



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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SECURITY COMMITTEE

(Director Tim Maybee)

Regular Meeting

September 3, 2020 at 10:00 a.m.






This meeting will be held via ZOOM video conference only pursuant to Gov. Newsom Executive Order N-29-20. You can join the conference by (1) logging on to <https://us02web.zoom.us/j/87020834250>, entering Meeting ID no. 870 2083 4250, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 870 2083 4250. Those wishing to join with audio only can simply call the telephone number above and enter the code. Participants wishing to join the call anonymously have the option of dialing *67 from their phone. Please refer to your telephone service provider for specific instructions. **PLEASE NOTE – MOBILE DEVICE USERS MAY NEED TO INSTALL AN APP PRIOR TO USE AND MAC AND PC DESKTOP AND LAPTOP USES WILL REQUIRE YOU TO RUN A ZOOM INSTALLER APPLICATION – PLEASE FOLLOW DIRECTIONS AS PROVIDED BY ZOOM. IT IS RECOMMENDED YOU ATTEMPT TO LOGIN AT LEAST 5 MINUTES BEFORE THE START OF THE MEETING.**

AGENDA

1. Call to Order

2. Comments from the Public

3. Monthly Updates

-  Operations
-  Incidents of Note
-  RMA Citations/Admonishments
-  RMA Compliance/Grievance/Safety Committee/Disposition Report
-  Contract Security

4. Update on Surveillance Camera Program

5. Video Release Policy

6. Body Cam Video Training Review

7. Golf Cart Enforcement Activities

8. Joint Security Committee Update

9. Director and Staff Comments/Suggestions [no action]

10. Adjournment

"In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting."

In compliance with the Americans with Disabilities Act and Executive Order No. N-29-20, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this teleconference meeting, please contact the District Office at 916-354-3700 or awilder@rmcsd.com. Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is August 28, 2020. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

MEMORANDUM

Date: September 2, 2020
To: Security Committee
From: Tom Hennig, General Manager
Subject: Draft District Surveillance Camera Policy

RECOMMENDED ACTION

Review and discuss draft District Surveillance Camera Policy.

BACKGROUND

Upon request of Board members, District staff have drafted a proposed District Surveillance Camera Policy. The draft policy is included with this packet. This policy has been reviewed by Dick Richard Shanahan, District Legal Counsel.

If approved by the Committee, we will prepare the policy for Board for adoption.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Security	Policy # P2020-XX
Title:	District Surveillance Cameras	

PURPOSE

District surveillance cameras provide accountability and transparency to the public and will provide a recording of an incident that may document conduct or enforcement activity or supplement a report.

The principal purpose of this policy is to provide the Rancho Murieta Community Services District's (District) Security Department with the appropriate procedures, policies, and responsibilities for the use of the District surveillance camera systems as well as the management, storage, and retrieval of audio/video material recorded by District surveillance cameras. Recorded data serves a dual purpose to the District by protecting both District personnel and citizens.

POLICY STATEMENT

The use of District surveillance camera systems provides persuasive documentary evidence and helps to prove criminal or wrongful conduct or to defend against civil litigation and allegations of officer or general public misconduct. District surveillance cameras are located throughout the District and are placed in locations that will offer views of sensitive and vital areas of the District. District personnel assigned to use surveillance camera and video systems will adhere to the operational objectives, policies, responsibilities, and procedures outlined in this policy to maximize the effectiveness and utility for the District surveillance camera system and the integrity of evidence and related video documentation. District employees who violate this policy will be subject to disciplinary action, up to and including termination.

OBJECTIVES

The District's Security Department uses surveillance systems to accomplish the following primary objectives:

1. To enhance Gate and Patrol Officer safety and accountability.
2. To accurately capture statements and events during the course of an incident.
3. To enhance the Gate and Patrol Officer's ability to document and review statements and actions for both internal reporting requirements and investigations.
4. To provide an impartial measurement for self-critique, evaluation, performance, and professionalism.
5. To capture visual and audio evidence/information for use in current and future investigations and proceedings and to protect against false accusations.
6. To insure the safeguarding of District property.
7. To protect Officers from misconduct or abuse from the general public.

