

CIVANO 1: NEIGHBORHOOD 1
RESOLUTION 10- 06
VIDEO SURVEILLANCE POLICY

This policy applies to the video surveillance permanently installed in the Civano Center for Community Building.

1. *Location and Installation of Video Recording and Monitoring Devices*
 - 1.1 *The Rotunda Bldg will be equipped with video Recording and monitoring devices. Visitors are Subject to being recorded and monitored at all times while in the Rotunda Building.*
 - 1.2 *The location of video recording and monitoring Devices shall be determined by the Rotunda Committee.*
 - 1.3 *Video recording and monitoring devices shall not be used to record or monitor private or semi-private rooms such as rest rooms, individual offices*
 - 1.4 *Video recording cameras shall not have audio recording capabilities or any such audio capabilities will be disabled.*
 - 1.5 *This Policy does not authorize any type of covert Video surveillance except as provided in Section 6 below.*

2. *Notification*

Except as provided in Section 6 below, one or more notification signs shall be posted at or near each area being monitored.

3. *Use of Video Recording and Monitoring Devices Civano Center for Community Building*
 - 3.1 *Video recording and video monitoring of staff or Residents or others may be created, used, reviewed and/or audited by the Board of Directors and the Rotunda Committee for the purposes of monitoring the premises.*

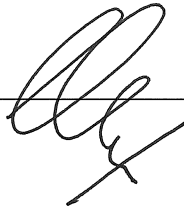
- 3.2 Civano 1 Neighborhood 1 Homeowners Association
Shall not use video surveillance or monitoring for
other purposes unless expressly authorized by the
Homeowner Board of Directors.
4. Viewing Video Monitors
 - 4.1 Homeowners Board of Directors and Management
Company shall have the responsibility for viewing
video monitors or recorders, such information which
is to be maintained confidential unless authorized
otherwise.
 - 4.2 Law enforcement officers shall have Board approval
to access and view video monitors in operation.
 - 4.3 Video monitors should be in controlled access areas
Wherever possible.
 - 4.4 Individuals with approved access to video monitors
Will not monitor activity based on individual
characteristics or race, creed, color, sex,
national origin, sex orientation, marital status,
disability, public assistance status, age, or
inclusion in any group or class protected by state
or federal law.
5. Protection of Information, Disclosure of Recordings,
Retention of Recordings
 - 5.1 Unauthorized use of copying of video recording is
not permitted.
 - 5.2 Images captured on video recordings or monitors
shall not be printed, forwarded or copied in any
manner unless authorized by this Section 5.
 - 5.3 Video images are initially recorded on a computer
hard drive. Once the hard drive is full the new
images will be recorded over the old ones.
 - 5.4 Video recordings that may be relevant to the
investigation of an incident may be transferred
from the computer hard disk onto removable media
such as a DVD.
 - 5.5 No attempt shall be made to alter or edit any part
of a video recording on a hard disk or DVD.

- 5.6 All video recordings on a hard disk or DVD shall be securely stored in a locked receptacle and labeled.
- 5.7 Board of Directors reserves the right to retain any recordings for any period of time as necessary.

DATED this 23 day of February, 2010.

CIVANO 1: NEIGHBORHOOD 1 ASSOCIATION,
an Arizona non-profit corporation

By: _____
Its: President



ATTEST:

Judith A. Miller
Secretary