



Surveillance Use Policy

Power Over Ethernet Digital Video Recorders
(Record and Remote Viewing)
San Diego Police Department

PURPOSE

The San Diego Police Department utilizes power over ethernet networked video recorders (POE / NVR) to create objective real-time recordings to develop and further investigations. The POE / NVR is used in areas such as where there are repeat offenses and / or more evidence needs to be collected for a successful apprehension of a suspect.

The current systems used by the SDPD are: Uniview IPC3615SE-ADF28KM-WL-10, Uniview IPC6424SR-X25-VF, Armix HNC5V181T-IRASE/4, Armix DBC8MV, Armix, ILP1080VLR, Armix BC6-EXIR-f, Armix HNC512-VBA94, Armix IBC5M-EXIR-6, Armix DCB8M, and Armix IBC4M.

USE

A POE / NVR is used as a part of a video recording system. The POE / NVR is connected to a video camera or a PTZ camera with a power over ethernet cord that powers the camera and sends the images to the POE / NVR. The POE / NVR is networked and enabled to allow remote viewing. The POE / NVR is scheduled to record 24 hours a day and seven days a week when operating. Authorized users must evaluate the areas surrounding the location of deployment to ensure no private areas, areas of curtilage, or areas where an individual would have a reasonable expectation of privacy are covered by the recordings.

When a POE / NVR is requested by a 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 and who will have access for remote viewing.

All requests for a POE / NVR must be approved by a Robbery Unit sergeant and Robbery Unit lieutenant. These technologies are for official use only. No personal use of these technologies is authorized.

The POE / NVR is installed, and operation of the unit is confirmed by the Robbery Unit. Once it is determined the device is no longer needed, the Robbery Unit removes the camera system, including the POE / NVR. The review and determination of 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 POE / NVR 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, 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



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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.

The recorded video media is evaluated by the requesting investigative unit and only video deemed evidentiary is collected for retention and impounded 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 ACCESS

Personnel authorized to use POE / NVR 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 City's Department of Information Technology oversees the IT governance process and works with SDPD's Department of IT regarding project execution and risk assessment, selecting, and approving technology solutions. Cyber security and technology risks are also assessed by the Department of IT. For additional details related to IT governance processes, refer to the information at the following link:

- <https://www.sandiego.gov/sites/default/files/fy23-fy27-it-strategic-plan-sd.pdf>

The POE / NVR devices has local memory and it is physically locked and secured when installed. The device is Username / Password protected locally at the device and when viewing it remotely. 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, and all such evidence is controlled and regulated by SDPD D.P. 3.02 Impound, Release, and Disposal of Property Evidence. After the evidentiary video files are impounded, the memory of the POE / NVR 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.



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PUBLIC ACCESS

The public has no access to the POE / NVR or any data it may collect.

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

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 POE / NVR by Robbery Unit personnel once it is installed. This training shall include reviewing applicable laws and this Use Policy. Assistance is also provided during review and downloading of evidentiary video files.

AUDITING AND OVERSIGHT

Personnel who are authorized to use the POE / NVR shall ensure that 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 POE / NVR, 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 POE / NVR.