8. To deter misconduct.

DISTRICT RESPONSIBILITIES

1. The District may install and operate surveillance cameras as it deems appropriate in designated areas within the District. District personnel will use only District-owned and operated surveillance camera systems.
2. The District will provide Gate, Patrol Officers, and Sergeants with training on the use of surveillance cameras and video systems.
3. The District will approve media viewing and duplication devices.

OFFICER RESPONSIBILITIES

1. When necessary to help ensure the accuracy and consistency of accounts for written reports or statements or in preparation for an interview, Gate and Patrol Officers may contact the Patrol Sergeant or the Security Chief and request to review the audio or video recording of an incident in which he or she was involved.
2. Gate and Patrol Officers will not erase, alter, reuse, modify, edit, duplicate, share, distribute, or tamper with any surveillance camera system, recording or storage device without prior written authorization from the Security Chief.
3. Gate and Patrol Officers will notify the Patrol Sergeant or Security Chief when the surveillance camera system has captured an apparent felony, misdemeanor, or DUI, or any event requested as evidence by a peace officer.
4. Patrol Officers shall operate the surveillance cameras and video systems in accordance with the manufacturer's guidelines, departmental policy, and training.
5. Gate and Patrol Officers shall immediately report any known malfunction, damage, or theft of the surveillance camera system to the Patrol Sergeant or Security Chief so that a repair or replacement unit may be provided.
6. To reduce the risk of damage, original recordings shall not be viewed in any equipment other than the equipment authorized by the Security Chief.
7. Surveillance cameras and systems will remain in the area designated by the Security Chief.

SERGEANT RESPONSIBILITIES

1. When an incident arises that requires the immediate retrieval of the recording, the Patrol Sergeant, Security Chief or designee shall transfer the recording to the Security Chief's computer video storage file on the District's Security Network.
 - a. Upon downloading, the Security Chief or designee shall flag the entry as evidence to ensure that it will not be inadvertently deleted after the one-year retention period (per

Government Code, Section 53160) for non-evidence or investigation related recordings.

2. Security Chief or Sergeant shall conduct periodic reviews to:
 - a. Ensure the equipment is being used in accordance with policy and procedures.
 - b. Report and correct any Gate and Patrol Officer discrepancies in the use of the surveillance camera system.
 - c. Make recommendations for revision to the policy, procedures, officer training, or equipment needed.
 - d. Inspect for equipment damage, loss or misuse and to report and investigate the cause.
 - e. Assess Patrol Officer performance.
- 3.

MEDIA DUPLICATION

1. All cameras, equipment, recorded media, recorded images, and audio/video recordings are the property of the District. Accessing, copying, distributing, using or releasing video or audio files outside of the District or for non-Security Department purposes is strictly prohibited without specific written authorization from the Security Chief or General Manager. The exception is the release of recorded video/audio to law enforcement agencies with authorization from the Security Chief.
2. Requests to review or copy video/audio recordings made under the Public Records Act shall be made through the Security Chief. Each request will be evaluated and responded to on a case-by-case basis and in accordance with the requirements of the Act. If a recording is to be released, only the incident or incidents specifically requested shall be duplicated. The District may reserve the right to redact the video to protect the privacy interests of innocent or third parties not directly involved with the specific incident. The District reserves the right to decline a request for the following records: investigatory or security files compiled by the District for law enforcement or licensing purposes; any record where, on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record; records concerning confidential crime victim, sexual assault or child abuse images or recordings; and, any other record exempt from disclosure under the Public Records Act.
3. To prevent damage to or the alteration of the original recorded media, it shall not be moved or copied to, viewed in, or otherwise inserted into any non-District approved computer or other devices.
4. When possible and practical, a copy of the original recorded media stored in evidence shall be used for viewing by investigators, staff, training personnel, etc., to preserve the original media in pristine condition.
5. At the conclusion of any court proceeding, investigation, or hearing involving District surveillance data or media, all copies shall be submitted back to the Security Chief for retention (except for any evidence retained by a court or as otherwise authorized by law).

