

# Public Safety Video Surveillance System

## 333.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video surveillance, the use of the Burbank Police Department's video management system, Real Time Crime Center technology platform as well as the storage and release of the captured images.

Current tools:

- (a) Video Management System (VMS)
  - 1. Milestone is the Department's current VMS and primary application for viewing and retrieving video from the public safety cameras owned and operated by the City of Burbank.
- (b) Real Time Crime Center Technology Platform
  - 1. The city's current Real Time Crime Center technology platform is FUSUS. The FUSUS Real Time Crime Center technology platform consists of fususONE, fususOPS, fususALERT, fususREGISTRY, fususTIPS, fususVAULT, and the fususCORE hardware appliance. FUSUS pulls together data and video from several other sources and systems. As of the issuance of this policy, those systems include but are not limited to FLOCK and Milestone.

This policy only applies to overt, marked public safety video surveillance systems operated by the Department as well as cameras viewed through the FUSUS platform. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

## 333.2 POLICY

The Burbank Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

## 333.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

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In any location where the view of any camera may compromise a citizen's privacy expectation, the project coordinator will review the camera's location and make a recommendation to re-locate the unit, if not eliminate the potential for video intrusion.

#### 333.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected City divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions, should also be evaluated when determining placement.

Cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public safety video surveillance system may be useful for the following purposes:

- (a) To prevent, deter and identify criminal activity.
- (b) To target identified areas of gang and narcotics complaints or activity.
- (c) To respond to critical incidents.
- (d) To assist in identifying, apprehending and prosecuting offenders.
- (e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.
- (f) To augment resources in a cost-effective manner.
- (g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Watch Commander's office, Investigations office, and the front desk of the Burbank Police Department. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Watch Commander or trained Burbank Front Desk personnel are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination or retention is prohibited.

#### 333.3.2 CAMERA MARKINGS

All public areas monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

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#### 333.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems and video enhancement or other analytical technology, requires additional safeguards.

#### **333.4 VIDEO SUPERVISION**

Supervisors should monitor video surveillance access and usage to ensure members are within department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

##### 333.4.1 VIDEO REQUEST FORM

A request form should be maintained at all locations where video surveillance monitors are located. The form should be used to document all persons not assigned to the monitoring locations who have been given access to view or monitor images provided by the video surveillance cameras. The forms should, at a minimum, record the:

- (a) Dates and times of the requested video.
- (b) Name and agency of the person being given access to the images.
- (c) Name of person authorizing access.

##### 333.4.2 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

Video surveillance equipment shall not be used to harass, intimidate, or discriminate against any individual or group.

Misuse of public video surveillance systems will subject employees to administrative disciplinary action up to termination and potentially criminal penalties.

#### **333.5 STORAGE AND RETENTION OF MEDIA**

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into

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evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

Images stored on servers shall only be accessed and retrieved by authorized system users, with prior approval from the Chief of Police or their designee in response to public safety emergencies or authorized internal or criminal investigations.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule.

Information that has not been archived for law enforcement or public safety purposes shall be automatically erased after 30 days unless mechanical failure prohibits storage for that time period.

Video data that is not retained for evidentiary purposes or based upon public safety necessity or pursuant to a court order shall not be reproduced, distributed, provided, or shown to other persons without the approval of the Chief of Police.

#### **333.5.1 EVIDENTIARY INTEGRITY**

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

#### **333.6 RELEASE OF VIDEO IMAGES**

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Burbank Police Department.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Watch Commander for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

#### **333.7 VIDEO SURVEILLANCE AUDIT**

The Chief of Police or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues

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that were identified, including those related to training, discipline or policy. The use and security of video surveillance equipment shall be subject to random reviews.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

#### **333.8 BUSINESS CAMERA PARTNERSHIP**

The City of Burbank will partner with participating businesses in the sharing of video sources and permit the access of information with the goal of providing enhanced responsiveness and situational awareness. The City and each participating business shall enter into a memorandum of understanding which will allow access to their video camera system policies and guidelines shall be followed. (See attachment: Business Camera MOU)

#### **333.9 TRAINING**

All department members authorized to operate or access public video surveillance systems as well as the Real Time Crime Center platform shall receive appropriate training. Training should include guidance on the use of cameras, interaction with front desk personnel and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.