

## **DEPARTMENT GENERAL ORDER 14-12**

OFFICE of the CHIEF OF POLICE

DATE: November 17, 2014

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### **CCTV PUBLIC SAFETY CAMERA EQUIPMENT**

#### **I. PURPOSE.**

The purpose of this policy is to regulate the use of Closed Circuit Television Cameras in public areas, without a court order, for public safety and security purposes.

*NOTE: As much of this equipment is new, and as the capabilities and operational aspects of the equipment continue to evolve at a rapid pace, this policy is preliminary in nature and subject to suspension, revision or being superseded at any time without prior notice.*

#### **II. DEFINITIONS.**

- A. CCTV Digital Video Equipment - A commercially produced video system
- B. Record - Any recording medium used for retention and playback of recorded video.
- C. File - Any video incident recorded from a CCTV
- D. Case – A computerized record created under the associated report number of a particular incident. A case contains a collection of identifying information and video files.
- E. Designated Personnel – Individuals directed by the Chief of Police or his designee to operate CCTV equipment. Designated Personnel may be civilians who shall be vetted with criminal

background checks and trained prior to the operation of CCTV equipment, or may be other outside Law Enforcement personal who will receive training prior to the operation of the equipment.

### III. OBJECTIVES.

This agency has adopted the use of CCTV public video recording equipment to accomplish the following objectives:

- 1) Enhance officer and public safety.
- 2) Preventing/deterring crime and public disorder, and reducing the fear of crime.
- 3) Increase the department's ability to monitor criminal activity and identify suspects.
- 4) Provide a means to review the effectiveness of department policies and procedures, while concurrently documenting police actions to safeguard citizen and police rights.
- 5) Accurate documentation of visual events, actions, conditions made during arrests and critical incidents, so as to enhance officer reports, the collection of evidence and investigative information, and subsequent court testimony.
- 6) Reducing the cost and impact of crime to the community.
- 7) Improving the allocation and deployment of law enforcement assets.

### IV. OPERATIONAL PROCEDURES.

Officers shall adhere to the following procedures when utilizing audio video equipment:

- 1) CCTV video equipment installed in public venues is the responsibility of the Investigations and Support Bureau Commander and will be operated in accordance with manufacturer's specifications and department policy.
- 2) When operational and actively being monitored, a supervisor shall verify the CCTV digital video system is working satisfactorily once each shift, and will notify the Investigations and Support Bureau Commander of equipment malfunctions. This will be accomplished by utilizing the notification form. He will notify the IT department.

- 3) The department will use CCTV equipment to record the actions of suspects during arrests and investigative stops, the circumstances at crime scenes, and all other pertinent events or circumstances during citizen contacts or criminal law enforcement actions that is viewable by the CCTV cameras.
- 4) The retention of video files will be in accordance with Missouri State Statutes with a minimum retention of 30 days for all non-criminal and non-critical records. Special Events and other unique incidents will be decided on a case by case basis by the Chief of Police.
- 5) Officers/Designated Personnel will notify their supervisor as soon as practical of any recorded sequences that may be of value in criminal or complaint investigations, for future training sessions, or in conjunction with other enforcement activities. This shall be accomplished via the use of a notification form, attached hereto, which shall be submitted through the chain-of-command to the proper authority. In arrest cases, where the file may be of value in a criminal proceeding, the supervisor will ensure the file has been noted for extended retention.
- 6) Demonstrations, and other critical incidents that are recorded via the CCTV system, will be noted in the Special Events “after action” report. Documentation will include the date and time the event started and ended, any incidents of special notes that may have been recorded (property damage, assaults, etc.), as well as any issues relating to a failure to record, regardless of reason. “After Action” reports are generally recorded by the Incident Commander or his designee at the conclusion of an event.
- 7) Officers/Designated Personnel will not use the CCTV to record any situation that is not considered a legitimate law enforcement function. Any improper use of the equipment including, but not limited to, the recording of inappropriate matters, attempted deletion of files, or any other alteration, attempted alteration or other misuse of the equipment shall subject the offender to disciplinary action consistent with current policy and procedures, up to and including dismissal.
- 8) At this time, CCTV equipment installed in the Central Business District of Clayton is being operated under emergency use guidelines and will be temporary in nature. The CCTV equipment will be operated in a continuous recording mode, 24/7, until advised by the Chief of Police that the emergency period has concluded.

