

## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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| <b>Category:</b> | Security                      | <b>Policy #</b> P2020-<br><del>XX01</del> |
| <b>Title:</b>    | District Surveillance Cameras |   |

### PURPOSE

District surveillance camera ~~systems~~ (Personnel worn or fixed locations) provide accountability and transparency to the public and will provide a recording of an incident or events 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-multiple~~ purposes to the District by protecting ~~both—citizens, District property,~~ District personnel and ~~citizens~~ identifying trends.

### 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 as needed or requested. 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 camera 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 camera systemse as it deems appropriate or requested 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 systems, recording or storage devices, without prior written authorization from the Security Chief.~~

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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 DU other incidents and events to be followed up with either the District or Rancho Murieta Association, 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 District.

#### 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.

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- 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**

- ~~4.~~ All surveillance 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.~~
- ~~1.~~
  2. Requests to review or copy video/audio recordings made under the Public Records Act shall be made through the ~~Security Chief~~District. 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.

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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)~~District.
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.

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| <b>Approved Rancho Murieta Community Services District<br/>Board of Directors</b> | <b>Adopted</b> |
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