

## **BLOOMINGTON POLICE DEPARTMENT**

### **STANDARD OPERATING PROCEDURE**

#### **PUBLIC SAFETY CAMERA SYSTEM**

Reviewed by: Jack McQueen	Effective Date: March 25, 2013
Authorized by: Chief Dan Donath	Revision Date: August 12, 2020

#### **PURPOSE AND SCOPE**

The City of Bloomington operates an overt public safety camera system for the purpose of creating a safer environment for all those who live, work and visit the City. This policy explains the purpose of the cameras and provides guidelines for their operation and for the storage of captured images.

#### **POLICY**

Public Safety Cameras may be placed in strategic locations throughout the City at the direction or with the approval of the Chief of Police or their designee. These cameras can be used for detecting and deterring crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community. The use of this system is to compliment but not replace routine policing, investigations and standard legal practices. Public Safety Cameras will be clearly marked with departmental logos and verbiage indicating they are police related equipment.

#### **PROCEDURE**

The following procedures have been established for the effective operation of the public safety camera system.

#### **MONITORING**

Video feeds from camera systems will normally be accessible to designated members of the Criminal Investigations Division, the Street Crimes Division, Patrol Command Staff at the command tower and dispatchers in the Communications Center. The Chief of Police may authorize video feeds from the public safety camera system to be set up at a location other than the Criminal Investigations Division and Street Crimes Division for monitoring by other than police personnel when the provision of such access is in furtherance of this policy. Live video feeds from the system shall not be shared with external agencies or employees not directly employed by the Bloomington Police Department.

The cameras only record images and do not record sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high value or high threat areas. In addition, the public safety camera system may be useful for the following purposes:

- (a) To assist in identifying, apprehending and prosecuting offenders.

- (b) To assist in gathering evidence for criminal investigations.
- (c) To help emergency services personnel maintain public order.
- (d) To monitor pedestrian and vehicle traffic activity on public roadways.
- (e) To help improve the general environment on the public streets.
- (f) To assist in providing effective public services.

## **TRAINING**

Personnel involved in video monitoring and/or video recording retrieval will be appropriately trained and supervised.

## **PROHIBITED ACTIVITY**

Video monitoring will be conducted in a professional, ethical and legal manner. The public safety camera system will not be used to invade the privacy of individuals, to look into private areas or areas where the reasonable expectation of privacy exists. All reasonable efforts will be taken to protect these rights. Video monitoring shall not be used to harass, intimidate or discriminate against any individual or group.

The making of a video record or the transmission of live video by law enforcement officers pursuant to a criminal investigation is generally exempt from the unauthorized video recording prohibitions of 720 ILCS 5/26-4. A search warrant should be obtained in order to record or transmit video of a person inside that person's residence from a Public Safety Camera.

## **MEDIA STORAGE**

All recorded media will be electronically stored in a secure area with access restricted to authorized persons. For field-based Public Safety Cameras, recordings not otherwise needed for official reasons shall be retained for a period of not more than fourteen days and thereafter may be overwritten. An exception to the fourteen days retention period shall be made for recordings produced during active investigations.

## **REVIEW OR RELEASE OF VIDEO IMAGES**

The reviewing or the release of recorded media or video images from Public Safety Cameras to outside law enforcement agencies shall be done only with the authorization of the Chief of Police or his/her designee in the Criminal Investigations and only with a properly completed written request.

Video images or recorded media needed for a criminal investigation or other official reason shall be collected and booked into evidence in accordance with current departmental evidence procedures.

## **PUBLIC AND LEGAL REQUESTS**

Requests for recorded media or video images by the submission of a court order, subpoena, or by Freedom of Information Act shall be submitted to the Records Division, who will promptly research the request and submit the results of such search through the Records Manager to the City Attorney's office for further handling. Every reasonable effort should be made to preserve the data requested until the request has been fully processed by the City Attorney's office.

Video images captured by public safety cameras that are requested by the public or media will be made available only to the extent required by law. Except as required by a valid court order or other lawful process, video images requested under the Public Records Act will generally not be disclosed to the public when such video images are evidence in an ongoing criminal investigation in which a disposition has not been reached.

**ANNUAL REVIEW OF THE PUBLIC SAFETY CAMERA SYSTEM**

The Chief of Police or his/her designee will conduct an annual review of the public safety camera system. The annual review will include an inventory of video monitoring installations, summary of the purpose, adherence to this policy and any proposed policy changes. Any concerns or deviations from this policy will be addressed promptly and effectively.