- 9) Officers are prohibited from utilizing department recorders, CCTV, and recording media for personal use. Employees shall not obtain, attempt to obtain, or convert for their personal use or for the unauthorized use of another person, any information obtained by a video/audio recording. Employees shall not make personal copies or attempt to upload recordings to social networking sites (e.g., YouTube, Facebook). Any such use shall subject the person(s) initiating such action to disciplinary action, up to and including dismissal.
- 10) The existence of this Policy does not imply or guarantee that cameras will be constantly monitored in real time.

#### V. SUPERVISORY RESPONSIBILITIES.

Supervisory personnel responsible for the activities of CCTV monitoring shall ensure that:

- 1) Officers/Designated Personnel follow established policy and procedures for the use and operation of CCTV equipment.
- 2) When Special Events require 24/7 monitoring of the CCTV cameras, Officers/Designated Personnel will use appropriate log in/log out procedures during their assigned shift.
- 3) Officers/Designated Personnel notify any available supervisor/commander if any equipment is determined to be defective.
- 4) Proper notifications are made regarding archived/retained video files. The notification is to be made to the Chief of Police and Investigations and Support Bureau Commander regarding the review of a file for any reason other than a routine arrest or traffic stop (e.g. complaint against an officer, pursuit, etc.).
- 5) Ensure that a notification form is completed and left for the Investigations and Support Bureau Commander assigned to oversee the use of this equipment. This form is to be used to communicate issues arising from numbers 2, 3, or 4 above.
- 6) The rooms housing the work station and the server are properly secured to protect the integrity of the media files.

#### VI. VIDEO DATA CONTROL AND MANAGEMENT.

- A. All video data files shall be maintained in a computerized storage mode that allows for efficient identification and retrieval. This is accomplished via the management software, proprietary to the system.

- B. Video data files will be uploaded, via hardwire transmission, to a secure server within the police building. In the event there is a failure of transmission the IT department shall be notified as soon as possible.
- C. Any record file of value for case prosecution or in any adversarial proceeding shall be retained. Examples of such records include arrests, uses of force, and resisting arrest cases.
- D. Officer requesting a file be retained, copied, reclassified or deleted shall do so by filling out the "Video/Audio Request for Disposition of Record" form and submitting the form to their supervisor, subsequently to be forwarded to the Investigations and Support Bureau Commander.
- E. When a prosecutor requests a record for a court proceeding, the officer shall make a request utilizing the "Video/Audio Request for Disposition of Record" form. This request will be forwarded to the Investigations and Support Bureau Commander assigned to oversee the use of this equipment. A DVD will then be made for the prosecutor. At the completion of the case, the DVD will be returned to the proper authority to be retained or disposed of as is warranted by the circumstances.
- F. In those instances where the request is from someone other than a prosecutor for purposes of criminal prosecution or civil litigation, or for another purpose, such requests shall be directed to the Investigations and Support Commander to ensure compliance with department policy and procedures and Missouri Open Records Law (Missouri Sunshine Law), respectively. Additionally, requests made by a defense attorney will be at the advice of the prosecutor when a discovery request has been made.
- G. The server and work station(s) shall remain secure at all times. No record is to be uploaded/downloaded and no maintenance shall be performed on video/audio recording equipment by anyone other than authorized personnel. Personnel will be authorized according to specific levels of security that are password protected.
- H. In order to maintain record security, access levels will be identified as follows:
  - 1) Main System Administrators-access to all system functions.
  - 2) Supervisors-ability to view any record as well as the ability to create, edit, and dispose of cases.
  - 3) Officers/Designated Individuals-ability to view records or monitor live feeds.

- I. It will be the Investigations and Support Bureau Commanders responsibility to coordinate with the IT system administrator to confirm that the video data are successfully uploading to the server when in use.
- J. CCTV files will be stored on the server, which shall remain secured at all times. Access to the system will be gained according to the levels of security established in this Order, via the work station, and file retention/ deletion will occur based on the Missouri State Statute and the discretion of the Chief of Police.
- K. Command and supervisory personnel will review CCTV files as follows:
  - 1) To assess officer performance, via the periodic review of files selected at random.
  - 2) To identify material that may be useful in training.
  - 3) In regard to a complaint against an officer.
  - 4) For evidentiary purposes.

BY ORDER OF:

KEVIN R MURPHY  
Chief of Police

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