

CHARLOTTESVILLE POLICE DEPARTMENT



Note: This directive is for internal use only and does not enlarge an officer's liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by the Charlottesville Police Department and then only in a non-judicial administrative setting.

Type of Directive: GENERAL ORDER	Number: 45-18
CITY CAMERA SECURITY SYSTEM	Date: July 28, 2020
VLEPSC Number: Non-Standard	Manual Number: 541.11
Replaces:	Effective Date: 07/ 28/ 2020
Authorization: Chief R.M. Brackney <i>Rm Brackney</i>	Follow-up Date: As Needed

I. POLICY

The Charlottesville Police Department recognizes the need for all of it's citizens and visitors to be provided with a safe and secure environment while in the City of Charlottesville. The Charlottesville Police Department alongside the City of Charlottesville's Department of Information and Technology has established a camera security system throughout numerous areas of the City of Charlottesville to use as a tool in assisting in the prevention of crime as well as assist in the solving of crimes committed.

II. PURPOSE

This policy is intended to provide officers of the Charlottesville Police Department with guidance on the usage of the City's camera security system and to establish the instances on which the cameras may be utilized.

III. DEFINITIONS

A. Ocularis : is the software used to record and store the video

IV. PROCEDURE

A. Responsibility

1. The City of Charlottesville Physical Security Specialist is responsible for, but not limited to the following:
 - a. serving as the liaison between the Police Department and the Department of Information and Technology;
 - b. maintaining and regularly updating a list of all individuals who have been given access to the Ocularis System. This includes notifying the Department of Information and Technology when an employee who has access seperates from their employment; and
 - c. coordinating with Department of Information and Technology with

random evaluations of existing camera locations and new camera locations as needed, to ensure the security needs of the city are met.

- d. The City of Charlottesville's Department of Information and Technology are responsible for purchasing, maintaining and conducting repairs to all the cameras.
- e. Any malfunctions of the cameras observed by authorized users will be immediately reported to the City of Charlottesville Physical Security Specialist.

B. Access and Training

- 1. The Chief of Police will have authority on who will have access to the Ocularis System.
- 2. Prior to being authorized to access the security cameras and footage therein, all authorized user's will be required to attend an authorized training course provided by the City's Department of Information and Technology.
- 3. Officers are prohibited from tampering with or attempting repairs to any cameras.

C. Usage

- 1. All security cameras have the capability of recording for 24 hours, 7 days a week. Access to footage will be available for 14 days. Any recordings older than 14 days will no longer be available.
- 2. Security cameras are not commonly monitored under normal operating conditions, but may be monitored by designated CPD personnel for legitimate safety and security purposes to include, but are not limited to: monitoring restricted access areas/locations, monitoring traffic for special events, conducting criminal investigations, and enhancing response of public safety agencies such as police, fire, and emergency medical services.
- 3. Unauthorized use of the security cameras or their equipment may result in disciplinary action.

D. Retrieval, Dissemination and Storage of Recordings

- 1. All recordings that are downloaded from the Ocularis System will be treated as any other evidence. (Refer to General Order 563.00)
- 2. It is the policy of this Department that the recordings generated by the Ocularis System is the property of the Charlottesville Police Department.
- 3. Any request made by members of this Department to view and/or retrieve video footage shall be made via email or memo submitted to their appropriate shift or bureau commander. The request shall then be forwarded to the Charlottesville City Physical Security Specialist. The request should state the purpose for which the video is being sought and the date and time frame of video.

4. Authorized personnel receiving copies of footage are not to duplicate footage or any part thereof unless authorized to do so by the Chief of Police.
5. Commonwealth Attorney or Assistant Commonwealth Attorneys may request copies of footage by submitting a request to the Charlottesville City Physical Security Specialist.
6. Requests from other law enforcement agencies shall be made on their official departmental letterhead and signed by their Department head.
7. Attempts to produce unauthorized recordings may result in disciplinary action.