

Chevy Chase Village Police Department

General Order

Subject: VILLAGE SURVEILLANCE CAMERAS

CALEA: 26.1.4-c, 42.2.1-e, 83.2.2, 84.1.2

- New
- Amended
- Rescinds

Approved:  Roy A. Gordon Chief of Police	Effective: 03-24-07	No. Pages: 3	Number: 7-10
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I. PURPOSE

The placement of surveillance cameras in the Village Buffer area 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 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.

II. DESIGN SPECIFICATIONS

- A. The system used by the Chevy Chase Village Police Department will utilize multiple fixed and 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 either make a recommendation to re-locate the unit or to employ window-blanking technology to minimize, if not eliminate, the potential for video intrusion.

- C. The system shall be equipped with Pan, Tilt, and Zoom (PTZ) 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 (CFS).**

III. RACIAL PROFILING/NONDISCRIMINATION

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.** (CALEA 42.2.1-e) 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.

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.

IV. STORAGE/RETRIEVAL OF IMAGES

Video images captured by the surveillance system will be automatically recorded over after 31 days unless the Department or another law enforcement agency submits a request to review the captured images for a legitimate criminal investigation.

Authorized users will be limited to those police employees with a specific, ongoing need to access the system for the purpose of crime prevention or detection or identification or apprehension related to public safety emergency response or authorized internal or criminal investigations. All user accounts require approval by the Chief of Police or designee before establishment.

V. IDENTIFYING MONITORED ZONES

The Village surveillance camera system shall be equipped with capabilities that provide an audit trail of system use and user access. The Chief of Police and designated members of the Public Safety Committee will investigate complaints of improper use of the system and report its findings in writing to the Village Manager and the Board of Managers.

VI. USER ACCESS

All persons designated by the Chief of Police as authorized system users shall receive training and a unique user identification in order to access the system. Images stored on servers shall only be accessed and retrieved by authorized system users, with prior approval from the Chief of Police in response to public safety emergencies or authorized internal or criminal investigations.

VII. UNUSED VIDEO DATA

Video data that is not retained for evidentiary purposes or based upon public safety necessity or pursuant to a court order shall not be reproduced, distributed, provided, or shown to other persons without the approval of the Chief of Police.

IX. VIDEO DATA AS EVIDENCE (CALEA 83.2.2, 84.1.2)

Video data retained for evidentiary purposes shall only be reproduced for the purpose of case filing and pre-trial discovery with the approval of the Village attorney. All copies will be accounted for in the Department's Evidence storage system.

The Village surveillance camera system will be randomly audited, to ensure that the system is being used appropriately.

X. PAN, TILT & ZOOM (PTZ) CAMERA USAGE

1. All active observation operations employing PTZ cameras shall be done as the result of specific articulable probable cause.
2. PTZ camera operators are responsible for protecting the public's right to privacy as delineated by Department policies.
3. PTZ camera operators are forbidden from looking at non-public areas and areas in which there is a reasonable expectation of privacy.
4. PTZ camera operations will be audited for misuse violations.
5. PTZ camera images and operators are subject to the same restrictions detailed under "User Access," section VI. of this general order.

XI. POLICY VIOLATIONS (CALEA 26.1.4-c)

Unauthorized access to the Village surveillance camera system, misuse of the camera system, unauthorized reproduction of surveillance camera images, or unauthorized distribution of camera images will result in disciplinary action and termination from Village employment.