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Interior Camera Policy for Recovery Home Name

**Purpose**

The purpose of this policy is to outline the guidelines and procedures for the use of interior cameras within Recovery Home Name to ensure the safety and security of all residents and staff while maintaining privacy, confidentiality and a home-like environment.

Interior cameras are installed in designated common areas within Recovery Home Name to enhance the safety and security of residents and staff. This policy outlines the placement, use, monitoring, and retention of camera footage.

Resident Notification: All residents will be notified of the presence of interior cameras upon moving in to Recovery Home Name. Signage will be placed in visible locations to inform residents and visitors of camera surveillance.

Camera Placement: Cameras are strategically placed in common areas such as hallways, living rooms, kitchens, and entry/exit points. Cameras are not installed in private areas such as bedrooms and bathrooms. Describe where in home cameras are placed.

Use of Camera Footage

Purpose of Footage: Footage from interior cameras is used solely to review incidents related to the safety and security of residents and staff.

Monitoring: Camera footage is not constantly monitored. It is reviewed only when there is a specific need to investigate an incident.

Access to Camera Footage

Authorized Personnel: Only authorized staff members are permitted to view camera footage. Male staff members will not be permitted to view footage of women’s residences and vise versa.

Authorized personnel are designated by the management of Recovery Home Name.

Security Measures: Camera feeds and footage are protected by password or other security measures to ensure that unauthorized staff do not have access.

Retention of Footage

Retention Period: Camera footage is retained for a period of specify duration, e.g., 30 days. After this period, footage is automatically deleted unless it is needed for an ongoing investigation.

Secure Storage: All footage is stored securely to prevent unauthorized access and ensure confidentiality.

Compliance and Review

Policy Compliance: All staff and residents are expected to comply with this policy. Non-compliance may result in disciplinary action. Management will periodically review the records of who has accessed camera footage to ensure that footage is only viewed when necessary and by authorized individuals.