



Surveillance Use Policy

Skywatch
San Diego Police Department

PURPOSE

Skywatch is utilized to support first responders and command personnel during critical incidents, disasters, special events, large gatherings, as well as all hazard events, by providing a raised platform for viewing by up to two personnel. This unit is equipped with one pan tilt zoom (PTZ) camera and has the ability to provide real-time video to the person occupying Skywatch during an incident as well as record video to retain potential evidence.

USE

The Logistics Unit is directed on a case-by-case basis by San Diego Police Department command staff to utilize Skywatch during different types of operations. Skywatch is comprised of a trailer with a scissor lift sitting platform that is climate controlled, has an affixed PTZ camera located on top for enhanced viewing capability, and one digital video recorder (DVR). This system is also equipped with red, white, and blue lights and a loudspeaker. This system has a large footprint. It is highly visible and is the size of a large vehicle.

Skywatch is authorized for the following types of circumstances:

- 1) To support first responders during critical incidents, disasters, and other types of all hazard emergencies by providing a raised viewing platform for personnel to view the event. It also provides a live-view PTZ camera for the personnel in the platform to assist the user in the unit with an enhanced view. The personnel in the platform can then relay what they are seeing to personnel at a command post.
- 2) To provide enhanced security overwatch, anti-terrorist efforts, and situational awareness during special events and large gatherings, by providing a raised platform for personnel to relay what is seen to the command post as well as recorded Digital Media Evidence (DME). This is done with the intent to identify pre-incident indicators and mitigate, as well as respond to and investigate terrorist, criminal acts, and other all hazard emergencies.

All requests for Skywatch usage must be initiated by an incident commander in response to support a specific incident or event with a specific support objective.

The Logistics Unit supervisor must then evaluate the request and approve the use of the equipment if appropriate. The Logistics Unit supervisor will assess the request and determine if the Skywatch 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 the Skywatch system. The exception would be for personnel working an approved event / incident who have been authorized by the Incident Commander or personnel deemed responsible to collect recorded DME.



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Department Procedures associated with Skywatch are:

- 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 COLLECTION

Skywatch records video on an internal digital video recorder (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 to 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 (as only the above authorized listed units personnel have access to the DVR).

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 DVR System. Personnel will only provide access to Skywatch video feed or to the DVR during an approved event / incident to the appropriate investigating personnel upon request to collect and retain DME. Any access provided to the Skywatch 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.

Data can also be collected by an outside law enforcement agency, in which they abide by their department's evidence collection procedures.

DATA PROTECTION

Skywatch is stored in secure facilities and managed by the Logistics Unit. Data recorded on the devices overwrite automatically once the DVR is full unless deemed as DME and collected. Authorized personnel will only provide access to Skywatch DVRs to the appropriate investigating personnel upon request to collect and retain DME. Any access provided to a Skywatch 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.

DATA RETENTION

Data recorded on Skywatch 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 the device 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 Department Procedures regarding evidence collection and retention.



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PUBLIC ACCESS

The public has no access to Skywatch or the data it collects. Skywatch 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 the Evidence.com digital repository. Access to this DME is controlled and regulated by Department Procedures regarding evidence collection and retention.

THIRD PARTY DATA SHARING

Personnel do not share collected DME with third party vendors. All Skywatch collected DME is impounded either physically in the SDPD Property Room or digitally into the Evidence.com repository. Once impounded, it is strictly controlled and regulated by Department Procedures regarding evidence collection and retention.

Skywatch is considered regional equipment and at times is 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 agency's evidence procedures.

TRAINING

SDPD Logistics Unit, Emergency Planning Unit, and SDPD Facilities Unit personnel receive training on the use of Skywatch regarding setup and break down, as well as collecting data from the DVR. Personnel will provide onsite training to any personnel authorized to utilize Skywatch during an event / incident or 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 Skywatch 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 and the Surveillance Use Policy for each specific operation. Onsite authorized personnel will oversee the individual uses of Skywatch 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 and the Surveillance Use Policy.

MAINTENANCE

SDPD Logistics Unit equipment is inspected and maintained by Logistics Unit personnel. Logistics Unit ensures all of its assigned equipment is in a functional operating condition prior to deployment.



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SDPD Logistics Unit equipment is, additionally, inspected 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 Logistics Unit equipment they are inspecting and maintaining.