

ADMINISTRATION

VIDEO SURVEILLANCE SYSTEMS

Purpose: To establish policy for the use of video surveillance systems, both ground based and airborne, operated by the North Little Rock Police Department in public areas without a court order.

Policy: It is the policy of the North Little Rock Police Department to use video surveillance systems to enhance public safety by preventing/deterring crime and disorder, reducing the fear of crime, and identifying criminal activity and suspects.

Summary of Changes: New Format.

Procedure:

1 Procedure

1.1 Access: Only authorized persons will be allowed access to video surveillance systems.

1.1.1 Volunteers used to monitor video surveillance systems will receive training in the use of the system and will sign a confidentially agreement prior to being allowed access to the system.

1.1.2 Non-police personnel allowed to access video surveillance systems will be allowed access to only those cameras that they have a legitimate reason to access.

1.1.3 Video monitoring stations will be located in secure areas protected from unauthorized public viewing.

1.2 Responsibility: The Professional Development Division Commander is responsible for operational oversight of video surveillance systems.

2 Use of Video Surveillance Systems

2.1 The particular purposes for which the video surveillance system may be used include, but are not limited to:

2.1.1 Protection and investigation of homeland security threats;

2.1.2 Monitoring specific areas targeted during special events;

2.1.3 Investigation of criminal activity and specific complaints of possible criminal activity;

2.1.4 Intelligence gathering (in compliance with 28CFR, part 23);

2.2 Information obtained through video monitoring/recording will be used only for legitimate Departmental business.

2.3 Video surveillance will not be used for:

2.3.1 Personal purposes;

2.3.2 Discriminatory targeting of persons on the basis of race, gender, sexual orientation, national origin, political or religious activities, or any other classification protected by state or federal law. It is permissible to monitor based upon suspicious behavior, not individual characteristics. EXCEPTION: Investigations involving person(s) whose description is known.

2.3.3 Absent exigent circumstances, or a court order, cameras will not be zoomed to view areas such as inside windows of residences, inside windows of hotel/motel rooms, inside restrooms, or other areas where there is a reasonable expectation of privacy as defined by law.

3 Operations

3.1 Video Retention:

3.1.1 Stored Video: All video is recorded to computer hard disk drives 24/7 upon detection of motion. Video retention is automatically managed by overwriting the oldest video with newer video as the drives get full.

3.1.2 Downloaded Video:

3.1.2.1 Video exported for evidentiary purposes will be stored in the Department's property room as per policy.

3.1.2.2 Video exported for other public safety purposes will be retained in a suitable secure location until no longer needed, then it will be destroyed.

3.1.3 Release of video: Video may be released in the following circumstances:

3.1.3.1 In response to an FOI request;

3.1.3.2 In response to a government entity's request for a legitimate public safety purpose; and

3.1.3.3 As authorized by a division commander or the Chief of Police.

- 3.2 Downloading video: Only authorized persons will be allowed to download video from video surveillance systems.
- 3.3 The Professional Development Division Commander is responsible for having audits conducted at least semiannually to insure compliance with this directive.

Mike Davis
Chief of Police