



Surveillance Use Policy

Arteco
San Diego Police Department

PURPOSE

Arteco is a video management system (VMS) / camera utilized to support first responders and command personnel during critical incidents, disasters, special events, and large gatherings by providing a camera and viewing platform to view real-time video around a command post. The real-time video provides situational awareness and security to personnel and decision makers working at a command post.

USE

The Critical Incident Management Unit (CIMU) is directed on a case-by-case basis by command staff to utilize the Arteco system during different types of operations. The system is utilized in two of our Mobile Command Vehicles. The VMS is a piece of software that provides the ability to display live video from the Pan Tilt Zoom (PTZ) camera mounted on the mast of the vehicle. The system is designed to be used for the following types of circumstances:

- 1) To support first responders during critical incidents, disasters, other types of all hazard emergencies, and any mission the vehicle is deployed to, by providing a camera and viewing platform to view real-time video around a command post. The real-time video provides situational awareness and security to personnel and decision-makers working at the command post.
- 2) To provide enhanced security overwatch, anti-terrorist efforts, and situational awareness during special events and large gatherings by displaying live video footage obtained from the camera on the mast. This is done with the intent to identify pre-incident indicators and mitigate, as well as respond to, terrorist acts, criminal acts, and other all hazard emergencies.

The Arteco system can only be accessed by authorized CIMU personnel specifically during the above-listed types of events. For all uses a request must be generated by an Incident Commander to CIMU. A supervisor from one of those units will evaluate the request and approve the use of the system if appropriate. If the request is outside of the above-listed uses, the supervisor will pass the request up the chain of command for further evaluation.

Department procedures associated with the Arteco system are:

- SDPD Procedure 3.02 – Impound, Release, and Disposal of Property, Evidence and Articles Missing Identification marks
- SDPD Procedure 1.49 – AXON Body Worn Cameras

DATA COLLECTION

Although the listed VMS can record and retain video data, the system is rarely used for this purpose. The record function generally stays in the off position. If it is determined that recording is required for a specific mission, it will first be approved by CIMU Command personnel as well as the incident commander of the incident / event.



Surveillance Use Policy

Arteco
San Diego Police Department

In such a case where data is recorded, the video is only collected if it is determined that it contains Digital Media Evidence (DME). In such a case that DME is recorded and needs to be retained, the detective assigned the case or investigating officer will be authorized by CIMU to collect the recorded video from the computer and will be provided access to the computer (as only CIMU personnel have access to the computer). The data collected will be in adherence to the following Department Procedures regarding evidence collection and retention:

SDPD Procedure 3.02 – Impound, Release, and Disposal of Property, Evidence and Articles
Missing Identification marks.

SDPD Procedure 1.49 – AXON Body Worn Cameras.

Data can also be collected by an outside law enforcement agency, in which they abide by their department's evidence collection procedures.

Any recorded data, not determined to be DME, will be automatically overwritten by the computer as the memory fills to maximum capacity. Once the DME is overwritten it is no longer accessible.

DATA ACCESS

The Arteco system is integrated into two of our Command Vehicles, which remain stored in secure locations. Only CIMU personnel can access the vehicles that contain the system. Only CIMU personnel, IT personnel, and the authorized vendor have administrative access to the Arteco system to view or display live video. They then have the ability to display the live video at the command post to personnel who need it and are approved to view it. The video is not transmittable and is only able to be viewed locally.

DATA PROTECTION

All members of the CIMU team are sworn police officers and only CIMU personnel have access to the Arteco system, which is stored in a secure location and password protected. CIMU personnel will only provide access to the system during an approved event / incident or to the appropriate investigating personnel upon request to collect and retain DME. The personnel assigned to gathering the DME are required to follow Department Procedures regarding evidence collection and retention:

SDPD Procedure 3.02 – Impound, Release, and Disposal of Property, Evidence and Articles
Missing Identification marks.

SDPD Procedure 1.49 – AXON Body Worn Cameras.

Data can also be collected by an outside law enforcement agency, in which they abide by their department's evidence collection procedures.

Arteco is password protected, preventing unauthorized users from gaining access. Only CIMU personnel, IT personnel, and the authorized vendor have the ability to access the system. Viewing-only access is then provided to the necessary personnel working an incident or event. Once the incident or event is over, the access is removed.



Surveillance Use Policy

Arteco
San Diego Police Department

DATA RETENTION

In such a case where data is recorded, the video is only collected if it is determined that it contains Digital Media Evidence (DME). In such a case that DME is recorded and needs to be retained, the detective assigned the case or investigating officer will be authorized by CIMU to collect the recorded video from the computer and will be provided access to the computer (as only CIMU personnel have access to the computer). The data collected will be in adherence to the following Department Procedures regarding evidence collection and retention:

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Data can also be collected by an outside law enforcement agency, in which they abide by their department's evidence collection procedures.

Any recorded data, not determined to be DME, will be automatically overwritten by the computer as the memory fills to maximum capacity. Once the DME is overwritten it is no longer accessible.

PUBLIC ACCESS

The public has no access to Arteco or any data it may collect. Data recorded by Arteco and collected as DME can only be accessed by SDPD CIMU personnel prior to evidence collection.

Once the evidence is collected, DME is impounded by SDPD personnel into the SDPD Property Room or in the Evidence.com digital repository. Access to this DME is controlled and regulated by the following Department Procedures:

SDPD Procedure 3.02 – Impound, Release, and Disposal of Property, Evidence and Articles
Missing Identification marks.

SDPD Procedure 1.49 – AXON Body Worn Cameras.

THIRD PARTY DATA SHARING

CIMU personnel do not share data collected with third-party vendors. All collected DME is impounded in accordance with:

SDPD Procedure 3.02 – Impound, Release, and Disposal of Property, Evidence and Articles
Missing Identification marks.

SDPD Procedure 1.49 – AXON Body Worn Cameras.

Command Vehicles that contain the Arteco system are considered regional equipment and at times are loaned out to other regional agencies. If DME is recorded while on loan, it will be downloaded, impounded, retained, and released by that agency in accordance with their evidence procedures.



Surveillance Use Policy

Arteco
San Diego Police Department

TRAINING

CIMU personnel are the only persons who are authorized to utilize the Arteco System. CIMU personnel obtain training for the system from the authorized vendor. CIMU provides training on use of the system to other authorized personnel based on the need of the mission.

AUDITING AND OVERSIGHT

The CIMU supervisor is the primary oversight and approval of each CIMU operation, which includes the Arteco system use and data collection. This CIMU supervisor is responsible to ensure all actions by CIMU personnel comply with SDPD Department Procedures and the Surveillance Use Policy for each specific CIMU Operation. Onsite CIMU personnel will oversee the individual uses of the Arteco System as well as the downloads of any DME associated with one of the devices. The CIMU chain of command will provide additional layers of oversight to ensure the system is being used appropriately within Department Procedures and the Surveillance Use Policy.

MAINTENANCE

CIMU is responsible for maintaining all equipment related to the Arteco system. Personnel will work with the City's authorized vendors and the manufacturer to ensure safe, functional, and secure operation of the equipment.