

Public Safety Camera System

333.1 PURPOSE AND SCOPE

The County and or Superior Court of Shasta County operates a public safety camera system for the purpose of creating a safer environment for all those who work at and visit the County and or Superior Court. This policy explains the purpose of the cameras and provides guidelines for their operation and for the storage of captured images.

333.2 POLICY

Cameras may be placed in strategic locations throughout the County and or Superior Court at the direction or with the approval of the Marshal. 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 County and or Superior Court officials in providing services to the community.

333.3 PROCEDURE

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

333.3.1 MONITORING

Images from each camera will be recorded on a 24-hour basis every day of the week. These images will be transmitted to monitors installed in the Sergeants' Offices and Dispatch. When activity warranting further investigation is reported or detected at any camera location, the dispatcher may selectively view the appropriate camera and relay any available information to responding units. The Sergeants or Dispatch personnel are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety or management purpose.

The Marshal may authorize video feeds from the public safety camera system to be set up at a location other than Dispatch for monitoring by other than Marshal's Office personnel when the provision of such access is in furtherance of this policy.

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 and civil court actions.
- (c) To help emergency services personnel maintain public order.
- (d) To monitor pedestrian and vehicle traffic activity.
- (e) To help improve the general environment on the public streets.

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- (f) To assist in providing effective public services.
- (g) As directed by the Marshal.

333.3.2 TRAINING

Personnel involved in video monitoring will be appropriately trained and supervised.

333.3.3

333.4 MEDIA STORAGE

All media will be stored in a secure area with access restricted to authorized persons.

Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures (Government Code § 34090.6).

333.4.1 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target protected individual characteristics including, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.

Video surveillance equipment shall not be used to harass, intimidate or discriminate against any individual or group.

333.5 REVIEW OR RELEASE OR OF VIDEO IMAGES

The review or the release of video images shall be done only with the authorization of the Marshal or his/her designee and only with a properly completed written request. Video images needed for a criminal investigation or other official reason shall be collected and booked in accordance with current departmental evidence procedures.

333.5.1 PUBLIC AND OTHER AGENCY REQUESTS

Requests for recorded video images from other government agencies or by the submission of a court order or subpoena shall be promptly submitted to the Corporal, who will promptly research the request and submit the results of such search through the Marshal to the General Counsel'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 General Counsel'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.

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333.6 TRAINING

All department members authorized to operate or access public video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.