason for archiving.

## **ACCOUNTABILITY: BRCA Board of Directors**

The BRCA Board of Directors will make reasonable efforts to:

1. convey the policies and procedures to the BRCA Community at large
2. ensure compliance with those policies.

Semiannually, the BRCA Board of Directors will receive a report of who has reviewed footage from the cameras and for what reason.