

## ADMINISTRATION

---

### VIDEO SURVEILLANCE SYSTEMS

---

**Purpose:** The purpose of this policy is to establish a procedure for using video surveillance systems, both ground-based and airborne, operated by the North Little Rock Police Department in public areas without a court order.

**Policy:** The department's policy outlines the use of 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:

#### 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 system's use and sign a confidentiality agreement before accessing the system.
  - 1.1.2 Non-police personnel allowed to access video surveillance systems will be allowed access to only those cameras 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 Chief Information Technology Officer (CITO) is responsible for operational oversight of video surveillance systems.

##### 2. Uses 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 based on 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 a person(s) with a known description.
  - 2.3.3 Absent exigent circumstances or 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 drives 24/7 upon detection of motion. Video retention is automatically managed by overwriting the oldest videos with newer videos 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 Response to an FOI request;
    - 3.1.3.2 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 CITO is responsible for having audits conducted at least semiannually to ensure compliance with this directive.

---

Patrick Thessing  
Chief of Police