



Surveillance Use Policy

PTZ Video Camera Mobile Units (Cloud Base Storage)
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 with cloud-based storage can transmit video data to a cloud-based server. 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.

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

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 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 that records internally and transmits data to the cloud-based server. The PTZ camera above described functions are available when deployed. The direction of view of the PTZ video camera can be changed 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. These technologies are for official use only. No personal use of these technologies is authorized.

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 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.



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

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 and D.P. 3.26.

Department Procedures associated with the collection of evidence impound and retention are DP 3.02 Property and Evidence and D.P. 3.26 Media Evidence Recovery

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 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 video files collected using the PTZ Mobile Unit are transmitted via encrypted technology in the Amazon government-classified domain. The video is also recorded internally as a backup. Once the investigation is completed, the recorded files related to the investigation are to be downloaded from the data management platform and physically impounded and all such evidence is controlled and regulated as per D.P. 3.02 and D.P. 3.06.

Those authorized to have access to the PTZ Mobile Unit can view the data on the cloud-based server. Authorized users only have access to the cameras assigned to them. The cloud-based server is only accessible via a username / password.



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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 Procedure 3.02 – Property and Evidence. After the video files are impounded, the video files on the PTZ camera mobile unit will be kept for 14 Days before being deleted. Once the system is returned to the Robbery Unit the internal recordings will be deleted.

If the device is deployed long enough, the cloud-based memory will write over its data after 14 Days. The older videos will be written over.

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 is the responsibility of the SDPD Property Unit and all such evidence is controlled and regulated by SDPD Procedure 3.02 – Impound, Release, and Disposal of Property, Evidence, and Articles Missing Identification marks.

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 once it is installed. The training will include reviewing applicable laws and this Use Policy. 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 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 PTZ camera mobile unit and 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 Robbery Program Manager or a 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.



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The Robbery Unit shall maintain the PTZ camera mobile units. The Special Equipment Officers assigned to the Robbery Unit shall work with the vendor to ensure the security features of the technology are updated.