



Surveillance Use Policy

Power Over Ethernet Video Cameras
San Diego Police Department

PURPOSE

The San Diego Police Department utilizes power over ethernet fixed digital video cameras to create objective real-time recordings to develop and further investigations. 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.

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 fixed video camera is used as a part of a video recording system. The camera can be used in a power over ethernet digital video recorder (POE / DVR) or a power over ethernet network video recorder (POE / NVR). The video camera is connected to a video recorder by a power over ethernet cord. The camera sends the video to the video recorder and power comes from the power over ethernet cord unless supplementary power is supplied to the video camera. The video 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 cameras are fixed and cannot be adjusted or manipulated unless physically moving the camera.

When a video camera 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 what equipment is deployed.

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.

All requests for a video camera 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 video camera is installed, and operation of the video camera is confirmed by the Robbery Unit. Once it is determined the video camera is no longer needed, the Robbery Unit removes the camera system, including the video camera. 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 a POE video camera are:

- 3.02 - Impound, Release, and Disposal of Property Evidence
- 3.26 - Media Evidence Recovery and Impounding/Preserving Procedures.



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DATA COLLECTION

Any usage of a video camera 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 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.

Some cameras are equipped with the ability to record audio, but the function is not activated on any of the power over ethernet video cameras SDPD utilizes. 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 a video camera 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 video camera is connected to a video recorder, which has local memory and is physically locked and secured when installed. The video camera is Username / Password protected along with the video recorder. 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 D.P. 3.02 Impound, Release, and Disposal of Property Evidence. After the video files are impounded the memory of the video camera will be erased and no video files will be on the device before it is returned to the inventory of the Robbery Unit.



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PUBLIC ACCESS

The public has no access to the POE video camera 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 video camera by Robbery Unit personnel once it is installed. This training shall include reviewing applicable laws and this Use Policy. Assistance from the Robbery Unit is also provided during review and downloading of video files for evidentiary purposes.

AUDITING AND OVERSIGHT

Personnel who are authorized to use a video camera 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 video camera, 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 video cameras.