



## California Exposition and State Fair Police Department

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### DEPARTMENT GENERAL ORDER

**ORDER № 3200.000**

Feb. 2019 (New)

### USE OF VIDEO SURVEILLANCE SYSTEM

#### 3200.001 PURPOSE:

- A. The purpose of this General Order is to establish policies, procedures and oversight of the Department's use of video surveillance systems in public areas.

#### 3200.002 POLICY STATEMENT:

- A. It is the policy of the California Exposition & State Fair Police Department to use video surveillance for official and legitimate law enforcement purposes only. Surveillance cameras will be placed in strategic locations to monitor public areas and will be designed and implemented to provide a safer environment for those who live, work, conduct business and enjoy the California Exposition & State Fairgrounds. No camera shall be used or installed that violates someone's right to free movement, free speech or unreasonable searches. No camera shall be used or installed that is discriminatory in nature or targets a specific group or persons.

#### 3200.003 DEFINITIONS:

- A. **I.P. Camera:** An Internet Protocol camera, or I.P. camera, is a type of digital video camera commonly employed for surveillance, unlike analog Closed Circuit Television (CCTV) cameras, can send and receive data via a computer network and the Internet.
- B. **Fixed Camera:** A camera that has fixed viewing on an object or area which does not adjust after installation.
- C. **Pan/Tilt/Zoom (PTZ) Camera:** A camera that allows the operator to adjust the camera view and focal length to obtain an image of distance.
- D. **Operator:** Any member of department who has been trained in the use of the video surveillance program.

#### 3200.004 INTENT:

- A. This system is designed to provide the operator with a real-time view of a specific area. Operators may use computer, mobile device or tablet to monitor areas for criminal activity or gain visual containment during a call-for-service.
- B. The system's live view or stored recordings can be used to: assist in identifying, apprehending and prosecuting offenders; gathering evidence, and assist law enforcement maintain public order.

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*The mission of the California Exposition & State Fair Police is to:  
Provide for the safety and security of visitors, employees, and stakeholders; keep order and  
preserve the peace; and support the economic well-being of the California Exposition & State Fair.*

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- C. Access to this system shall be limited to those who have specific, need to know and right to know, and ongoing need to access the system for the purpose of detection, identification, apprehension, (or maintenance of the system), of subjects potentially engaging in criminal activity and have a nexus to public safety or emergency response.
- D. For the purposes of this order, staff not assigned to the police department will be granted access as long as the following criteria have been met:
  - 1. The employee has the approval of the Chief of Police.
  - 2. The employee uses the system in accordance with this policy.
  - 3. The employee, when utilizing live monitoring, immediately notifies the police department of any activity that violates the facility code of conduct or violation of law.
- E. The General Manager, Chief Deputy General Manager, or Deputy General Managers, of the California Exposition and State Fair may access to the system.
- F. Cameras shall not be used for personal use, personal gain, or personal recording.

**3200.005 PROHIBITED ACTIVITY:**

- A. Use of the system shall not be used to invade the privacy of individuals or to peer into private areas or areas with an expectation of privacy.
- B. No operator shall use this system to casually monitor individuals based on race, gender, ethnicity, sexual orientation, disability or religious preference.
  - 1. Operators shall make specific observations of individuals based on articulable reasonable suspicion that a person may be involved in criminal activity, a call-for-service, or violation of the California Exposition and State Fair's Code of Conduct.

**3200.006 DESIGN:**

- A. Whenever possible, cameras should be I.P. based. There is no specific brand of camera. Cameras should have an optional Open Network Video Interface Forum (ONVIF) protocol which will be used to load the video feed into the server
  - 1. Currently, the police department primarily the GeoVision software for video monitoring, storage, and retrieval.
- B. The system is designed to store video for a minimum of 180 days.
  - 1. The primary storage servers should be housed at the lower police station and secured from public access.

