**SOP 56 – Incident Involving Tampering with Security Cameras or Surveillance Equipment** *Douglas Forest RV Resort LLC – 106 Douglas Road, Webster, MA*

1. If any security camera, motion detector, or surveillance device is found disconnected, blocked, damaged, or tampered with, do not attempt to repair or adjust it.
2. Notify the General Manager or on-site lead immediately.
3. If tampering appears intentional or is linked to a criminal event (e.g., theft, assault, trespassing), call law enforcement to report equipment sabotage.
4. Do not alert guests or staff suspected of interference until reviewed by management or authorities.
5. Secure the affected area and preserve the equipment in its exact condition.
6. Record:  
   * Camera ID or location
   * Time issue was discovered
   * Any suspicious persons or incidents in the vicinity
   * Witness names (if any)
7. Take photos of:  
   * The equipment
   * Any disconnected wires, coverings, or physical damage
   * Footage or alerts related to the time of tampering
8. Complete an Incident Report including:  
   * Description of damage or tampering
   * Device status before and after
   * Any security footage available before the incident
9. Only authorized technicians or security personnel may inspect, reset, or replace surveillance equipment.
10. Management will determine next steps, including internal review, guest disciplinary action, police report, or insurance claim if warranted.