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Rules and Regulations of the Private Security Camera System Rebate and Voucher Program

To participate in the Private Security Camera System Rebate and Voucher Program, an applicant must comply with the following regulations for the Program.

b Registering with the CitiWatch Community Partnership

- a) The registrant must register their camera system with the CitiWatch Community Partnership at citiwatch.baltimorecity.gov
- b) After completing the form, the registrant will receive an email confirmation from the CitiWatch Community Partnership Team with a temporary password. Please log into the account to set a permanent password.
 - Go to citiwatch.baltimorecity.gov
 - Sign in using the registration email and temporary password.
 - At the top right please select "Change Password"
 - Enter the temporary password, followed by the new permanent password; confirm the new password by re-typing it and select save.
- c) If the registrant intends to submit a camera rebate application, they must save their confirmation code as it will be needed to demonstrate proof of registration. If the applicant does not receive a confirmation email:
 - Check the junk mail or spam folder if the email is not present in the inbox.
 - Contact us at help.citiwatch@baltimorecity.gov if the applicant has not received the confirmation e-mail within four hours of submitting registration.
- d) If the registrant is also interested in a rebate application, the prospective applicant can apply for a rebate as part of the camera registration process.

2. Submitting Rebate Application

- a) If the applicant has purchased a camera on an installment plan, please submit the application upon fully paying for the camera(s).
- b) For each residential property applicants may submit a rebate application for up to two (2) systems.
- c) For each qualifying small business applicants may submit a rebate application for up to three (3) systems.
- d) An individual may submit a rebate application for an additional system for a property that has already received a rebate every two (2) years from the original rebate date.
- e) By submitting an application, the applicant acknowledges: that they must comply with the following Statement of Agreement:
 - I, the undersigned, acknowledge that as a condition of receiving the rebate that is the subject of this application, I must comply with all the requirements of the law establishing the Private Security Camera Rebate and Voucher Program.
 - I also agree that I will orient my system at all times for the next two (2) years on the public right-of-way, designated in writing by the Baltimore Police Department as being an area that's visible from a public space, such as a road, sidewalk or from the air, where there is no reasonable expectation of privacy.
 - I will not use the security camera for any unlawful or harassing purposes.
 - I have complied with all applicable building and electrical code requirements.
 - I have the ability to retain, at minimum, storage for 48 hours of camera footage.

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- I acknowledge that the City reserves the right to request footage as part of a random compliance audit; at the request of Baltimore City Information Technology (BCIT) I confirm my willingness and ability to self-submit video
 - i. Under the direction and guidance of BCIT
 - ii. Of up to SG in size
 - iii. At least 10 uninterrupted seconds in length
 - iv. Taken at a time of my choosing
 - I am able and willing to update my contact information in the CitiWatch Community Partnership database within 90 days of moving from the address at which my camera is currently registered
 - v. Step 1: Purchase and install the camera(s) on the exterior of the property.
 - vi. Step 2: Register the camera system with the CitiWatch Community Partnership. Please refer to the *Registering with the CitiWatch Community Partnership* section of the Rules and Regulations.
 - vii. Step 3: Complete and submit the rebate application template, which can be completed electronically as part of the registration process by selecting the rebate application option OR downloaded as a PDF at the Community Partnership homepage. Physically completed applications can be mailed to:

*Mayor's Office of Criminal Justice
100 Holliday Street - City Hall
Baltimore, Maryland 21202*
1. Answer all questions on the application
 2. Be sure to provide the name and address of the individual or organization to which the rebate check should be mailed
 3. Provide proof of camera purchase
 4. For details on qualifying proof of purchase, and how to share proof of purchase, please refer to the Proof of Purchase section of the rules and regulations.
- viii. Step 4: Upon submission of a complete application the applicant will receive an email from the CitiWatch Community Partnership team acknowledging successful submission.
- f) Note it may take up to nine (9) weeks from the time of submission to issue a rebate provided the application is completed and approved.

3. Submitting Voucher Application

- a) For each residential property applicants may submit a voucher application for one (1) systems.
- b) An individual may not submit a voucher application for an additional system for a property that has already received a voucher.
- c) By submitting an application, the applicant acknowledges: that they must comply with the following Statement of Agreement:
 - I, the undersigned, acknowledge that as a condition of receiving the rebate that is the subject of this application, I must comply with all the requirements of the law establishing the Private Security Camera Rebate and Voucher Program.
 - I also agree that I will orient my system at all times for the next two (2) years on the public right-of-way, designated in writing by the Baltimore Police Department as being

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an area that's visible from a public space, such as a road, sidewalk or from the air, where there is no reasonable expectation of privacy.

