



Surveillance Use Policy

Camera Trailer Camera Systems
San Diego Police Department

PURPOSE

The Camera Trailer Camera Systems are used to support first responders and command personnel during critical incidents, disasters, special events, and large gatherings by providing video to a command post from a remote location. The cameras have the ability to provide real time video in order to furnish critical information to decision makers, as well as record video to retain potential evidence.

USE

The Logistics Unit is directed on a case-by-case basis by command staff to utilize our Camera Trailer Camera Systems during different types of operations. The Camera Trailer Camera Systems are comprised of a box containing video cameras, a digital video recorder (DVR) and a power supply. The system is primarily designed to be used while mounted on one of our camera trailers, however, it has the ability to be operated separately from the trailer. The trailer itself is simply a vehicle, power and mounting system, with no surveillance technology of its own. The camera system can record video, as well as connect to a transmission device, to stream the video live. It is authorized for the following types of circumstances:

- 1) To support first responders during critical incidents, disasters, and other types of all hazards emergencies by providing live video footage to a command post, as well as recorded digital media evidence (DME). This live footage is as close to real-time video imagery as possible to assist personnel in making critical decisions during an incident. The footage can be viewed from a remote utilizing a video management system.
- 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 the command post, as well as recorded DME. This is done with the intent to identify pre-incident indicators and mitigate, as well as respond to and investigate terrorist acts, criminal acts, and other all hazard emergencies.

All requests for Camera Trailer 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 Logistics Unit Supervisor must then evaluate the request and approve the use of the equipment if appropriate. This Logistics Unit Supervisor will assess the request and determine if the camera system operation will comply with the SDPD's authorized uses. If the request is outside of the above-listed uses, the supervisor will pass the request up the chain of command for further evaluation.

Only authorized members of the Logistics Unit, Emergency Planning Unit, or SDPD Facilities Unit shall use or be in possession of department Camera Trailer Camera System equipment. Exceptions can be made for personnel working an approved event / incident who have been authorized by the Incident Commander to view the live video or personnel deemed responsible to collect recorded DME.

Department procedures associated with the Camera Trailer Camera system are:

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



Surveillance Use Policy

Camera Trailer Camera Systems San Diego Police Department

- SDPD Procedure 1.49 – AXON Body Worn Cameras

DATA COLLECTION

The Camera Trailer Camera System records video on an internal DVR. Recorded video is only collected if it is determined that it contains 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 the Logistics Unit to collect the recorded video from the DVR and will be provided access to the DVR. Only Logistics Unit, Emergency Planning Unit, or SDPD Facilities Unit personnel have access to the DVR. 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 DVR as the DVR memory fills to maximum capacity. Once the DME is overwritten it is no longer accessible.

DATA ACCESS

All authorized members of the listed units are sworn police officers and only those personnel have access to the Camera Trailer Camera System. Personnel will only provide access to our Camera Trailer Camera System live video feed during an approved event / incident or to the DVR to the appropriate investigating personnel upon request to collect and retain DME. Any access provided to a Camera Trailer Camera System DVR will be supervised by authorized personnel. The personnel assigned to gather 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.

DATA PROTECTION

The Camera Trailer Camera Systems are stored in secure facilities and managed by the Logistics Unit. When deployed they are generally mounted on top of a mast in the air affixed to a trailer. The trailers are secured in place and controls to the mast are secured via lock. On the rare occasion they are deployed not attached to a trailer, they will be deployed in a securable location. Data recorded on the devices overwrites automatically once the DVR is full, unless deemed as DME and collected. Authorized personnel will only provide access to our Camera Trailer Camera System DVRs to the appropriate investigating personnel upon request to collect and retain DME. Any access provided to a Camera Trailer



Surveillance Use Policy

Camera Trailer Camera Systems San Diego Police Department

Camera System DVR will be supervised by Authorized personnel. 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.

DATA RETENTION

Data recorded on the Camera Trailer Camera Systems overwrite automatically based on the capacity of the DVR, not based on time. Once the DVR is full, data is overwritten chronologically starting with the earliest recording. Once overwritten, the data is lost and no longer accessible. If data on one of the devices is deemed to be DME, it will be downloaded and impounded based on the above-listed procedures. Once impounded, whether by physical disk in the SDPD Property Room or electronically on the evidence.com digital repository, all DME is retained based on the below-listed 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.

PUBLIC ACCESS

The public has no access to the Camera Trailer Camera System or the data it collects.

Camera Trailer Camera System collected DME can only be accessed by the above listed authorized personnel prior to evidence collection.

Once the evidence is collected, DME is impounded by SDPD Personnel into the SDPD Property Room or evidence.com digital repository and 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

Personnel do not share collected DME with third-party vendors. All Camera Trailer Camera System collected DME is impounded either physically in the SDPD Property Room or digitally into evidence.com. Once impounded, it is strictly regulated and controlled in accordance with the following department procedures:

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



Surveillance Use Policy

Camera Trailer Camera Systems San Diego Police Department

SDPD Procedure 1.49 – AXON Body Worn Cameras.

Camera Trailer Camera Systems 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.

TRAINING

SDPD Logistics Unit, Emergency Planning Unit, and SDPD Facilities Unit personnel are the only persons who are authorized to use any of the department's Camera Trailer Camera Systems.

SDPD Logistics Unit, Emergency Planning Unit, and SDPD Facilities Unit personnel receive training on the use of the Camera Trailer Camera Systems in regard to setup and breakdown, as well as collecting data from the DVR from SDPD personnel familiar with the system. Personnel will provide onsite training to any authorized investigator who needs to collect specified DME in order for them to be able to complete the download. However, the personnel providing access will remain present to supervise the download process.

AUDITING AND OVERSIGHT

The Logistics Unit supervisor is the primary oversight and approval of each Operation which includes the Camera Trailer Camera Systems use and data collection. The Logistics Unit supervisor is responsible to ensure all actions by personnel assigned to deploy the equipment comply with SDPD Department Procedures for each specific Operation. Onsite authorized personnel will oversee the individual uses of the Camera Trailer Camera Systems as well as the downloads of any DME associated with one of the devices. The Logistics Unit chain of command will provide additional layers of oversight to ensure the system is being used appropriately within Department Procedures.

MAINTENANCE

SDPD Logistics Unit equipment is inspected and maintained by Logistics Unit personnel. Logistics Unit personnel ensure the Department's equipment is in a functional operating condition prior to deployment.

SDPD Logistics Unit equipment is additionally inspected by the personnel deploying the equipment prior to every use to ensure it is in proper working condition.

All Logistics Unit maintenance and inspection are conducted by personnel who receive training on the specific equipment they are inspecting and maintaining.