

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 12/21/16	STANDARD OPERATING PROCEDURE	Revised Date: 06/10/19
Chief of Police: 	Community Video Cameras, 41.9	
Cross Reference: SOP 83.1 Physical Evidence Operations SOP 84.1 Property Evidence Control		Policy Sections: 41.9.1 Program Overview 41.9.2 Storage and Retrieval of Images 41.9.3 Racial Profiling/Non-discrimination 41.9.4 Training 41.9.5 Supervisory Responsibility Appendix A: Security Through Surveillance Registration Appendix B: COE Surveillance Camera Access Agreement Appendix C: RIC Quarterly Inspection Form

PURPOSE

The purpose of this policy is to establish procedures regarding the use and maintenance of video cameras utilized in the Real-Time Information Center, hereinafter referred to as the RIC.

POLICY

It is the policy of the Elgin Police Department to utilize video cameras as a means of enhancing public safety and to improve the police department's ability to prevent and detect public safety emergencies, criminal conduct, and identify and apprehend participants of such events. The use of video camera technology will be conducted in a professional and ethical manner, within accepted legal concepts regarding privacy. All information and recorded images will be used strictly for law enforcement purposes and will be preserved with utmost integrity and confidentiality consistent with department policy and legal rules governing the handling of evidence and criminal justice records.

DEFINITIONS

IP Address: A numerical label assigned to an electronic device, such as a computer or printer, participating in a computer network that uses the internet protocol for communication. An IP address serves two principal functions: host or network interface identification and location addressing.

PTZ Cameras: A pan-tilt-zoom video camera is capable of remote directional and zoom control and makes it possible to monitor large areas with a single security camera.

Real Time Information Center: A component of the Technical Investigations Unit where authorized personnel have control over video cameras situated at public locations, providing a direct and live feed of the video recording.

Security Through Surveillance: A police department initiative that fosters partnerships with businesses and homeowners in effort to prevent and solve crimes through the use of surveillance technology.

Stationary Cameras: Fixed position video cameras used for the purpose of monitoring a specific, unchanging location.

PROCEDURES

41.9.1 PROGRAM OVERVIEW

- A. The supervisor assigned to the Technical Investigations Unit is responsible for the implementation of video cameras utilized in the RIC and the police department's Security Through Surveillance Program, hereinafter referred to as the STS program.
- B. The RIC is comprised of multiple fixed and adjustable video cameras which are focused on pre-

determined public areas, a CAD feed, and a multipurpose map allowing officers to aggregate different resources in one useable platform.

1. The police department maintains control over the RIC video cameras and has a direct, live feed of the video recording. These cameras are operational twenty-four (24) hours per day, seven (7) days a week, unless interrupted by power, network, or other mechanical failure or slowdown.
 2. Video cameras will be situated in a manner and location that will maximize the view of public areas for public safety purposes only.
 3. In any location where the view of a video camera would compromise a citizen's privacy expectation, the supervisor of the Technical Investigations Unit shall review the video camera's location to make a recommendation to re-locate the camera.
 4. When possible, the RIC is equipped with Pan, Tilt, and Zoom (PTZ) video cameras that will allow officers to manipulate the framing or focal length of a video image.
 5. Terminals used to access RIC footage will be in a controlled area; video monitors will not be in a position that enables unauthorized public viewing or viewing by unauthorized personnel.
- C. The STS program is comprised of businesses and residents who voluntarily register their surveillance camera system with the police department. If a crime occurs in the vicinity of a residence or business with a registered camera, the police department may contact the registrants and request a copy of their footage for evidence or investigative leads.
1. Privately owned cameras can voluntarily be registered with the police department through the STS program electronically via the police department's website or using the Security Through Surveillance Registration Form; refer to Appendix A to view the form.
 2. Registrants of this program are responsible for purchasing the camera system(s) of their choice. The Technical Investigations Unit also offers a free specialized training program for those who wish to learn how to effectively utilize their surveillance cameras. Training may consist of camera selection, placement, footage storage options, and the type of assistance provided by the police department.
 3. Registrants of privately owned cameras are only advising the police department of the location of said cameras in the event said cameras may assist with investigations. If registrants wish to grant IP access to privately owned cameras for live viewing over the internet or through the RIC, registrants must complete the city's Surveillance Camera Access Agreement; refer to Appendix B to view the agreement.
- D. All video cameras associated with the above programs do not record or stream audio.