- I agree that the voucher will be used only to purchase and install a qualifying security camera.
- I acknowledge that I am willing and have the means to install a security camera.
- I acknowledge that the security camera will not be used for any unlawful or harassing purposes.
- I acknowledge that the installation will comply with all applicable building and electrical code requirements.
- I acknowledge that I am expected to retain, at minimum, storage for 48 hours of camera footage.
- I acknowledge that the City reserves the right to request footage as part of a random compliance audit; at the request of Baltimore City Information Technology (BCIT) I confirm my willingness and ability to self-submit video
 - i. Under the direction and guidance of BCIT
 - ii. Of up to SG in size
 - iii. At least 10 uninterrupted seconds in length
 - iv. Taken at a time of my choosing
- I am able and willing to update my contact information in the CitiWatch Community Partnership database within 90 days of moving from the address at which my camera is currently registered.

- i. Step 1: Complete the Voucher Application Template, which can be completed electronically on the Community Partnership homepage OR downloaded as a PDF. Physically completed applications can be mailed to:

*Mayor's Office of Criminal Justice
Attn: CCTV Rebate and Voucher Program Coordinator
100 Holliday Street - City Hall
Baltimore, Maryland 21202*

- 1. Answer all questions on the application
- 2. Be sure to provide the name and address of the property owner or lessee who is eligible to receive a voucher for purchase and installation of a security camera.
- ii. Step 2: Provide proof of current receipt of public assistance. Submit qualifying proof of receipt of public assistance through the electronic application template. Alternatively, the above stated mailing address can be used.
 - 1. "Public assistance" means money, property, food stamps or other assistance that is provided under a need-based social or nutritional program that is: (1) financed wholly or partially by the State and (2) administered by the State or Baltimore City
 - 2. Proof of receipt of public assistance includes any government issued document affirming that the applicant is enrolled in a public assistance program, as defined above. Examples include scanned copies of Medicaid, SNAP and/or WIC cards.

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- iii. Step 3: Upon submission of a complete application, the applicant will receive an email from the CitiWatch Community Partnership team acknowledging successful submission of their application.
- d) Note it may take up to nine (9) weeks from the time of submission to issue the rebate provided the application is completed and approved.

4. Proof of Purchase (Procedure and Verification)

- a) For **rebate applicants** proof of purchase should detail:
 - The number and cost of cameras purchased
 - Demonstrate that payment was made
 - Verify the applicant as the purchaser
- b) For **voucher applicants** proof of purchase is not required.
- c) For electronically completed applications, proof of purchase should be uploaded directly into the application, prior to submitting.
- d) For physically completed applications, proof of purchase should be mailed to the below address, along with the accompanying application:

*Mayor's Office of Criminal Justice
Attn: CCTV Rebate and Voucher Program Coordinator
100 Holliday Street - City Hall
Baltimore, Maryland 21202*

5. Eligibility and Prioritization for Rebate and Voucher Applicants

- a) To be eligible for a **rebate** a property owner or lessee shall:
 - Purchase and install a security camera system on the exterior of a dwelling or small business on or after June 1, 2020
 - (1) Small business is defined as an individual, a partnership, a limited partnership, a limited liability partnership, a limited liability company, or a corporation that is independently owned and operated; is not a subsidiary of another entity; in its most recently completed fiscal year, did not employ in its operations more than 25 individuals
 - Register the system with the CitiWatch Community Partnership; refer to the *Registering with the CitiWatch Community Partnership* section of the Rules and Regulations
 - Submit a rebate application with proof of purchase; refer to *Submitting Rebate Application* section of the Rules and Regulations
- b) To be eligible for a **voucher** a property owner or lessee shall:
 - Submit a voucher application with proof of receipt of public assistance; refer to the *Submitting Voucher Application* section of the Rules and Regulations
 - Provide proof of receipt of public assistance; refer to the *Submitting Voucher Application* section of the Rules and Regulations
 - Small businesses are not eligible for vouchers
- c) To ensure that rebates are disbursed in an equitable manner and in a manner that best serves the City's interest in improving public safety, the City shall **prioritize rebate and voucher recipients** based on:
 - Incidents of violent crime in the vicinity of an applicant's property; with high-crime areas receiving the highest priority; as defined by Council Bill 20-0486; 14-6 (2.1)

