



## THE CITY OF SAN DIEGO

IN REPLYING  
PLEASE GIVE  
OUR REF NO.

June 2, 2010

Mr. John Doe, Director  
XYZ Corporation 1234 Some Street  
San Diego, CA, 92101

Dear camera system owner/agent,

Many public and private organizations have been routinely using video cameras for some time. The San Diego Police Department has used public safety video systems to aid in criminal investigations and to act as a deterrent to criminal activity. The police department has found that video is an important tool in public safety and crime fighting efforts.

The San Diego Police Department would like to invite your organization to participate in a Business Resource Sharing Agreement called Operation Secure San Diego. We believe that your camera system could help support our public safety efforts and we would like to include your company in this important City-wide initiative. The San Diego Police Department would like permission to access your camera system for viewing as part of Operation Secure San Diego.

The San Diego Police Department and its allied agencies plan to use your video system to:

- Deter criminal activity;
- View, record and document activity for evidentiary purposes;
- Provide real time tactical information to enhance law enforcement deployment; and,
- Identify questionable individuals or conduct.

Please take the time to review the attached Authorization for Access to Monitor Video Camera Systems. This authorization is completely voluntary and in no way should be construed as more than such.

Sincerely,

  
William M. Lansdowne  
Police Chief

MW/mkw



Office of the Chief of Police

1401 Broadway • San Diego, CA 92101-5729

Tel: (619) 594-3000



**THE CITY OF SAN DIEGO**

IN REPLYING  
PLEASE GIVE  
OUR REF. NO.

**OPERATION SECURE SAN DIEGO**

**BUSINESS RESOURCE SHARING AGREEMENT &  
AUTHORIZATION FOR ACCESS TO MONITOR VIDEO CAMERA SYSTEM**

To Whom It May Concern:

I hereby authorize the San Diego Police Department and its allied agencies to access for viewing the below listed video camera system located at:

Company Address:

Company Name:

Daytime Phone Number:

Emergency Phone Number:

I may withdraw this authorization at any time. In any case, this authorization will become invalid two years after signing without further notice from me.

Signature:

Print Name, Title:

Relationship to Business:

Witness Signature:

Print Witness Name, Title:



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### CAMERA SYSTEM INFORMATION SHEET

The San Diego Police Department is interested in adding all available camera systems to the Operation Secure San Diego database. Please answer the following questions about your camera system.

1. How many video cameras does this location have?
2. Please indicate the location of your cameras on the attached Google Map (camera views must be of areas open to the public).
3. Is the camera view fixed or can you operate it with remote control?
4. Do you have the capability to pan, tilt, and zoom?
5. What is the resolution?
6. If your system can be remotely viewed, how is the signal transmitted? T3 Line, telephone line, microwave, Internet?
7. Is your system recorded?
8. If your system is recorded, how is it recorded? VCR, VDR, Server?
9. How long does your system retain video?
10. Can your camera be viewed via the Internet? If so, what is the IP or URL address?
11. Does your system require a password to gain access? What is the password?
12. Is your system viewable with Microsoft Media Player?
13. Is your camera system monitored?
14. If monitored, how? Contact information? Phone number?



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