

Public Safety Video System

334.1 PURPOSE AND SCOPE

This policy provides guidance for the use of the South Bend Police Department's video management system, video processing systems, and Real Time Crime Center technology platform.

Current tools

A. Video Management System (VMS)

Milestone is the Department's current VMS and primary application for viewing and retrieving video from the public safety cameras owned and operated by the City of South Bend.

B. Real Time Crime Center Technology Platform

The City's current Real Time Crime Center Technology Platform is Fusus. The Fusus Real Time Crime Center technology platform consists of fususONE, fususOPS, fususALERT, fususREGISTRY, fususTIPS, fususVAULT, and thefususCORE hardware appliance.

Fusus pulls together data and video from several other sources and systems. As of this policy, those systems include FLOCK, CommandCentral, Milestone, Necam, Utility, and ADSI.

334.2 POLICY

The South Bend Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community. Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

334.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment shall only monitor

- Public areas where no reasonable expectation of privacy exists
- Public activities where no reasonable expectation of privacy exists

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- Public areas owned by private entities where specific permissions and partnerships have been established for real time monitoring from the property owner. No reasonable expectation of privacy will exist in these areas.

The Chief of Police or the authorized designee and the Mayor of the City of South Bend shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

Members authorized to monitor video surveillance will:

- Have thorough knowledge and understanding of Policy 334
- Be Criminal Justice Information Services (CJIS) compliant

334.3.1 USE OF VIDEO PLACEMENT AND MONITORING

All video saved shall only be intended for evidentiary, court, internal or administrative investigation, or training (with the approval of the training unit commander) purposes. Video can also be saved for other agencies for these purposes through the Real Time Crime Center.

334.3.2 USE

The South Bend Police Department is committed to the protection of individual rights as governed by the United States Constitution, the Indiana Constitution, and Federal, State and local law. Collection of public and private video streams are strictly intended for legitimate law enforcement purpose and never for the arbitrary collection of video surveillance.

334.3.3 CAMERA PLACEMENT

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected City divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions, should also be evaluated when determining placement. Decision concerning which areas are selected for video surveillance shall be made by command staff members holding the rank of Captain and above and shall be continually evaluated for need and effectiveness. These location selections will then be approved by the Chief of Police and the Mayor of the City of South Bend.

334.3.4 CAMERA USE

A. Cameras shall only record video images and not 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. The public safety video surveillance system may be useful for the following purposes:

- (a) To prevent, deter and identify criminal activity.
- (b) To target identified public areas of gang and narcotics complaints or activity.
- (c) To respond to critical incidents.
- (d) To assist in identifying, and apprehending, and prosecuting offenders.
- (e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.

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- (f) To augment resources in a cost-effective manner.
- (g) To monitor pedestrian and vehicle traffic activity and safety.

Camera images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera.

B. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner.

C. The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews or fire/ or emergency operations personnel. By agreeing to receive any authorized video feeds, other City personnel agree to abide by the rules governing the use of public safety video surveillance. Outside entities shall agree in writing to abide by the City's rules governing the use of public safety video surveillance prior to receiving any authorized video feed under this section. Decision concerning which areas are selected for video surveillance shall be made by command staff members holding the rank of Captain and above and shall be continually evaluated for need and effectiveness. These location selections will then be approved by the Chief of Police and the Mayor of the City of South Bend.

Unauthorized recording, viewing, reproduction, dissemination or retention is prohibited.

334.3.6 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition, mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department, and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems, video enhancement or other analytical technology, requires additional safeguards.

334.4 VIDEO SUPERVISION

Supervisors should monitor video surveillance access and usage to ensure members follow department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

334.4.1 SYSTEM ACCESS

A list of all users who have access to police video systems, including the Real Time Crime Center, shall be maintained by the system administrator. Employees shall have their own username or a group username and password to log-in to the platform, and they shall only use that log-in information for access.

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334.4.2 PROHIBITED ACTIVITY

Public safety video surveillance systems shall not and will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based solely on actual or perceived characteristics including, but not limited to race, color, religion, sex, age, national origin or ancestry, disability, gender identity or sexual orientation.

Video surveillance equipment shall not be used to harass, intimidate, or discriminate against any individual or group.

Misuse of public video surveillance systems will subject employees to administrative and potentially criminal penalties.

334.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and logged into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule. (Policy 803) South Bend Police

Department Policy Manual: 803

334.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

334.6 RELEASE OF VIDEO IMAGES

All recorded video images downloaded by the public safety video surveillance equipment are for the official use of the South Bend Police Department.

Requests for downloaded video images from the public or the media shall be processed in the same manner as requests for department public records and shall be subject to applicable costs.

Requests for downloaded images from other law enforcement agencies shall be referred to the Public Information Officer/Media Liaison for release in accordance with a specific and legitimate law enforcement purpose.

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Downloaded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

334.7 VIDEO SURVEILLANCE AUDIT

The Chief of Police or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include, but is not limited to, any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline, or policy.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

334.8 BUSINESS CAMERA PARTNERSHIP

The City of South Bend will partner with participating businesses in the sharing of video sources and permit the access of information with the goal of providing enhanced responsiveness and situational awareness. The City and each participating business shall enter into a memorandum of understanding which will allow access to their video camera system through the Real Time Crime Center. All SBPD public safety video surveillance system policies and guidelines shall be followed.