
CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

POLICY NUMBER: 41.21

SUBJECT: Public Safety Camera Program

EFFECTIVE DATE: 01/20/25

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INDEX AS:

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PURPOSE:

The purpose of this policy is to establish guidelines for the use and operation of Public Safety Cameras (PSCs).

POLICY:

It is the policy of the Champaign Police Department to use PSCs to provide information and serve as an investigative resource for employees. The use and access of the PSC Program and the associated footage and information shall be for law enforcement purposes only and in compliance with all applicable training, policies, procedures, rules, regulations, and laws.

41.21.1 PUBLIC SAFETY CAMERA

A. PSCs consist of several cameras mounted together at strategically fixed locations throughout the City at the direction or with the approval of the Police Chief or their designee. Cameras may be programmed to operate as Automated License Plate Readers (ALPR). These cameras shall be used to detect and deter crime, safeguard against potential threats to the public, manage emergency response situations during natural and man-made disasters, and assist city officials in providing services to the community. The purpose of the PSC Program is to enhance traditional policing methods and is not meant to replace normal patrol operations, investigations, or standard legal practices. PSCs will be clearly marked with City logos.

41.21.2 PUBLIC SAFETY CAMERA CONFIDENTIALITY

A. Use of the PSC system, images, software, and data is restricted exclusively to the Department's law enforcement and public safety-related functions. Information obtained from the PSC system, software, and data shall not be used for personal reasons or for reasons inconsistent with the Department's law enforcement or public safety-related functions under any circumstances.

B. Misuse or abuse of the PSC system, images, software, and data may be subject to sanctions and/or disciplinary action.

C. The PSC system, images, software, and data are solely the property of the City and intended for use in the law enforcement and public safety-related functions of the City.

D. Images and information obtained from the PSC system, images, software, and data may not be disseminated to the public except as authorized or required by law.

E. Images and information obtained from PSC system, images, software, and data may be disseminated to other law enforcement agencies or officers when it is to be used for law enforcement or public safety-related function, provided each of the following criteria are met:

1. The law enforcement agency makes an official request for the PSC images, information, or data; and
2. The agency's identity, the person requesting the data, and the intended purpose must be documented in such a manner as to demonstrate compliance with this policy and retained on file. All such documentation shall be forwarded to the PSC system administrator; and
3. A supervisor (Sergeant, Lieutenant, Deputy Chief, or Police Chief) must approve the request.

41.21.3 PUBLIC SAFETY CAMERA USE

A. Video feeds from PSCs will normally be accessible to designated members of the staff. The Police Chief may authorize video feeds from the PSC system to be set up at a location other than the Champaign Police Department for monitoring by other police personnel when the provision of such access is in furtherance of this policy. Live video feeds from the system shall not be shared with external agencies or employees not directly employed by the Champaign Police Department.

B. PSCs only record images and do not record sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high profile or high threat areas. In addition, the PSC system may be used for the following purposes:

1. To assist in identifying, apprehending, and prosecuting offenders,
2. To assist in gathering evidence for criminal investigations,

3. To help emergency services personnel maintain public order,
 4. To monitor pedestrian and vehicle traffic on public roadways,
 5. To assist in providing effective public services.
- C. Use of the PSC-based ALPRs will be in accordance with the Champaign Police Department Policy 41.18, Automated License Plate Readers.

41.21.4 PUBLIC SAFETY CAMERA ADMINISTRATION

- A. The Police Chief shall designate a Department employee as the PSC Program Administrator, who shall have oversight of the PSC system deployment and operations and shall be responsible for the following:
1. Establishing protocols for the access, collection, secure storage, and retention of PSC images and data,
 2. Coordinating construction and deployment of new PSCs,
 3. Conducting regular PSC system checks to ensure proper alignment and functionality,
 4. Coordinating system maintenance and repairs (hardware and software) utilizing appropriate internal resources or, when necessary, external vendors,
 5. Ensuring that each employee who uses or has access to the PSC system has completed Department-approved training.

41.21.5 PUBLIC SAFETY CAMERA USE LIMITATIONS

- A. Video monitoring will be conducted in a professional, ethical, and legal manner. The PSC system shall not be used to invade the privacy of individuals, to look into private areas, or areas where the reasonable expectation of privacy exists. All reasonable efforts will be taken to protect these rights. Video monitoring shall not be used to harass, intimidate, or discriminate against any individual or group.
- B. The making of a video recording or the transmission of live video by law enforcement officers pursuant to a criminal investigation is generally exempt from the unauthorized video recording prohibitions of 720 ILCS 5/26-4. A search warrant should be obtained in order to record or transmit video of a person inside that person's residence utilizing a PSC.

41.21.6 DATA STORAGE AND RETENTION

- A. All recorded media will be electronically stored with access restricted to authorized personnel. Recordings not otherwise needed for official reasons shall be retained for a period of not more than thirty (30) days, dependent on storage capacity, and thereafter may be overwritten. An exception to the thirty (30) day retention period shall be made for recordings produced during active investigations.

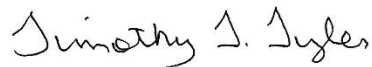
41.21.7 REVIEW OR RELEASE OF VIDEO IMAGES

- A. The review or the release of recorded media or video images from the PSC system to outside law enforcement agencies shall be done only with the authorizations of the Police Chief or their designee. All such requests shall be made in writing or digitally and each request shall be logged to include identification of the requesting officer and the reason for access.
- B. Video images or recorded media needed for a criminal investigation or other official reason shall be collected and entered into evidence in accordance with current departmental evidence procedures.

41.21.8 PUBLIC AND LEGAL REQUESTS

- A. Requests for recorded media or video images by the submission of a court order, subpoena, or by Freedom of Information Act (FOIA) shall be submitted to the Police Services Unit, who will promptly research the request and submit the results of such a search through the FOIA Officer to the City Attorney's Office for further handling. Every reasonable effort should be made to preserve the data requested until the request has been fully processed by the City Attorney's Office.

ISSUING AUTHORITY



Timothy T. Tyler
Police Chief
Champaign Police Department