**3200.007 INSTALLATION:**

- A. Cameras should be placed in areas of strategic importance such as areas with high levels of calls-for-service or criminal activity.
- B. Cameras can also be installed in areas of importance such as public memorials, high target buildings or areas, or other areas where the safety and security of the area can be better served with live or recorded monitoring.
- C. Portable cameras can be installed in other areas with approval by the Chief of Police.
- D. Cameras should be installed in area, based on upon prior experience and risk management, in those areas deemed necessary.

**3200.008 TRAINING:**

- A. All operators shall undergo training prior to given access to the system with capabilities of live or recorded video. Training shall include:
  - 1. Policy and legal updates.
  - 2. Instructions on how to log into the recording servers.
  - 3. Use of command or control center software.
  - 4. Live monitoring:
  - 5. Review of recorded video
  - 6. Downloading of video
  - 7. Booking of video evidence

**3200.009 PASSWORDS:**

- A. A password shall only be issued after completion of training.
- B. Operators shall not share their passwords with anyone.

**3200.010 LIVE MONITORING:**

- A. Servers shall be equipped with remote live monitoring capabilities. To accomplish this, cameras can connect to the servers through internet modems, facility wireless networks, hardline cable or fiber, point-to-point, point-to-multi-point, or any other internet service that provides direct access to the cameras.
- B. Operators can adjust the cameras to gain a more effective view of the area as long as it does not violate any provision of this policy.
- C. Operators should use the system to assist officers in identifying and apprehending individuals.
- D. Operators should use the system to gather evidence for criminal and civil court.
- E. Operators should monitor public areas for pedestrian and vehicle traffic that are suspicious in nature.

**3200.011 PAN/TILT/ZOOM (PTZ) CAMERAS:**

- A. PTZ cameras shall only be used to monitor individuals who are involved in suspected criminal activity, suspicious activity, during calls-for-service, or violation of California Exposition and State Fair's Code of Conduct.
- B. Operators shall protect the public's right to privacy and not direct a PTZ camera into view or a private area, residence or other areas where reasonable expectations of privacy exist.

**3200.012 RECORDED VIDEO:**

- A. Video from the servers that lack evidentiary or other documented value will be stored for a period of no less than 180 days.
  - 1. Video will be stored locally and will be configured to automatically record over stored video.
  - 2. Every effort should be made to have enough storage available to hold video for 180 days. Systems that do not provide this ability may:
    - a. Reduce the frame rate of the camera to achieve the 180 day requirement.
    - b. Switched from continual recording to motion recording.

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- B. Operators should have access to recorded video and may review the video when conducting an investigation or completing a report.
- C. Video that is deemed evidentiary in value shall be preserved and booked into evidence.
  - 1. Staff requesting video in accordance with this policy shall submit a request and submit it to the supervisor in charge of the system.
- D. Two copies of the video should be archived:
  - 1. One copy should be forwarded to the investigative unit for further analysis and investigative follow-up.
  - 2. One copy booked into evidence per department policy.
- E. Recorded video shall only be used for criminal, administrative investigations, potential claims, and training purposes.
- F. Any other release of video shall be approved by the Chief of Police and the California Office of the Attorney General.

**3200.013 RELEASE OF VIDEO OR IMAGES:**

- A. The release of video or images shall be done with the approval of the Chief of Police or designee and only with a proper written request.
- B. Video or images of evidentiary value shall be booked into evidence in accordance with department policy.
- C. Requests for video or images by other government or law enforcement agencies or under court order or subpoena will be forwarded to the Supervisor in charge of the system who will research the request and provide the requested copies to the Chief of Police for processing.
- D. Every reasonable effort will be made to preserve the data while the request is being approved and processed.
- E. Video or images requested by the public will only be released with approval of the Chief of Police and/or accordance to statutory law.
- F. Video or images requested under the Public Records Act will generally not be disclosed to the public when the video or images are evidence in an ongoing criminal investigation or where a disposition has not been reached, except under the direction of the Chief of Police.

**3200.014 POLICY VIOLATIONS:**

- A. Unauthorized access to the system, misuse of the system, and for unauthorized reproduction, or distribution of images may result in disciplinary action up to and including termination.