

**PUBLIC CAMERA SURVEILLANCE
SYSTEM OPERATIONS**



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POLICY STATEMENT

The placement of surveillance cameras in the City of Dayton will contribute to public safety for residents and visitors by employing a system that incorporates modern technology available through video monitoring, storage, and retrieval capabilities. This system will be designed to improve the Dayton Police Department's ability to prevent and detect public safety emergencies, criminal conduct, as well as identify and apprehend participants of such events. This "smart policing" technology, combined with the confidence and trust of our residents, can provide a safer community, a more efficiently run police agency, and greatly enhance our investigative abilities.

This policy will specify rules of acceptable Department use of the surveillance system and designate system specifications in order to achieve program goals without compromising the public's right to privacy.

I. SCOPE OF THE PUBLIC SURVEILLANCE SYSTEM

- A. The system used by the Dayton Police Department will utilize multiple adjustable cameras focused on predetermined public areas in public places. Cameras shall be situated in a manner and location that will maximize the field of view of public areas for public safety purposes only. Camera placement will minimize the potential inadvertent capture of images from areas where there would be a reasonable expectation of privacy.
- B. In any location where the view of any camera may compromise a citizen's privacy expectation, a supervisor shall review the camera's location and make a recommendation to re-locate the unit in order to prevent the potential for video intrusion.
- C. When a camera is added to the system or moved to a new location, the Community Engagement Department will consult with the affected neighborhood groups at least 30 days before the cameras are added to the neighborhood. Any concerns with the technology being deployed will be communicated to the Strategic Planning Bureau.
- D. The Community Engagement Bureau will notify the affected neighborhood 48 hours before the camera is added or moved.
- E. Notice will not be provided if the Surveillance Technology is being used to investigate specific criminal incidents or the disclosure would otherwise impair a police investigation.
- F. The system shall be equipped with Pan, Tilt, and Zoom cameras that allow operators to manipulate the framing or focal length of a video image only for the specific purpose of monitoring suspicious persons or activities or as the result of a call for service.

II. MONITORING

Public Cameras - Images from each camera will be recorded on a 24-hour basis every day of the week. Many of these images will be transmitted to monitors located in the monitoring point. In some cases, not all images will be visible, as there are *more* cameras than viewable space on the monitors. When activity warranting further investigation is reported or detected at any camera location, the camera operator may selectively view the appropriate camera and relay any available information to responding units. The camera operators are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The cameras 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-value or high-threat areas. In addition, the public safety camera system may be useful for the following purposes:

- A. To assist in identifying, apprehending and prosecuting offenders.

- B. To assist in gathering evidence for criminal court actions.
- C. To help police personnel maintain public order.
- D. To monitor pedestrian and vehicle traffic activity.
- E. To help improve the general environment on the public streets.
- F. To assist in providing effective public services.

Cameras may not be constantly monitored under normal operating conditions, but may be monitored periodically for legitimate safety and security purposes that include high risk areas, restricted access areas/locations, in response to an alarm, at times and locations that have previously experienced violations, special events, and specific investigations. As such, there is no expectation of safety and security created by the presence of a camera.

III. TRAINING

Personnel involved in video monitoring will be appropriately trained and supervised. Training shall include the review of this policy and any applicable laws.

IV. PROHIBITED ACTIVITY

- A. Video monitoring will be conducted in a professional, ethical and legal manner. The public safety camera system will 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. No operator shall select any person for observation in view of this camera system based solely on their race, ethnicity, or sex. The surveillance camera system shall only be used for purposes directly related to public safety or authorized internal or criminal investigations. The surveillance camera system shall not be used to track individuals arbitrarily or based on race, gender, ethnicity, sexual orientation, disability or other classifications protected by law.
- C. Operators shall make specific observations of individuals based only on articulable reasonable suspicion that the person may be or may have been involved in criminal activity or as the result of a call for service to law enforcement of criminal activity in the area of the camera's viewing parameters.

V. IDENTIFYING MONITORED ZONES

The Dayton Police Department surveillance camera system shall be equipped with capabilities that provide an audit trail of system use and user access. The Chief of Police and/or their designees will investigate complaints of improper use of the system.

VI. MEDIA STORAGE AND RELEASE OF VIDEO IMAGES

All images and video will be retained for a minimum of 30 days. Any images or video of an evidentiary nature will be retained in accordance with the current City of Dayton Schedule of Records Retention and Disposition Form RC-2.

Requests for information gathered through the use of the Public Camera Surveillance System will be handled in accordance with General Order 1.10-8, Public Access to Agency Records.

Data gathered from the use of Public Camera Surveillance System will be protected in accordance with General Order 1.01-7, Management Information System / KRONOS Timekeeping / Data Security.

Information gathered from Public Cameras Surveillance System will only be shared with other agencies for law enforcement purposes.

- A. The following individuals are eligible to view and analyze data collected from Public Cameras Surveillance System:
 - 1. Senior Command Staff



2. Lieutenants who directly oversee the use of the Surveillance Technology
3. Sergeants who supervise those involved in viewing and analyzing the data collected
4. Officers and Detectives who are analyzing the data collected for dissemination to other sworn personnel for law enforcement purposes

VII. ANNUAL REVIEW OF THE PUBLIC SAFETY CAMERA SYSTEM

The Director and Chief of Police or their designee will conduct an annual review of the public safety camera system. The annual review will include an inventory of video monitoring installations, date of installation, summary of the purpose, adherence to this policy and any proposed policy changes. The results of each review will be documented and maintained by the Director and Chief of Police or their designee. Any concerns or deviations from this policy will be addressed promptly and effectively.

VIII. STANDARD OPERATING POLICY VIOLATIONS

Unauthorized access to the Dayton Police Department surveillance camera system, misuse of the camera system, unauthorized reproduction of surveillance camera images, or unauthorized distribution of camera images will result in an Administrative Investigation.

