



Policy 1014

Subject

VIDEO SURVEILLANCE PROCEDURES

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By Order of the Police Commissioner

POLICY

It is the policy of the Baltimore Police Department (BPD) to utilize surveillance cameras for the purposes of deterring crime, aiding in apprehending suspects, and protecting homeland security.

GENERAL

The Closed-Circuit Television (CCTV) system is an investigative tool, capable of capturing real-time events. Footage captured by the CCTV system can be permanently stored as evidence on available media when requested within specified time frames.

The CCTV system is a series of fixed-positioned cameras strategically placed in locations throughout Baltimore City. The CCTV system operates on a preprogrammed tour, but the camera may be manually controlled. The CCTV system stores digital video up to 28 days, unless a request is made to preserve video as described below.

DEFINITIONS

Video Surveillance — Non-consensual interception of a CCTV broadcast which requires a court order.

- The use of a Video Surveillance camera does not require a court order unless there is non-consensual interception of oral communication or if the area of surveillance is not in public view and a reasonable expectation of privacy in the location exists.
- The use of video cameras to monitor an area open to public view does not require a warrant or court order.

Reviewing Entity — CCTV personnel at the district, CitiWatch, and/or the Data Driven Strategies Division.

DIRECTIVES

Member

1. Must complete CCTV training prior to being granted access to the CCTV viewing software.
2. Respond to reports of crimes/incidents, reported by members of CitiWatch, at the discretion of the Shift Commander.
3. Information provided by active sworn members, who have viewed crimes/incidents at CitiWatch, might constitute probable cause for an arrest.

4. Information provided by personnel other than active sworn members, who have viewed crimes and/or incidents at CitiWatch, might constitute reasonable articulable suspicion to justify an investigatory stop of an individual.
 - 4.1. Such investigatory stops may lead to an arrest only if:
 - 4.1.1. Observations/Information obtained by officers at the scene of the investigatory stop furnish probable cause; or
 - 4.1.2. An active sworn member views the video footage seen by the CitiWatch personnel, and that footage is sufficient to establish probable cause.

REQUIRED ACTION

Members: Arrest – CCTV Initiated

5. Indicate in the Arrest Report that there was CCTV in the area and the arrest was based on CCTV observation. Also write in the Statement of Probable Cause in bold capital letters, “ARREST VIA CCTV,” when applicable.
6. Indicate in the narrative of the Incident Report that CCTV evidentiary footage was requested and the results of the request.
7. Ensure that a Video Retrieval Request (Form 371) is completely filled out.
8. Submit the Video Retrieval Request to CCTV@baltimorepolice.org within 24 hours of the arrest.
9. The Body Worn Camera Unit will contact the requestor, via departmental email when video media is uploaded to Evidence.com with viewing access.
10. Examine the video media and verify the desired incident was captured by the CCTV system. Attach to the Incident Report the Evidence.com link to the video media.
11. Attach a copy of the Video Retrieval Request (Form 371) to the Incident Report.

Members: Arrest - General

12. Observe your surroundings and determine whether there are any CCTV cameras in the area of the arrest.
13. If necessary, contact a Reviewing Entity (CitiWatch) to verify whether there are any CCTV cameras located in the area of the arrest.
14. Examine the video media with the Reviewing Entity and verify whether the arrest and/or the conduct leading to the arrest was captured.
15. If so, follow the steps enumerated above to request the media.
16. Without a court order, only events within the public view may be monitored as directed by training received on CCTV cameras. Invasion of privacy is illegal and may be subject to criminal

proceedings and disciplinary action.

Supervisor

17. Ensure subordinates adhere to proper procedures when requesting evidentiary video footage.

Shift Commander

18. Have officers respond to reports of crimes/incidents from CitiWatch personnel, based upon the severity of the reported crime/incident and the availability of shift personnel.

Watch Center – Technical Support Unit

19. Maintain a record of each Video Retrieval Request. The record shall include, but is not limited to:
- 19.1. The requesting member's name, sequence number, assignment, date, time, and location of incident, central complaint number, and the name of the Watch Center personnel who electronically uploaded the video media for storage to Evidence.com to the Body Worn Camera Unit.
 - 19.2. Ensure preserved video media is exported from the video management system to Evidence.com.
 - 19.3. Ensure the appropriate copies of all Video Retrieval Request (Form 371) are archived.

RESCISSION

Remove and destroy/recycle Policy 1014, *Video Surveillance Procedures*, dated 1 August 2016.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.