

**GENERAL ORDER**

August 2017

Immediately

**III-32**

Distribution: All Employees

Subject: **PLACEMENT AND USE OF CCTV/VIDEO CAMERAS**

Index as:	CCTV Data Storage System Fixed Camera	Private Areas PTZ Camera	Public Area Video Cameras
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Accreditation Standards:

Cross Reference: G.O. III-07, Videography  
G.O. III-14, Property and Evidence  
§119, F.S.S.

Replaces: Placement and Use of CCTV/Video Cameras (April 29, 2013)

This Order consists of the following sections:

- I. Philosophy
- II. Purpose
- III. Definitions
- IV. Camera Placement
- V. CCTV/Video Camera Monitoring
- VI. Video or Other Storage Media
- VII. Appropriate Use and Confidentiality
- VIII. Public Records Requests

**I. PHILOSOPHY**

A. Video cameras extend the capability of the Police Department to view and/or monitor events even when officers are not in an immediate area.

B. Video cameras are utilized to record and/or monitor high-traffic tourist areas, public parks, property and spaces, special events and assist with Police resource allocation.

C. The Police Department/City will comply with all applicable local, state and federal laws in the use of video cameras.

**II. PURPOSE**

A. Information obtained from police video cameras shall be used exclusively for law enforcement and/or public safety purposes. Information shall be handled with an appropriate level of security to protect against unauthorized access, alteration or disclosure.

B. All appropriate measures shall be taken to protect an individual's right to privacy and hold information securely through its creation, storage, transmission, use, and deletion.

C. Video cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law.

### III. DEFINITIONS

A. CCTV – A Closed Circuit Television system.

B. Data Storage System – A computer or electronic device dedicated to the purpose of storing data, including video and images.

C. Fixed Camera – A video camera that must be physically/manually positioned, zoomed and focused.

D. Private Areas – Areas or spaces in which there is a reasonable expectation of privacy.

E. PTZ Camera – A pan, tilt and zoom capable video camera.

F. Public Area – An area open for public use where there is no reasonable expectation of privacy. These may include, but are not limited to, sidewalks, parks, roads, streets, alleys, public buildings, public parking lots and outdoor areas.

G. Video Camera – A camera device that is capable of capturing images, viewable by the unaided eye, and transferring such images to a video display area or a data storage system.

### IV. CAMERA PLACEMENT

A. The Police Department may utilize the placement of PTZ and/or fixed cameras in designated public areas to record activities and events. These video cameras may also be monitored in real-time, by designated Police personnel, as may be appropriate.

B. Requests for placement of all non-covert video cameras, to be used exclusively by the Police Department, must be made to the Chief of Police.

C. Video cameras shall not be directed or zoomed into any private home, residential or commercial building.

D. This policy does not apply to cameras used for investigative purposes by the Department or other law enforcement agencies.

### V. CCTV/VIDEO CAMERA MONITORING

A. The Chief of Police, or designee, will determine the personnel who will have access to view and/or monitor video cameras as may be warranted.

B. The Information and Technology Services (ITS) Division will issue a username and password to personnel who are approved to access and/or control the video camera system.

C. Any authorized person accessing video cameras and/or the CCTV system will log into the system with their own unique username and password.

D. The CCTV system will record and log, chronologically by date, the username of individuals who manipulate video cameras. The recorded user/usage log will be retained for no less than thirty (30) days.

E. Video camera images may be monitored only by personnel authorized by the Chief of Police or designee, except as may be necessary in the course of an investigation or adjudication, or as may be required in the normal course of implementation, maintenance and repair.

F. Video cameras shall be left in their pre-determined/programmed viewing pattern, unless an authorized person, with supervisory approval, manipulates a video camera for operational purposes. Video cameras will automatically return to their programmed viewing pattern/position thereafter.

## VI. VIDEO OR OTHER STORAGE MEDIA

A. Video images will be stored and transported in a manner that preserves their security. Current, archived or storage media shall be secured.

B. All recorded images which may be associated with an investigation are to be processed in accordance with the provisions established in <J:\Research\GeneralOrders\III Operational General Orders\III-14 Property and Evidence.pdf>.

C. All recorded images used for an investigation or prosecution of a crime shall be retained until the end of the proceeding and appeal period, unless directed otherwise by a court of law.

D. Copies of recorded images may be obtained for investigative purposes via the provisions established in <J:\Research\GeneralOrders\III Operational General Orders\III-07 Videography.pdf>.

E. Recorded images will be retained for a minimum of thirty (30) days. After thirty days, the system will release the video files to be overwritten.

F. The video camera system will be maintained jointly by the ITS Division and the City's Information and Communication Services (ICS) Department to ensure it is operating in a fully functional state. However, it should be noted that the system's infrastructure is comprised of a number of technologies including wireless, fiber and cable that may occasionally have unforeseen technical issues that could prevent the system from operating as designed.

G. No recorded image shall be altered in any manner, unless exempted from disclosure in compliance with and required by Florida State Statutes.

## VII. APPROPRIATE USE AND CONFIDENTIALITY

A. Department personnel are prohibited from using or disseminating information acquired from video cameras, except for official purposes.

B. Video cameras are not monitored continuously under normal operating conditions, but may be monitored at any time for public safety and/or law enforcement purposes.

## VIII. PUBLIC RECORDS REQUESTS

A. Citizen requests for copies of stored video and images from video cameras shall be submitted to, and will be processed through, the Records and **Evidentiary Services** Division (**RES**) in accordance with §119, F.S.S.

B. Media requests for copies of stored video and images from video cameras shall be submitted to the Community Awareness Division and will be processed in accordance with §119, F.S.S.

C. Entities making public records requests will be billed in accordance with §119, F.S.S.

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Anthony Holloway  
Chief of Police