



Surveillance Use Policy

Police Headquarters Pan Tilt Zoom Cameras
San Diego Police Department

PURPOSE

Police Headquarters Pan-Tilt-Zoom (PTZ) Cameras are placed on the San Diego Police Department's Headquarters building to provide enhanced security. Enhanced security is needed at this facility for many reasons. This facility contains critical infrastructure for the city (such as 911 communications), the presence of specialized law enforcement equipment, the storage of evidence, the presence of people in custody of the police department, the presence of Personal Identifying Information (PII), and the safety of employees that work at the facility.

USE

The Police Headquarters PTZ Cameras are used in support of building security, employee safety, and the deterrence of criminal activities. They are separate from and not connected to the standard Facility Security Cameras. They can be viewed live, both locally and remotely, by authorized personnel. These cameras do not record and do not have a Digital Video Recorder (DVR) attached to them. The cameras are permanently mounted on top of our Headquarters building and cannot be moved to different locations. The cameras are only viewed when there is an incident / event occurring at or around the Headquarters building and command-level personnel approves the activation of them. They are authorized for the following types of circumstances:

- 1) To support first responders during critical incidents, disasters, and other types of all hazard emergencies by providing live video footage to a command post. This live footage is as close to real-time video imagery as possible to assist personnel in making critical decisions during an incident.
- 2) To provide enhanced security overwatch, anti-terrorist efforts, and situational awareness during special events and large gatherings, by providing a downlink of live video footage to a command post. This is done with the intent to identify pre-incident indicators and mitigate, as well as respond to and investigate terrorist, criminal acts, and other all hazard emergencies.

All requests for the Headquarters PTZ Camera system usage must be initiated by an incident commander in response to support a specific incident or event with a specific support objective.

A Critical Incident Management Unit (CIMU) supervisor will evaluate the request and determine if the camera system operation will comply with SDPD's authorized uses. All uses of this system will be vetted by CIMU Command Personnel.

Only authorized members of the CIMU Unit shall use the Headquarters PTZ Camera system. Exceptions can be made for personnel working an approved event / incident who have been authorized by the Incident Commander to view the live video.

Department procedures associated with the Headquarters PTZ Camera system are:

- 3.02 - Impound, Release, and Disposal of Property Evidence
- 1.49 – Axon Body Worn Cameras



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DATA COLLECTION

The Headquarters PTZ Cameras are located on and around the Headquarters facility and do not have the ability to record data. They are only activated upon specific authorized requests and do not have a DVR or recording device attached to them.

DATA ACCESS

Only CIMU personnel and the IT Administrator can access and view the Headquarters PTZ Cameras. No information from these cameras is ever collected. CIMU personnel will only access the cameras upon authorized request from command staff and only when there is an incident involving the Headquarters facility. All requests for use must be vetted by CIMU command personnel.

DATA PROTECTION

All Headquarters PTZ Cameras are password protected. CIMU and the IT administrator are the only personnel with access to the PTZ Cameras. Viewing-only access is provided to personnel working an authorized incident or event by on-site CIMU personnel.

DATA RETENTION

The Headquarters PTZ Cameras do not have the ability to record or retain any data. No digital media evidence is saved or retained from these cameras.

PUBLIC ACCESS

The general public does not have access to Headquarters PTZ Cameras. Since the cameras do not record, no data can be collected or used by members of the public or criminal defendants.

THIRD PARTY DATA SHARING

Headquarters PTZ Cameras do not have the ability to record or retain data, therefore, SDPD does not share any data with third parties.

TRAINING

CIMU personnel have received training to utilize the Headquarters PTZ Cameras. CIMU provides training on the use of the system to other authorized personnel based on the need of the mission.

AUDITING AND OVERSIGHT

All requests for Headquarters PTZ Camera usage must be initiated by an incident commander in response to support a specific incident or event with a specific support objective.

A CIMU supervisor will evaluate the request and determine if the camera system operation will comply with the SDPD's authorized uses. All uses of this system will be vetted by CIMU Command personnel.



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The 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 Headquarters PTZ Camera system. 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 and IT Services are responsible for maintaining all equipment related to the Headquarters PTZ Camera system. Personnel will work with the City's authorized vendors and the manufacturer to ensure safe, functional, and secure operation of the equipment.