6. A Patrol Officer may review video footage of an incident in which he or she was involved before making a statement or being interviewed or examined about the incident.

MEDIA STORAGE, RETENTION AND DESTRUCTION

1. Recorded data from the surveillance camera systems shall be retained in the Security Chief's office for a minimum of one year (as required by Government Code section 53160).
2. After one year, if the data is not needed for evidence, training, a pending disciplinary matter, pending criminal case, civil lawsuit, claim or other proceeding, other investigative or law enforcement purpose or pending citizen complaint, the General Manager is authorized to destroy and erase the data within the computer system in a manner consistent with current District Policy.
3. Recorded data from surveillance camera systems shall not be destroyed or erased without the General Manager's approval.

Approved Rancho Murieta Community Services District Board of Directors

Adopted

MEMORANDUM

Date: September 2, 2020
To: Security Committee
From: Rick Tompkins, Security Sergeant
Subject: Body Camera Video Training Review

BACKGROUND:

The Board of Directors adopted Policy P2019-04 on November 20, 2019, concerning the Body Cameras distributed to Security Personnel. The videos of important value are saved as potential evidence or general review. The cameras are worn by Security Patrol staff at all times.

Body-worn cameras provide accountability and transparency to the public and will provide a recording of an incident that may supplement an employee's report, conduct, investigation and enforcement activity.

As directed by the Body Camera policy, Security supervisors are required to conduct regular reviews of the body camera video. The purpose of the review is to assess activities taking place during the recording of significant events for training and general review purposes. These reviews assess lessons learned, activity trends, learning opportunities, etc.

At the August 19, 2020 Board meeting, President Maybee asked to see a summary of the periodic reviews required on the part of the Security Administrative staff.

DISCUSSION:

The video cameras have been in use since November 2019, with regular weekly reviews by Chief Werblun and Officer Tompkins. Since that time, we have had a few reoccurring issues.

1. The Officers were trained in basic operation of the cameras and property usage. Overall, the Officers are using the cameras in accordance with policy, with a few minor exceptions. Each Officer is responsible for their issued camera which includes charging, care and cleaning and operations. Operational misuse has fallen from a 60 to 70 % occurrence to nearly zero.
2. The first few months the Officers were having issues remembering to activate the camera when arriving to a call, this was about 60% of the time. Since then repetitive reminders have reprogrammed their thinking and operation. There has been a low rate of missed activations over the past several months.
3. The third issue is not turning them on prior to contact resulting in some videos only capturing partial footage of the call or event.
4. Some of the Officers experienced false activation due to leaving the camera in stand-by mode. The Officers would think the cameras were on when in fact they were still in standby. After discussion and retraining we now have had zero issues with that.

This regular review has insured the Officers are properly instructed on:

- Charging and care
- Proper operation including wearing them in an effective location (upper body)
- Checking and adjusting time and date daily
- Activating upon arrival of a call or when approached by someone.
- Periodical discussions on when and when not to record due to state law and department policy, such as HIPAA and expectation of privacy issues.
- Advising Sgt. Tompkins or Chief Werblun when something of value was captured on their camera.
- Weekly review and discussion of footage from the Officers camera including educational retraining if needed.

SUMMARY:

The body cameras have proven to be a useful tool for the training and accountability of Patrol Officers. The periodic review supplements the regular training program. When researching this request, we determined there was a need to enhance our review of the videos with the development of a log to track the review process and to measure the improvement of staff as part of the annual performance review process. This change will take place immediately and will include a modification of the overall performance review program.