
Police Department Building & Jail Security Camera System

343.1 PURPOSE AND SCOPE

This policy applies to all Police Department maintained security cameras that have monitoring and/or recording capabilities. Its purpose is to manage the use of security cameras located at the San Leandro Police Department in a manner consistent with legal privacy rights.

343.2 GENERAL PRINCIPLES

- (a) The principal objectives of security camera monitoring and/or recording is to enhance safety in or around the San Leandro Police Department.
- (b) Information obtained through security camera video monitoring and/or recording will be used exclusively for safety, security, and other legitimate law enforcement purposes and will only be released in accordance with this policy or as required by law.
- (c) Security cameras shall only be installed in public areas and monitor areas where there is no reasonable expectation of privacy.

343.3 PROCEDURE

- (a) Security camera footage will be viewed by personnel authorized by the Chief of Police or designee. A Security System Manager will be designated by the Police Chief.
- (b) Personnel shall not disseminate information obtained through the monitoring of security cameras unless such release complies with the law, this policy, or any other Police Department information-release policies.
- (c) Security camera locations and fields of view shall be determined by the Chief of Police or designee, and may include, but shall not be limited to: areas that maximize and enhance department and public safety, areas critical to police and building operations.
- (d) Those designated by the Police Chief may be provided viewing rights for the purposes of public safety and a need/right to know standard. Those designated by the Police Chief to provide system oversight may be provided the access/permissions to view, review and/or extract video.

343.3.1 RESPONSIBILITIES

- (a) The Police Department has operational oversight and the primary responsibility for ensuring adherence to this policy.
- (b) This policy does not create an affirmative duty upon the Police Department to monitor security camera equipment on a continuous basis.

343.3.2 TRAINING/OVERSIGHT

All personnel operating the security camera system will be trained in the technical and legal parameters of appropriate system use.

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343.3.3 RETENTION, EXTRACTION AND STORAGE PROCEDURE

(a) Routine recorded video should be stored and retained in accordance with the established records retention schedule and for a minimum of 90 days. Jail video and video of evidentiary value will be secured and maintained for 1 year and will be deleted unless the video footage is retained as part of a police investigation, claim filed, pending litigation, criminal proceeding, or alleged misconduct (Government Code 34090.6). Purging of the system will be automatically set based upon the City of San Leandro's retention schedule.

(b) Video footage extracted and transferred onto digital media for the purposes outlined above shall be logged that it was copied, marked with the incident number, the extracting employee's name and serial number. The digital media will then be retained in the incident file.

(c) Under no circumstances shall employees (Police or City Staff) access the system without the proper training and approval by the Chief of Police or designee.

343.4 AUDITS

The Security System Manager will ensure that responsible monitoring/recording practices are followed.