



# Surveillance Use Policy

## Pan Tilt Zoom Video Camera Mobile Units San Diego Police Department

### PURPOSE

The San Diego Police Department utilizes Pan / Tilt/ Zoom (PTZ) video cameras with recorders to create objective real-time video recordings to develop and further investigations. The PTZ camera 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

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 is built into a mobile unit with a networked digital video recorder. The PTZ camera is connected to a video recorder by a power-over ethernet cord. The direction of view of the PTZ video camera can be changed while it is deployed when the user is able to view the video remotely.

When a mobile unit 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 video camera mobile unit must be approved by a Robbery Unit sergeant and Robbery Unit lieutenant.

The PTZ video camera mobile unit is installed, and the operation of the video camera is confirmed by the Robbery Unit. Once it is determined the mobile unit is no longer needed, the Robbery Unit removes the PTZ camera mobile unit. 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 PTZ video mobile camera mobile unit 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 video camera mobile unit 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 of the property owner, video cameras may only be used to monitor 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



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the requesting SDPD member, to make sure all recording devices are placed in a location that will safeguard and protect citizens' constitutional rights.

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 mobile unit 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 mobile unit, which has local memory in the unit, is physically locked and secured when installed. The PTZ camera mobile unit is username/password protected to access the remote viewing and to use the PTZ camera functions. 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 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, and 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 video files on the PTZ camera mobile unit will be erased and no video files will be on the device before it is returned to the inventory of the Robbery Unit.

If the device is deployed long enough, the memory will write over the oldest recorded video. The amount of time this takes depends on how many cameras are being used for the deployment and camera settings.

### **PUBLIC ACCESS**

The general public has no access to the PTZ camera mobile unit or any data it may collect.

Once the authorized user has impounded the video file physically, evidence retention and access are 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.



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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 mobile unit by Robbery 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 mobile unit 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 mobile unit, 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 the PTZ camera mobile units.