

TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: COMMUNITY CAM PROGRAM		NUMBER: 507
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01 Purpose: To establish policy and procedures for Departmental use of the Community Cam Program.

02 Policy: It is the policy of the Department to utilize technology in the furtherance of law enforcement efforts to locate and apprehend criminal suspects, as well as establishing a community partnership utilizing technology as a crime prevention tool. It is further the policy of the Department to ensure that the use of technology such as the Community Cam platform is utilized for law enforcement purposes only in furtherance of criminal investigations. The use of the system is restricted to members of the Criminal Investigations Division to include the Crime Analyst.

03 Definitions:

A. Camera Registration System – A state of the art and highly intuitive camera registration web based platform that allows citizens and businesses to easily register their private surveillance systems.

B. Lookup/Search – An inquiry into the camera registration system in an attempt to locate information pursuant to a legitimate law enforcement purpose

C. Authorized User- An authorized user of the camera registration system is limited to investigators currently assigned to the Criminal Investigations Division, Crime Analyst as well as the Department’s Dispatchers who have been trained on the use of the system. The Criminal Investigations Commander will determine who shall be authorized users and their level of access.

D. Camera Registration System Data- Refers to all information obtained within the data base/platform that is available to authorized users. The information includes the registrant’s information, such as address and type of system registered.

E. Customer - The terms customer refers to any City of Takoma Park citizen or business that registers their camera information into the camera registration system.

H. Legitimate Law Enforcement Purpose - The term “Legitimate Law Enforcement Purpose” means the investigation, detection, or analysis of a crime.

I. Emergency/Exigent Circumstance- An emergency or exigent circumstance exists, that may present a danger to officers or others during an in-progress call for service at the location of the customer’s camera.

04 Procedures:

A. General Provisions

1. This General Order establishes basic guidelines for the use of the camera registration system utilized for the Takoma Park Community Cam Program, and applies to its use by all personnel, regardless of assignment.

2. The Department’s use of the Community Cam Program technology is intended to assist investigators, through the enhanced ability to quickly identify and locate available video surveillance systems through a community partnership that may assist investigators with identifying persons associated with various crimes. The technology shall be utilized for evidentiary purposes, and not for the collection and retention of information unrelated to legitimate law enforcement objectives.

3. Emergency/Exigent Circumstances: In the rare event, that direct footage or feed is necessary the owner of the system will be notified. The viewing of footage/feeds directly from a camera system will only be utilized in emergency or exigent circumstances by an authorized user and with prior approval during the registration process by the registrant.

B. Customer Rights

1. Any customer that has registered their surveillance system into the camera registration system will not be obligated to share video footage unless required by appropriate legal process.

2. If during the registration process a customer elects to allow for live viewing/feeds of their camera system, the live viewing will only be done under Emergency/Exigent circumstance by an authorized user.

3. Customers who request that their registration information be removed from the camera registration system will be removed within 30 days, or as soon as possible after the request is made.

4. Camera registration system data will only be shared between authorized users and for evidentiary purposes for court unless authorized by the customer.

5. Video footage obtained from any customer will only be used for a legitimate law enforcement purpose and will be handled and stored in accordance to Department policy on evidence.

C. Response to positive searches

1. In the event that a search of the system results in the location of a camera system that may be useful in a criminal investigation, an authorized user will contact the customer in an attempt to review video footage.

2. Customers will only be contacted during reasonable hours unless an emergency or exigency exists requiring the immediate review of any possible footage after consultation with the Duty Commander.

D. Camera System Recommendations

1. Departmental personnel will not provide customers recommendations on specific brand/models of camera systems; however, camera placement and general recommendations such as **location** placement and system options such as low light capture capabilities can be made.

E. Data Handling, Transfer, and Storage

1. Data contained within the camera registration system to include location and customer information will not be copied or removed from the secure registration system. Data will only be used in accordance to this policy and for legitimate law enforcement purposes.

2. The Department will not maintain registration information or data apart from the camera registration system, which will be maintained securely by an outside vendor Hyalinecreative.

3. Video footage obtained as a result of the use of the Community Cam Program will be stored, held, and transferred according to Departmental policy on evidence.

F. Care and Maintenance

1. The camera registration system will be maintained, supported, monitored and hosted by Hyalinecreative.

2. Users encountering problems with the camera registration system will contact Hyalinecreative as soon as possible and notification made to the Criminal Investigations Commander.

G. Reporting

1. When information obtained through the use of the camera registration system, results in video footage being obtained, the associated use will be documented in the event or supplemental report's narrative.

2. Case closures or identifications as a result of the use of the Community Cam Program will be tracked by the Department's Crime Analyst in order to track the success and evaluation of the system.

3. In the event that real time viewing is done, the authorized user who viewed the feeds will notify the on-duty supervisor and the Criminal Investigations Commander of the circumstances surrounding the viewing as soon as possible.

4. In the event that live viewing/feeds are necessary, the owner of the camera system will be notified as soon as possible and advised of the circumstances of the viewing. The on-duty supervisor will ensure any viewing of live feeds will be documented in an event report or other report related to the incident.

H. Program Evaluation

1. The Chief or his/her designee will present annually on the use, effectiveness, and any challenges with the Community Cam Program

2. Reporting information described in G (2) above will be used on an annual basis to evaluate the success of the system.

05 Limitations on Usage

A. Only authorized users will access or search the camera registration system, and its use will be in accordance to training and policy.

B. The camera registration system will only be utilized for legitimate law enforcement purposes and will not be used for personal reasons.

C. It will be a violation of this policy and procedure to download, transfer, or copy any data or information contained in the camera registration system, without the expressed authorization of the Chief of Police or in the chief's absence, the Criminal Investigations Commander.