41.9.2 STORAGE AND RETRIEVAL OF IMAGES

- A. Footage captured by the RIC will be automatically recorded on site at the Elgin Police Department. Video Cameras may be recording continuously or on motion activation depending on the specific circumstances and storage considerations. The storage retention periods are specified below:
1. Off-site city owned cameras, under the authority of the police department: 7 days
 2. Off-site city owned cameras, under the authority of an external city department, as determined by that department's policy
 3. Internal cameras (Hallways, parking lot, etc): 30 days
 4. Holding Facility: 60 days

- B. Footage that is not retained for evidentiary purposes or based upon public safety necessity or pursuant to a court order shall not be reproduced or distributed without the approval of the supervisor assigned to the Technical Investigations Unit.
- C. Footage that has been exported to a recording medium for evidentiary or public safety purposes shall be stored in a secure area and placed into evidence pursuant to the procedures outlined in Standard Operating Procedures 83.1 Physical Evidence Operations and 84.1 Property Evidence Control.
- D. All requests for RIC video shall be directed to the Technical Investigations Unit or the Records Division.

41.9.3 RACIAL PROFILING/NON-DISCRIMINATION

- A. Persons in view of the video camera system will not be selected based solely on their race, ethnicity, or gender.
- B. Employees will make specific observations of individuals based on articulable reasonable suspicion that the person may be or may have been involved in criminal activity or as a result of criminal activity within the area of the video camera's viewing parameters.

41.9.4 TRAINING

- A. All employees assigned to the RIC shall have specialized training to ensure the proper retrieval of footage from an array of video camera systems, capabilities of the video cameras, proper operation of video camera equipment, and the legal requirements associated with use of the video cameras.
- B. Training may also consist of reviewing department protocol, the First and Fourth Amendments, and consent to search issues.

41.9.5 SUPERVISORY RESPONSIBILITY

- A. The supervisor assigned to the Technical Investigations Unit shall monitor subordinates to ensure the video camera technology is being utilized in accordance with this policy, training, and legal requirements.
- B. The supervisor shall complete a documented inspection of the RIC on a quarterly basis. Discrepancies, concerns, and areas requiring additional training or corrective measures shall be included in the audit. Refer to Appendix C to view the inspection form.

APPENDIX A: SECURITY THROUGH SURVEILLANCE REGISTRATION FORM



ELGIN POLICE DEPARTMENT
Security Through Surveillance



Business name	<input type="text"/>	Business TX	<input type="text"/>
Business address	<input type="text"/>	Business fax	<input type="text"/>
Business hours	Sun <input type="text"/>	Mon <input type="text"/>	Tues <input type="text"/>
	Weds <input type="text"/>	Thurs <input type="text"/>	Fri <input type="text"/>
	Sat <input type="text"/>		

Business contact number 1

Contact's name	<input type="text"/>	Title/position	<input type="text"/>
Contact's TX	<input type="text"/>	Alternate TX	<input type="text"/>
E-mail address	<input type="text"/>		

Alternative contact

Contact's name	<input type="text"/>	Title/position	<input type="text"/>
Contact's TX	<input type="text"/>	Alternate TX	<input type="text"/>
E-mail address	<input type="text"/>		

Camera Information, include the make, model, and number of cameras

Length of time the video is stored

Is there an IP access to the camera(s)? ☐ Yes ☐ No If yes, list the IP address

Security company that installed the camera(s)

