


# **GAINESVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

	<b>TITLE:</b> Utilization of General Government Owned Video Cameras		<b>ACCREDITATION</b> N/A
	<b>PROPONENT UNIT</b> Patrol Support Bureau		<b>PRIOR REVISIONS</b> 10/11/19  <b>ATTACHMENT:</b> N/A
<b>NUMBER:</b> 40.18	<b>ISSUE DATE</b> 05/10/2016	<b>REVISION DATE</b> 09/17/2024	<b>TOTAL PAGES</b> 3

I. **PURPOSE:** The purpose of this order is to establish guidelines for the use of publicly owned and operated video cameras. The intended use of these systems is to monitor activity in public areas where there is not a reasonable expectation of privacy for public safety, the deterrence of crime, and to collect video evidence when needed.

II. **POLICY:** The Gainesville Police Department has access to the Traffic Management System and the Video Surveillance System at the Downtown Plaza. The Gainesville Police Department has possession and control of equipment capable of controlling and recording video from these systems. The Chief of Police or his designee will retain sole control and discretion for the recording function of these systems.

A. The members of the Gainesville Police Department will utilize this video system for the intended purposes only. The use of these cameras to view areas that are not considered public shall be strictly prohibited, unless granted by court order or legal process. Unauthorized use of this video system can result in discipline up to and including termination of employment.

B. There are two types of video cameras utilized by the City of Gainesville: Pan-Tilt-Zoom Cameras and Fixed Video Cameras.

### **III. DEFINITIONS:**

#### **A. Fixed Video Cameras**

1. These cameras are in a fixed position and focus can only be re-directed by physically moving the camera and re-focusing it by an individual actually at the camera location.

#### **B. Pan-Tilt-Zoom (PTZ) Cameras:**

1. These cameras can be remotely operated and have the ability to pan, tilt and zoom in any direction.

**IV. PROCEDURE:**

**A. Fixed Video Cameras:**

1. At locations where the fixed cameras are deployed for video detection, they will be focused on public locations. These cameras shall only be fixed to detect and monitor activity in the public for security and the detection of criminal activity.

**B. Pan-Tilt-Zoom (PTZ) Cameras:**

1. The purpose of these cameras is to be able to view activity in public places for security and the detection of criminal activity. These cameras shall not be deployed or aimed so as to view into buildings absent court order or exigent circumstances.

**C. Recording of Video:**

1. The Patrol Support Bureau Commander or designee will be designated as the custodian of the video recording systems. Their responsibilities will be the following:
  - i. Keep a log of all video recordings to include:
    - a Date and time period of the recording
    - b Who requested the recording
    - c Indicate if the recording was preserved as evidence
    - d A description of where/what was recorded
      - 1) Signal/Camera Location
      - 2) Direction/approach of recording
  - ii. Properly document the destruction of recorded video required under the State of Florida Records Retention Schedules and the Florida Public Records Law.
  - iii. Make copies of recorded video upon request and submit said copies to Property and Evidence.
    - a If the copy request is not for a recording that is considered evidence or for an outside agency, a dissemination log will be created to record who the recording was requested by and who it was disseminated to.
  - iv. Manage recording requests.
  - v. Ensure all logs are supplied to the Records Supervisor on the 1st of the month.
  - vi. Ensure all recordings are retained for at least 30 days after they were recorded.

**D. Video System Access:**

1. Department members needing access to utilize or view live streaming video from this system shall make their request through the video system custodian. Any member needing the additional capability to record video shall make said request through their chain of command. If access is granted, that department member shall be trained by the video system custodian on the systems operation and how to properly document the recordings.
  - i. Each department member shall follow the above procedure in documenting the use of the video system and any recording. All logs and documentation shall be provided to the video system custodian no later than the last day of the month of use.
  - ii. The live streaming video signal may be provided to other agencies with permission from the Chief of Police and documented. Use of the signal by those agencies must comply with their agency policies, procedures, and the law.

**E. Documentation:**

1. Incident reports - if a camera is recording and an incident report is generated from it, a note must be made in the narrative which includes the camera information and times of the recording.
2. If the recording is of evidentiary value, it will be copied to a memory device and submitted to property/evidence as outlined in General Order 83.1.
3. Officers shall check with custodian when preparing reports of incidents which occurred in areas where cameras are located to determine whether any cameras were recording during all relevant times of the incident. If it is determined they were recording, a request shall be made to preserve the recording for the case file as noted above. If the cameras were not recording, the officer shall indicate in the report that the status of the cameras was checked and determined to not be recording.

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**By Order of**

*Signed original on file in the  
Accreditation Unit*

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**Nelson Moya  
Chief of Police**