



# Surveillance Use Policy

## Power Over Ethernet Pan Tilt Zoom Cameras San Diego Police Department

### PURPOSE

The San Diego Police Department utilizes power over ethernet Pan / Tilt / Zoom (PTZ) digital video cameras to create objective real-time video recordings to develop and further investigations. The PTZ capabilities are valuable when conditions change while the equipment has been deployed and the camera can be adjusted for those changes. The device is used in areas where there are repeat offenses and/or more evidence needs to be collected for a successful apprehension of a suspect.

### USE

A PTZ camera is used as a part of a video recording system. The PTZ camera can “pan” the area by moving the lens from side to side. The PTZ camera can also “tilt” which means the camera can be moved up and down. The PTZ camera can also “zoom” to be able to see closer at areas from a farther distance. The PTZ camera may be installed overtly or housed in such a way that the identity of the device is not immediately recognizable or is hidden or otherwise concealed.

The PTZ camera can be used in a power-over-ethernet digital video recorder (POE / DVR) and a power-over-ethernet network video recorder (POE / NVR). The PTZ camera is connected to a video recorder by a power-over ethernet cord. The PTZ camera sends the video to the video recorder and power comes from the power over ethernet cord unless supplementary power is supplied to the video camera. The PTZ functions can be set and stay in the same position as the POE / DVR. The PTZ can be changed while it is deployed using a POE / NVR when the user is able to view the video remotely.

When a PTZ camera is requested by an SDPD member, a Special Equipment Technician of the Robbery Unit will be assigned the request. The technician will speak with the SDPD member to fully understand the mission of how the device will be used. The request will be evaluated for equipment suitability and legal standing. If equipment deployment is appropriate, a request form will be completed stating the crime being investigated.

All requests for a PTZ camera must be approved by a Robbery Unit sergeant and Robbery Unit lieutenant.

The PTZ camera is installed, and the operation of the video camera is confirmed by the Robbery Unit. Once it is determined the PTZ camera is no longer needed, the Robbery Unit removes the camera system including the PTZ camera. The review and determination of the evidentiary value of all recorded video media and its appropriate documentation is the responsibility of the requesting SDPD member.

Department procedures associated with vehicle tracking devices are:

- 3.02 - Impound, Release, and Disposal of Property Evidence
- 3.26 - Media Evidence Recovery and Impounding/Preserving Procedures.

### DATA COLLECTION

Any usage of a PTZ camera must be done in a legal and ethical manner, recognizing constitutional standards of privacy. The placement of all recording devices shall be done in accordance with all Federal and State laws and shall adhere to all established case law. Absent a court order, a search warrant, an undercover operation, or permission from the property owner, video cameras may only be used to monitor



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public places or places visible to the public where persons do not have a reasonable expectation of privacy. It is the responsibility of the assigned Robbery Unit Special Equipment Technician, as well as the requesting SDPD member, to make sure all recording devices are placed in a location that will safeguard and protect citizens' constitutional rights.

Some PTZ cameras are equipped with the ability to record audio, but the functions are not enabled with that function.

The recorded video media is evaluated by the requesting investigative unit and only video deemed evidentiary is collected for retention and impounded per D.P. 3.02 Impound, Release, and Disposal of Property Evidence and D.P. 3.26 Media Evidence Recovery and Impounding / Preserving Procedures.

### DATA ACCESS

Personnel authorized to use a PTZ camera or access the data through the use of such equipment shall be specifically trained in such technology and authorized by the Chief of Police, or designee. Such personnel shall be limited to designated captains, lieutenants, sergeants, officers, detectives, and police department personnel unless otherwise authorized.

Those authorized to have access to the data can view it from the device, or the impounded media evidence downloaded from the device. All such evidence is controlled and regulated per D.P. 3.02 Impound, Release, and Disposal of Property Evidence and D.P. 3.26 Media Evidence Recovery and Impounding / Preserving Procedures.

### DATA PROTECTION

The PTZ camera is connected to a video recorder, which has local memory and is physically locked and secured when installed. The video camera is username/password protected along with the video recorder. After the recorded video from the device is reviewed, the video with evidentiary value is downloaded onto an external media device, by an authorized user, to be impounded. All such evidence is controlled and regulated as per D.P. 3.02 Impound, Release, and Disposal of Property Evidence and D.P. 3.26 Media Evidence Recovery and Impounding / Preserving Procedures.

### DATA RETENTION

Once the authorized user has impounded the downloaded video file physically, evidence retention is the responsibility of the SDPD Property Unit. All such evidence is controlled and regulated by D.P. 3.02 Impound, Release, and Disposal of Property Evidence. After the video files are impounded the memory of the POE / NVR or POE / DVR will be erased and no video files will be on the device before it is returned to the inventory of the Robbery Unit.

### PUBLIC ACCESS

The public has no access to the PTZ Video Cameras.



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### **THIRD PARTY DATA SHARING**

Video files may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes, which includes criminal investigations and prosecution as allowed by law. The video files will not be used in immigration enforcement.

### **TRAINING**

Individualized training is provided to new users of the PTZ camera by Robbery Unit personnel once it is installed. Assistance is also provided during the review and downloading of evidentiary video files.

### **AUDITING AND OVERSIGHT**

Personnel who are authorized to use a PTZ camera shall ensure their access and use of the device complies with the Surveillance Use Policy.

The request forms shall be retained of who has access to the PTZ camera, who requested a device and for what purpose. The request forms shall be available for presentation for all required internal and external audits, and oversight will be maintained by the system Program Manager or their designee.

### **MAINTENANCE**

The San Diego Police Department shall maintain robust security procedures and practices, including operational, administrative, technical, and physical safeguards, to protect recorded video files from unauthorized access, destruction, use, modification, or disclosure.

The Robbery Unit shall maintain PTZ cameras.