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- Median household income in the vicinity of an applicant's property; with low-income areas receiving the highest priority; as defined by Council Bill 20-0486; 14-6 (2.11)
 - Whether the applicant has received a rebate or voucher for any property from the City in a prior year; with those having not yet benefited from a rebate or voucher receiving the highest priority
- d) To ensure equitable distribution of rebates and vouchers, from July 1st through September 30th - the first quarter of a fiscal year - the City shall only accept rebate and voucher applications from applicants whose property is located in a priority area as outlined by Council Bill 20-0486; 14-6.
- e) To check prioritization please refer to the Applicant Priority Map at citiwatch.baltimorecity.gov
- f) Beginning October 1st, subject to budget appropriation, all properties from throughout the City will be eligible to submit rebate and voucher applications.
- g) To determine prioritization of the applicant's property or small business:
- Visit the Priority Application Map at citiwatch.baltimorecity.gov
 - Type the applicant's camera location address into the search bar
 - If the applicant's address is located in any of the blue highlighted areas he/she qualifies as a high-priority applicant and is eligible to submit a rebate/voucher application year-round

6. Rules and Regulations Review

- a) Per the Council Bill 20-0486; Section 14-10, the Director of Finance shall conduct a review of Rules and Regulations every two (2) years from the date of adoption, updating as necessary,
- b) Reviews shall be filed with Legislative Reference.
- c) The first review shall be filed with Legislative Reference by June 1st, 2022.

7. Audits and Compliance for Rebate and Voucher Recipients

- a) Camera checks for proper installation and placement may be available upon request; please contact help.citiwatch@baltimorecity.gov regarding availability of a BPD community officer to assist
- b) BCIT to conduct random audit of rebate and voucher recipients; may be subject to random camera footage audit within two (2) years from payment date
- BCIT may query 30 seconds of footage recorded at a time of the recipients choosing
 - BCIT will provide portal at which video footage can be uploaded for review
- c) In the event that a rebate or voucher recipient is found out of compliance, the Director of Finance shall:
- Notify the recipient by email; such notification to include an explanation of the violation, the application terms and conditions electronically signed by the recipient, and a program flyer.
 - Send up to three notifications of the violation to the recipient.
 - The Director of Finance shall pursue enforcement of the requirements of the Program pursuant to Article 5, Section 14-12 Criminal Penalties.

8. Rebate and Voucher Amounts

- a) **Rebate** amounts and limitations:
- On approval of a rebate application the Director of Finance shall provide a rebate of the lesser of \$150 or the actual cost of the system.
 - The Director of Finance may adjust rebate amounts based on:
 - Whether the residence or small business is located in an area with a high number of incidents of violent crime

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- Whether the residence or small business is located in an area where the median household income is at or below 185% of the Federal Poverty Level as measured by the most recent 5-year estimate of the American Communities Survey
- Whether an applicant received a rebate under this program during a prior fiscal year
- Rebate amount limitations:
 - A rebate amount may not exceed the actual cost of the camera system as indicated on the proof-of-purchase submitted with the application
 - The rebate is only for the cost of the camera, including sales tax; installation, accessories, and storage are not covered.
 - Rebate amounts are contingent on the availability of funds and the applicant's priority based on the above outlined criteria.
- b) **Voucher** amounts and limitations:
 - A voucher under this program may not exceed the amount for a rebate claim as described above, and by Council Bill 20-0486, Section 14-6 Rebate Amount.
 - The voucher amount is only for the cost of the camera, including tax, *and installation*; accessories and storage are not covered.
 - Voucher amounts are contingent on the availability of funds and the applicant's priority based on the above outlined criteria.
- c) To determine if an applicant's property or small business is located within a high-priority area:
 - Visit the Priority Application Map at citiwatch.baltimorecity.gov
 - Type the applicant's camera location address into the search bar
 - If the applicant's address is located in any of the blue highlighted areas he/she qualifies as a high-priority applicant and is eligible to submit a rebate/voucher application year-round

9. Data and Reporting Standards

- a) Annual Report Data (per legislation):
 - No later than June 30 of each year, the Director of Finance shall prepare and submit a report to the Mayor and City Council detailing data regarding the program from the preceding year, including:
 - (1) Number of rebate and voucher applications received
 - (2) Amount(\$) of rebates disbursed
 - (3) Amount(\$) of vouchers distributed
 - (4) Aggregate data regarding which neighborhoods are applying for rebates and vouchers
 - (5) Aggregate data regarding which neighborhoods are receiving rebates and vouchers
 - Recommended Data for Evaluation:
 - (1) # of rejected vouchers and rebates
 - (2) \$ rebate/voucher requested vs\$ granted
 - (3) # of arrests assisted by voucher/rebate recipient cameras
 - (4) # of BPD queries on rebate/voucher supported cameras
 - (5) Registrant referral source
 - Qualitative Data:
 - (1) Plan to send an e-blast to all the rebate recipients after some period of the program being up and running to ask if they'd like to share their stories about the impact their camera has had

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Approved for form and legal sufficiency on this date: 7/23/2020

Signature: *fj = //2 Mo,*
Chief Solicitor

Signature of Authorizing Official: *H J Raymond*
Henry J. Raymond
Director of Finance