

# BATON ROUGE POLICE DEPARTMENT

General Order  
No.143

Effective Date  
12-20-2006

Revised Date  
XX-XX-XXXX

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Subject: Video Surveillance Cameras

Reviewed 9/1/16

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## **PURPOSE**

The purpose of this Security Canopy Policy is to protect public safety and detect, deter or gather intelligence relative to criminal activity. The Security Canopy Project (SCP) is intended to enhance the Baton Rouge Police Department's (BRPD's) ability to fight crime within the City of Baton Rouge. However, nothing in this document guarantees the use of the SCP will prevent a particular crime or result in an overall reduction of crime. Additionally, the SCP does not impose a duty upon the BRPD to use or maintain the SCP system for the purpose of preventing a particular crime or reducing crime in general.

The employment of a SCP program by BRPD does not expressly or tacitly assume any additional duty of protection beyond that for which it is already and generally obligated. The failure by the City of Baton Rouge and/or the BRPD to employ in whole or in part a SCP program shall not be considered a breach of any duty to employ said SCP program and shall not constitute the cause of any crime upon any person or property.

## **PROCEDURES**

### **I. Responsibility**

- A. The Commander of each CIB Unit/District is responsible for legitimate operation of the SCP system located within their district and shall delegate in writing the operation of the SCP system to specific personnel.
- B. Such delegation shall be at the CIB Unit/District Commander's discretion.

### **II. Access**

- A. Terminals used to access the SCP System should be in a strictly controlled area. Video monitors should not be in a position that enables unauthorized public viewing or viewing by unauthorized personnel.
- B. Only personnel authorized in writing by the Unit/District Commander shall have access to the controlled access area and the viewing equipment.

### **III. Use**

- A. All information obtained from the SCP System shall only be used to enhance public safety, detect and deter criminal activity and evidentiary purposes. Information shall not be retained or used for any other purposes.

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- B. The particular purposes for which the SCP information shall be viewed and/or archived include, but not limited to:
  - 1. Protection and investigation of homeland security threats,
  - 2. Monitor specific areas targeted during special events.
  - 3. Investigation of criminal activity and specific complaints of possible criminal activity or wrong doing, and the reasonable suspicion of possible criminal activity.
  - 4. Intelligence gathering (in compliance with federal regulations: 28CFR, Part 23),
  - 5. Developing and establishing crime trend patterns.
- C. At all times, the decision by BRPD's personnel to view and/or archive SCP information shall be discretionary subject to the BRPD officer's personal deliberation, decision, and judgment.

**IV. Operation**

- A. The SCPs are operational twenty-four (24) hours per day and seven (7) days per week unless interrupted by power, network or other mechanical failure or slowdown.
  - 1. Each camera has the capability of a maximum 340 degree panning range,
  - 2. A 200-foot viewing distance range,
  - 3. Each camera has zoom, tilt, direction controls and can be operated remotely.
- B. The operation of the SCPs can be accomplished through an HTML plug-in at any PC desktop or laptop located in HQ, CIB and each of the four (4) district police stations (laptops require a fixed IP to operate the SCP.)
- C. SCPs should never monitor the inside of any area where the public and employees have a higher expectation of privacy (e.g., change rooms, bathrooms and washrooms).

**V. Maintenance and Damage**

- A. In the event a SCP malfunctions or is damaged, either by accident or intentionally, an automated internal alarm system will activate to identify the problem.
  - 1. In each instance, an incident report shall be created documenting the exact location of the SCP and the type of damage incurred.
  - 2. A copy of the approved BRPD incident report shall be forwarded to the Office of the Mayor-President.
- B. If it is determined that the damage is the result of vandalism and a perpetrator can be identified, appropriate charges, including a request for restitution relative to the cost of repair of the SCP shall be pursued in the prosecution of the offender.

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**VI. Retention, Security and Disposal of Records**

There shall be three (3) classifications of information for purposes of “retention, security and disposal of records” as follows:

- A. Information that has not been archived for law enforcement or public safety purposes shall be automatically erased after seventy-two (72) hours by virtue of the limitation of the recording loop capability of the SCP system.
- B. Information that has been exported to a recording medium for evidentiary or public safety purposes shall be stored securely in a locked receptacle located in a controlled-access area.
  - 1. Such storage medium shall be dated and labeled with a unique, sequential number or other verifiable symbol.
  - 2. Access to the storage medium should only be by authorized personnel.
  - 3. Logs should be kept of all instances of access to and use of recorded material to ensure a proper audit trail.
- C. Evidentiary video that has been exported to a recording medium shall be placed in BRPD Evidence in per established evidence handling procedures.

**VII. DISPOSAL**

- A. Storage medium not placed in evidence that has exceeded its usable life shall be disposed of in such a way that the information contained on the storage media cannot be reconstructed or retrieved.
- B. Disposal methods shall be equivalent to shredding, burning or magnetically erasing the information.

**VIII. AUDIT**

- A. The use and security of video surveillance equipment shall be subject to monthly audits. The audit shall address the department’s compliance with the operational policies and procedures contained in this document and any other matters deemed appropriate by the auditor.
  - 1. The BRPD Internal Affairs Division or an external body may be retained in order to perform the audit.
  - 2. Any deficiencies or concerns identified by the audit shall be addressed by the Chief of Police or his designee within ten (10) working days of notification of the deficiencies.
- B. The activities of employees and/or third-party service providers are subject to audit and are subject to be called upon to justify their surveillance interest or involvement in any given matter.

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- C. BRPD shall conduct a documented annual review and evaluation. The report shall be addressed to the Mayor. The report shall detail the effectiveness of the SCP system relative to the protection of public safety and the detection/deterrence of criminal activity.

**IX. PUBLIC INFORMATION**

- A. The Mayor's Public Information Office shall be notified through regular dispatch channels of arrests that are the result of, in whole or part, the use of information provided through the use of the SCP. A copy of the SCP incident report relative to such incidents shall be forwarded to the Mayor's Public Information Office as soon as practical.
- B. Request for copies of SCP information from the media and the public shall be directed to BRPD's Legal Adviser and released according to public records law or rules of evidence. The written approval of the Chief of Police or designee is required for release of these records.
- C. Requests for copies of SCP information not involving criminal activity, criminal investigation or intelligence gathering may be requested through the City Parish Public Information Officer.

**XI. COMPLIANCE**

- A. BRPD shall maintain control of and responsibility for the SCP system at all times. Any agreements between BRPD and third-party service providers shall state that the records dealt with or created while delivering a SCP program are under the BRPD's custody and control.
- B. BRPD's employees and any third-party service providers shall review and comply with this policy in the performance of their duties and functions related to the installation, operation and maintenance of the SCP system.
  - 1. BRPD employees and employees of third-party service providers shall sign written agreements regarding their duties under this policy, including an undertaking of strict confidentiality.
  - 2. Additionally, third-party service providers shall be required to submit to an FBI III background check.
- C. This policy shall be incorporated into training and orientation programs of the BRPD and any third-party service provider(s) including regular training programs addressing staff obligations under this policy.
- D. This policy shall be reviewed and updated by the Police Department as needed biannually in consultation with the Parish Attorney and the District Attorney's Office.