
Public Safety Camera System

507.1 PURPOSE & SCOPE

The City of Fullerton provides, operates and maintains a public safety camera system in an attempt to create a safe and secure environment as well as to protect the health, safety and welfare of all those who live, work, visit and transact business within the City. The cameras are designed to operate 24 hours per day, seven days a week and are linked to the Fullerton Police Department Communications Center and Watch Commander's Office. These camera feeds are not routinely monitored, however they record at all times. The cameras record images only and do not capture and record sound. Recordings may be used for a variety of purposes including criminal investigations, monitoring of downtown activity, and release to the public in accordance with this policy.

507.2 POLICY

The cameras are strategically placed throughout the City at the direction of the Chief of Police for the purpose of assisting the Fullerton Police Department in detecting and deterring crime throughout the City, safeguard against potential threats to Homeland Security, manage emergency response situations (including natural and manmade disasters) and assist other City officials to aid in the enhancement of services provided to the community.

Public safety cameras act as a crime prevention tool, scene reconstruction and evidence gathering tool and are also a key resource to aid the Police Department and other City officials to secure vulnerable sites by producing real time views of both crime scenes and emergency scenes and by allowing command staff and senior City personnel to manage the City's response in an efficient and timely manner.

- (a) In addition, the public safety camera system helps to provide the following benefits:
1. Assists the police department in identifying, apprehending and prosecuting offenders.
 2. Provide evidence for criminal and civil court actions.
 3. Assist the Fullerton Police Department in maintaining good public order.
 4. Assist emergency services personnel.
 5. Assist in monitoring pedestrian and vehicle traffic activity.
 6. Improve the general environment on the public streets.
- (b) The public safety camera system will not be used for any of the following:
1. Invade the privacy of individuals.
 2. Surveil the interior of private premises except as could be seen from the outside with the unaided eye.

FULLERTON POLICE DEPARTMENT

Public Safety Camera System

3. Harass and intimidate any individual or group.

507.3 PROCEDURE

The following procedures have been established for the effective operation of the public safety camera system.

507.31 MONITORING

The public safety cameras transmit video images to monitors installed in the Watch Commander's Office and the Communications Center. The cameras are selectively monitored by Communications personnel and the Watch Commander. As a call comes in to dispatch, the dispatcher may activate the camera for that area to his/her console and assist units in response to calls for service.

Video feed from cameras may be accessed by City of Fullerton employees other than police employees. A request must be made to, and approved by, the Chief of Police in order for video feed to be accessed at a location other than the Communications Center or Watch Commander's Office.

507.32 CAMERA ADJUSTMENTS

The Watch Commander or Communications personnel are further authorized to adjust the cameras in such a manner as to most effectively view a particular area in the most efficient and strategic manner.

507.33 STORAGE OF VIDEO DATA

Unless limited by technological constraints, the recordings will be maintained through a digital video computer based system for a period of no less than ten days, within a secure location.

507.34 TRAINING

Operators of the cameras will be required to attend training in the use of the public safety camera system. This training is incorporated in the Communications Center training manual for dispatchers.

507.35 PROHIBITED ACTIVITY

Operation of cameras to look into private areas or areas where the reasonable expectation of privacy exists is strictly prohibited and all reasonable efforts will be taken to protect these rights.

507.36 CAMERA MARKINGS

Prior to commencing the use of a camera for surveillance as a part of the public safety camera system, a camera, that is not used for covert operations or confidential investigations, shall be marked in a conspicuous manner. The Fullerton Police Department logo shall be affixed to the pole so as to inform the general public that the camera is monitoring and recording. Any and all markings shall be well lit so as to be conspicuous to the general public twenty-four hours a day.

507.4 MEDIA STORAGE

The system shall store the images from each camera which is recorded throughout the twenty-four hour period of every day of the week. All of the images from every recording

FULLERTON POLICE DEPARTMENT

Public Safety Camera System

device for a particular 24-hour period, beginning at 12:00 a.m. and ending at 11:59:59 p.m. shall be referred to as the "Daily Recording".

The Daily Recording shall be stored electronically for a period of not less than ten days. The system shall be configured to automatically purge and write over any Daily Recordings more than 10 days old.

507.5 RETRIEVAL OF RECORDED INFORMATION

Authorization to research and retrieve recorded information is restricted to the Chief of Police or his/her designee. These individuals will be authorized to provide video images for investigative purposes to a Fullerton Police Department employee who has completed a video request form in accordance with chain of custody procedures established by the Fullerton Police Department. The Communications Supervisor shall be responsible for all requests for copies of digital video files.

507.51 PUBLIC AND OTHER AGENCY REQUESTS

Requests for recorded video images from other governmental agencies or through the submission of a court order or subpoena will be submitted to the City Attorney. The Communications Supervisor will research these requests and submit the results of such search through the Chief of Police to the City Attorney's office for further handling.

Public and media requests for video images captured by these cameras will be made available only to the extent required by law. As provided by the Public Records Act, video footage that is evidence in an ongoing police investigation will not be disclosed to the public where a disposition has not been reached, absent such disclosure being compelled by a court or other governmental entity of competent jurisdiction.

507.6 ANNUAL REVIEW OF THE PUBLIC SAFETY CAMERA SYSTEM

The Chief of Police or his/her designee will review the agency's use of the public safety camera system and adherence to this policy at least once per year. These reviews will include an inventory of video monitoring installations, date of installation, summary of their purpose, experience in implementing the policy and any proposed policy changes. The results of each review will be documented and maintained the Chief of Police or his/her designee and other applicable advisory bodies. Any concerns or deviations from this policy will be addressed promptly and effectively.