



# SACRAMENTO POLICE DEPARTMENT

## GENERAL ORDERS



---

### 525.05 CLOSED CIRCUIT TELEVISION CAMERAS 07-06-09

#### **PURPOSE**

The purpose of this order is to establish procedures for the use of closed circuit television cameras (CCTV) by the Department.

#### **POLICY**

It shall be the policy of the Sacramento Police Department that CCTV technology will be used to enhance public safety in public areas while strictly respecting and protecting established privacy rights of the public.

#### **PROCEDURE**

##### A. GENERAL

The objective of the CCTV program is to provide increased public safety.

1. The Department CCTV Program Manager will be assigned by the Chief of Police.
2. Video images may be recorded for future use.
3. All recorded footage shall be maintained and secured under the supervision of the Program Manager.

##### B. CCTV SYSTEM OPERATION

1. CCTV systems shall be used to observe locations that are in the public view and where there is no reasonable expectation of privacy.
2. The installation and location of CCTV cameras will be approved by the Deputy Chief of Operations.
3. Persons requesting CCTV monitoring of specific locations shall make such requests to the Program Manager by e-mail. The Program Manager shall keep a log with copies of the e-mail requests. Such requests shall include the following information:
  - a. location to be monitored
  - b. reason for monitoring request (crime series, etc.)
  - c. commencement and conclusion times for such monitoring
  - e. related crime report numbers

NOTE: The Program Manager shall approve or deny the request in accordance with the capabilities of the system, needs of the City, and concurrent requests.

4. Personnel will not use the CCTV system for any purpose other than legitimate law enforcement activities.

##### C. COPY REQUESTS

1. Video surveillance footage of an incident may be copied to DVD or CD for:
  - a. evidence of criminal activity
  - b. a significant incident
  - c. training purposes
  - d. an occurrence that may subject the City of Sacramento to civil liability, but is not evidence to a crime
  - e. Internal Affairs investigations
2. Requests for a copy of video surveillance footage shall be approved by a supervisor.
3. The approving supervisor shall send an e-mail to the Program Manager with:
  - a. the date of the incident
  - b. the nature of the recording
  - c. report number (if applicable)
  - d. the name of the requesting officer
  - e. the name of the authorizing supervisor

The Program Manager shall be responsible for retaining records of all e-mails.

**SACRAMENTO POLICE DEPARTMENT**  
**GENERAL ORDERS**

---

4. All requests for a copy of a specific recording of an event shall be made as soon as possible after the occurrence of the event.
5. When a request is received and authorization is granted, two DVD or CD copies will be made of the desired footage. One copy shall be booked as evidence and the other copy shall be used for investigative purposes. The person who saved the information to disc will make the appropriate log entry for the DVD or CD recording and also note the person's name and ID number who took custody of the disc(s).

**D. RETENTION AND HANDLING OF DOWNLOADED FOOTAGE**

1. All recordings shall be kept in accordance with: Government Code 34090.6 and Government Code 6250, et. seq., the Public Records Act, and 832.5 PC, regarding Internal Affairs investigations.
2. Copies of the downloaded video footage are considered official government documents and shall be handled in the same manner as all other official government documents, in accordance with the laws of the State of California and policies of the Sacramento Police Department.
3. The requesting officer will book the disc(s) as evidence in accordance with General Order 525.01 (EVIDENCE AND PROPERTY).
4. If the request for a download of video footage is for administrative/personnel purposes only, and not evidence of a crime, the DVD or CD copy will be forwarded to the Internal Affairs Section.

**E. CCTV SYSTEM MAINTENANCE**

1. The Police Department shall be responsible for the safekeeping, maintenance, and servicing of the equipment (i.e., cameras, cables, monitors, recorders, etc.)
2. Only Public Safety Information Technology personnel, or their designated vendors, shall install hardware or software, including internet downloads, in the CCTV monitoring system. It shall be the responsibility of the Public Safety Information Technology personnel to maintain the appropriate firewalls and security installations to ensure the integrity and the privacy of the CCTV system.