

Cottonwood, Inc.
Policies and Procedures

SECTION: Information Technology

POLICY NO: 07-008

SUBJECT: Video Monitoring Devices

EFFECTIVE DATE: October 2024

Policy:

Cottonwood, Inc. has a responsibility to comply with federal and state laws & regulations related to video monitoring devices. Video monitoring devices should be used in limited situations to monitor areas where there is no exception of privacy.

In instances where a video monitoring device is required in the bedroom of a person served in a group home or SIL site, a consent form shall be signed by the resident, legal guardian or legal representative (Policy 30-007 Remote Video/Electronic Monitoring)

Procedures:

1. Video monitoring devices should be used in limited situations to monitor areas where people supported may be out of sight of staff inside the building and there are safety concerns.
2. Monitoring will be conducted in real time and no video recording will take place. In other words, staff may occasionally use the device to check in on people served outside the building. The device will not be monitored constantly, it is an available tool.
3. Signs will be posted that state video monitoring devices are in use. These signs should be placed in conspicuous areas so that everyone is aware of the devices.
4. Video monitoring devices will not be placed in areas where people expect privacy, such as restrooms or personal offices.