

Brookline Housing Authority
Security Camera Policy

- Resident safety and security is an important priority of the BHA. Safety features at BHA buildings include locked building entry doors, locked apartment doors, sprinkler systems, fire alarms, smoke detectors, carbon monoxide detectors, and security cameras.
- BHA security cameras monitor most common areas including parking lots, walkways, building entrances, community rooms, staff offices, and elevators. Security cameras will not be used to monitor the interior of residents' apartments.
- Security camera recordings are stored on a secure computer system. The sole purpose of this computer system is archiving security camera recordings. It is separate from the BHA's general purpose computer server. It is accessible only by password, and only by authorized individuals.
- Only BHA staff approved in writing by the Executive Director may access security camera recordings. These include the Assistant Executive Director, Director of Property Management, and the Director of Maintenance and Modernization. Any other staff require specific approval from Executive Director to access the recordings.
- BHA will maintain a logging system for footage reviews. This log documents who accessed the footage, when, and for what purpose. The BHA will share a summary of the log with the Board of Commissioners on a quarterly basis or on request.
- Recordings are reviewed, when necessary, to assess incidents such as possible criminal activity, vandalism, damage resulting in insurance claims, and specific allegations of lease violations.
- The BHA provides public safety officials, particularly Town of Brookline Police Department (BPD), access to recordings to in order to cooperate with law enforcement investigations. BHA will provide this access upon written¹ request by the BPD and written approval by the Executive Director or Assistant Executive Director. If law enforcement has an urgent, verbal request for footage, BHA will document having received request when giving its written approval.

Approved by the Brookline Housing Authority Board of Commissioners August 19, 2025

¹ Email is sufficient