TX

151 Douglas Avenue Elgin, IL 60120 Phone: (847) 289-2500 Fax: (847) 289-2750

SPW:Don 02/23/13

APPENDIX B: CITY OF ELGIN SURVEILLANCE CAMERA ACCESS AGREEMENT

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SURVEILLANCE CAMERA ACCESS AGREEMENT

THIS AGREEMENT is hereby made and entered into this ____ day of _____, 20____, by and between the City of Elgin, an Illinois municipal corporation (hereinafter referred to as "City") and [INSERT LEGAL NAME OF PROPERTY OWNER, OCCUPANT OR OTHER PARTY IN CONTROL OF THE PREMISES], a(n) [INSERT LEGAL STATUS OF ENTITY AND ASSOCIATED STATE (e.g., a Delaware corporation, an Illinois not-for-profit corporation, etc.)] (hereinafter referred to as "Company").

WHEREAS, Company owns, occupies or operates a building located at [INSERT STREET ADDRESS OF BUSINESS], Elgin, Illinois (the "Premises"); and

WHEREAS, Company owns and/or controls a system of surveillance cameras (the "System") utilized for Company's own purposes, which enable visual monitoring of the Premises, and which may include both the interior and the exterior areas of the Premises; and

WHEREAS, Company desires to provide the City with access to real-time, visual image data collected by the System for law enforcement purposes; and

WHEREAS, the prevention, detection and prosecution of crime is in the public interest; and

WHEREAS, the City has determined that the ability to access and view the visual image data collected by the Company's System (the "Visual Image Data") will further the City's interest in preventing, detecting and prosecuting crime within the City of Elgin.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the sufficiency of which is hereby mutually acknowledged, the parties hereto hereby agree as follows:

1. The above recitals are incorporated herein and made a part hereof as if fully recited herein.
2. Subject to the terms and conditions of this Agreement, Company hereby grants to City, its officers, representatives, agents and employees the right of real-time access to view the Visual Image Data via a remote Internet Protocol (IP) address, at no cost to the City, for the Term of this Agreement and any future extensions of this Agreement. The City shall also have the right to record or preserve the Visual Image Data for purposes consistent with the terms and provisions of this Agreement, in the City's sole discretion. The City's access to the Visual Image Data is intended for law enforcement purposes. City acknowledges and agrees that the Visual Image Data shall not be used for commercial or for-profit purposes of any kind.
3. Company shall provide City with such specifications regarding the System as are necessary for the City to access the Visual Image Data. In addition, Company shall disclose any material changes to Company's System that would affect City's ability to



ELGIN POLICE DEPARTMENT RIC Quarterly Inspection Form



Inspection date: _____

Inspection completed by: _____

Cameras

Total cameras controlled by the RIC: _____ Stationary: _____ PTZ: _____

RIC Terminals are in a controlled area, inaccessible to the public and unauthorized personnel: ☐ Yes ☐ No

If no, provide further information in the space below:

All cameras are in good working order ☐ Yes ☐ No

If no, provide further information in the space below:

Compliance to the Storage Retention Periods

The RIC is in compliance to the storage retention periods: ☐ Yes

If no, provide further information in the space below:

1) City owned cameras, located off-site - **7 days**

2) Internal cameras (Hallways, parking lot, etc.) - **14 days**

3) Holding Facility - **60 days**

☐ No

Training

Document training received by employees assigned to the RIC.

Random Review of Footage

Footage #1: _____

Footage is situated in a manner & location that maximizes the view of public areas for public safety only. ☐ Yes ☐ No

If no, provide further information in the space below:

Cameras were used for purposes related to public safety or an authorized internal/criminal investigation. ☐ Yes ☐ No

If no, provide further information in the space below:

Footage #2: _____

Footage is situated in a manner & location that maximizes the view of public areas for public safety only. ☐ Yes ☐ No

If no, provide further information in the space below: