



## Department of Homelessness and Supportive Housing

### **Policy for Use of Security Video Footage in HSH Shelters**

Revised: September 26, 2018

1. Video cameras and video footage are to be used for security purposes only, except in cases of immediate denials of service for violence. Video footage may be used for immediate denials of service for violence only if the footage can be shown at the internal hearing and arbitration.
2. Video footage cannot be used as a basis for warnings and/or denials of service, except for incidents of violence. Other shelter rule violations must be witnessed by staff **in real time**. Shelter staff who witness rule violations **in real time** on a camera monitor may use these observations for warnings and/or denials of service.
3. Video footage may not be used to prove a shelter rule violation, or used as “evidence” in a shelter hearing or arbitration, except in cases of immediate denials of service for violence.
4. Shelter clients and client advocates may view video footage being used in an immediate denial of service for violence at the internal hearing and arbitration only.
5. Shelters must keep video footage secure at all times. A copy of the footage may be viewed only at internal hearings and arbitrations, and must be destroyed after the grievance process is complete.
6. Shelters may provide security video footage to law enforcement under the conditions described in the Law Enforcement Policy.

