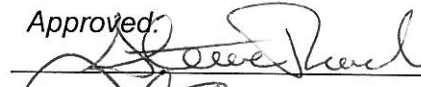




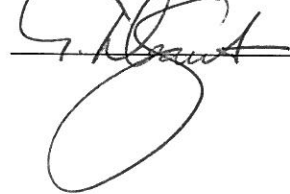
City of Riverside Administrative Manual

Effective Date: 05/2008
Review Date: 07/2009
Prepared by: City Mgr/Admin

Approved:



Department



City Manager

SUBJECT:

Video Security Policy

PURPOSE:

To provide consistent guidelines and procedural instruction for the usage of video security systems that will supplement the City's existing public and traffic safety systems in accordance with federal and state law. Use of this policy shall ensure a reasonable balance between privacy concerns, and the safety of individuals and public facilities.

POLICY:

I. Installation

The City video security system software will be standardized citywide. For security and consistency purposes, Departments will not be allowed to install their own permanent camera/storage systems (such as DVRs).

All departments requiring installation of video security equipment shall submit a request to the Office of the City Manager for consideration and approval. Requests for camera installations should include an objective, intended use, public safety benefits, fiscal impact, and other relevant supporting information to support the request and meet the approval criteria.

Upon approval and placement of cameras, the affected Departments shall maintain a maximized field of camera view of appropriate public areas and/or City property areas normally not opened to the public. The camera(s) will monitor and/or capture events that concern public safety and property security. The placement of cameras will be determined by location, landscape design and location activity. Cameras will be installed onto City-owned resources (i.e. facilities and street lamps). However, the City may not prominently post signage advising the public of the presence of video cameras at the perimeter of video-monitored areas, unless legally required to do so. Furthermore, installations should be consistent with general video security plans and policies as reviewed by the Governmental Affairs Committee and/or Public Safety Committee.

II. Oversight and Usage of System

Viewing of recordings and monitoring of cameras shall be limited to authorized personnel assigned by the Department Head, or designee. Users will require an authenticated login to control level of access and security. The City shall maintain a user activity log to track which cameras have been accessed. The respective Departments will be responsible for ensuring appropriate use, as well as, reporting to the

Number:

Police Department anything observed on video camera(s) and/or subsequent recordings that may be criminal or suspicious in nature. Inappropriate or unlawful use of the video security system by any City staff person will be subject to disciplinary action as defined in Section III-1 of the City's Personnel Policy and Procedures Manual, up to and including termination.

III. Regulations and Procedures to Address Privacy Issues

The system's regulations and procedures will balance the City's goals and desire to enhance public safety and security with the individual's right to privacy. Therefore, any use of the system shall be non-discriminatory and unbiased. No individual will be observed, surveilled or tracked solely based on race, gender, ethnicity, sexual orientation, disability or other classifications protected by law. It is also the City's intention, within its ability under the law, to protect the privacy and anonymity of individuals not engaged in unlawful activity, as well as, protect the freedom of expression and lawful association of individuals. Accordingly, the system or associated video reproduction software shall have the ability to digitally mask images of persons irrelevant or incidental to an investigation.

IV. Storage of Recorded Video

All recorded video shall be stored in the City's Enterprise storage system and permanently deleted (generally after 30 days), in accord with the City's records retention and disposition procedures. Authenticity of stored images shall not be altered in any way. Only select authorized personnel with security passwords shall be allowed to access and/or copy stored images.

V. Retrieval of Recorded Video

Any requests received by the City for recorded images shall be submitted to the City Clerk and shall be responded to in accordance with the City's policies and procedures for citizen inspection of records, pursuant to the California Public Records Act.

Attachments: Video Security Equipment Installation/Removal Request Form

Distribution: Regular



Video Security Equipment Installation/Removal Request Form

TO: Information Technology Department/City Manager's Office

FROM: _____
Department Head

A. Describe the intent for the installation of video security equipment.

B. List the names of the individuals who will need access to system:

| | Name | Title |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |

C. Do the cameras being proposed meet City standard? Yes/No _____

D. Number of cameras requested: _____

E. Is there electrical in place for all camera locations? Yes/No _____

F. If no, how many camera locations would require electrical wiring? _____

G. Is there network connectivity in place for this system? Yes/No _____

H. Attach a diagram of the building and desired camera locations.

I. Will this project require additional IT investment? (i.e. server, storage, network connectivity including electrical wiring for each camera location).

J. Estimated Cost: _____ Charge to Account: _____

Approvals

Department Head: _____ Date _____

* Signing this form will signify that you have provided proper training to the above-mentioned employees per the City's Video Security Policy and concur with this request.

City Manager Analyst: _____ Date _____

Assistant City Manager _____ Date _____