



Approved:  
*Chief Marcia Harnden*

Subject:

# 634. Public Safety Camera System

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## 634.1: PURPOSE AND SCOPE

The City of Albany operates a public safety camera system for the purpose of creating a safer environment for all those who live, work, and visit the City. This policy provides guidelines for the operation of the cameras, the purpose of their use and the storage of captured images.

## 634.2: POLICY

**It is the policy of the Albany Police Department to use cameras strategically placed throughout the City at the direction or with the approval of the Chief of Police for the purpose of assisting the Albany Police Department to detect and deter crime, to safeguard against potential threats to Homeland Security, to manage emergency response situations to natural and man-made disasters, and to assist other City officials to aid in the enhancement of services provided to the community.**

## 634.3: GENERAL USE

- a. Public safety cameras are a crime prevention tool and can assist with scene reconstruction and evidence gathering. Public safety cameras are also a key resource to assist in securing vulnerable sites by providing real time monitoring and early detection of unusual or criminal activity allowing for a more efficient and timely response by law enforcement and emergency response personnel.
- b. The cameras only record images and do not record sound. Recordings may be used for a variety of purposes including criminal investigations and monitoring of activity.
- c. In addition, the public safety camera system helps to provide the following benefits:
  - 1) Assists in identifying, apprehending and prosecuting offenders;
  - 2) Assists in gathering evidence for criminal and civil court actions;
  - 3) Assists emergency services personnel maintain good public order;
  - 4) Assists in monitoring pedestrian and vehicle traffic activity;
  - 5) Helps improve the general environment on the public streets;

6) Assists in providing effective public services.

#### **634.4: PROCEDURE**

The following procedures have been established for the use of the public safety camera system:

##### **634.4.1: MONITORING**

- a. Video images from the cameras can be monitored by authorized personnel.
- b. When activity warranting further investigation is reported or detected at any camera location the Telecommunicator may selectively view the appropriate camera and relay any available information to responding units.
- c. The Shift Supervisor or the Communications Center personnel are authorized to adjust the cameras in such a manner as to most effectively view a particular area for any legitimate public safety purpose.
- d. The video feed from cameras may be accessed by other City employees for official business only upon request to, and approval of the Chief of Police in order for video feed to be set up at a location other than the Communications Center.

##### **634.4.2: TRAINING**

Personnel involved in video monitoring will be appropriately trained and supervised.

##### **634.4.3: PROHIBITED ACTIVITY**

- a. Video monitoring will be conducted in a professional, ethical and legal manner.
- b. The public safety camera system will not be used to invade the privacy of individuals, or to look into private areas or areas where the reasonable expectation of privacy exists.
- c. All reasonable efforts will be taken to protect these privacy rights.
- d. Video monitoring shall not be used to harass, intimidate or discriminate against any individual or group.

##### **634.4.4: CAMERA MARKINGS**

Cameras used as a part of the public safety system that are not being used for covert operations or confidential investigations will be marked in a conspicuous manner to inform the public that the area is under video surveillance.

**634.6: PROTECTION OF CRIMINAL OFFENDER INFORMATION**

- a. All media will be stored in a secure area with access restricted to authorized persons only.
- b. The system will store the images from every camera which are recorded throughout the 24-hour period of every day of the week.
- c. All of the images from every recording device for a particular 24-hour period, beginning at 12:00 a.m. and ending at 11:59:59 p.m. will be referred to as the "Daily Recording".
- d. The Daily Recording will be stored for a period of not less than 30 days and thereafter may be erased if not otherwise required for any related investigation, claim or other official need ([Oregon Administrative Rules 166-200-0350](#)).
- e. The system will be configured to automatically purge and write over any Daily Recordings more than 60 days old.

**634.7: RETRIEVAL OF RECORDED INFORMATION**

- a. Authorization to research and retrieve recorded information is restricted to the Chief of Police or their designee.
- b. These individuals will be authorized to provide video images for investigative purposes to an Albany Police Department employee who has completed a video request form in accordance with chain of custody procedures established by the Albany Police Department.

**634.7.1: PUBLIC AND OTHER AGENCY REQUESTS**

- a. Requests for recorded video images from other governmental agencies or through the submission of a court order or subpoena will be promptly submitted to the City Attorney.
  - 1) Upon the receipt of any such request, it will also be promptly submitted to the Police Support Services Manager who will promptly research the request and submit the results of such search through the Chief of Police to the City Attorney's office for further handling.
  - 2) Every reasonable effort should be made to preserve the data requested until the request has been finally processed by the City Attorney's office.
- b. Public and media requests for video images captured by public safety cameras will be made available only to the extent required by law.
- c. As provided by Oregon public records law, video footage that is evidence in an ongoing police investigation will generally not be disclosed to the public where a disposition has not been reached, absent such disclosure being compelled by a court or other governmental entity of competent jurisdiction.