

**POLICY
1210**

**EFFECTIVE
DATE
11-16-18**

Eugene Police Department



Guardian Trailer System Pilot

1210.1 PURPOSE AND SCOPE

The City of Eugene operates Guardian Trailer Systems for the purpose of creating a safer environment for all those who live, work, and visit the City. This policy provides guidelines for the operation of the cameras, the purpose of their use and the storage of captured images.

This policy is designed to cover the period of an 18 month pilot program, and is to be in effect only for the period of the 18 month pilot from 10-12-18 to 4-12-20.

1210.2 POLICY

Guardian Trailer Systems are a crime prevention tool and can assist with evidence gathering and scene reconstruction. They are also a key resource to assist in securing vulnerable sites by providing real time monitoring and early detection of unusual or criminal activity allowing for a more efficient and timely response by law enforcement and emergency response personnel.

Cameras are strategically placed throughout the City at the direction, or with the approval of the Chief of Police or designee for the purpose of assisting the Eugene Police Department to detect and deter crime, to safeguard against potential threats to public safety, to manage emergency response situations to natural and man-made disasters, and to assist other City officials to aid in the enhancement of services provided to the community.

The cameras record images and do not normally record sound. Recordings may be used for a variety of purposes including criminal investigations, reducing crime problems and monitoring of behavior and activity. In addition, the public safety camera system helps to provide the following benefits:

- a. Assistance in identifying, apprehending and prosecuting offenders.
- b. Assistance in gathering evidence for criminal and civil court actions.
- c. Assists emergency service personnel in maintaining public order through deterrence.
- d. Assistance in monitoring pedestrian and vehicle traffic activity.
- e. Assistance improving the general environment and security on public streets.
- f. Assistance in providing effective services to community.

1210.3 PROCEDURE

The following procedures have been established for the effective operation of the Guardian Trailer system.

1210.3.1 CAMERA SYSTEM MONITORING

Video images from the cameras can be transmitted to monitors installed at designated locations within the Eugene Police Department such as the Watch Commander's office, a Communications Center dispatch console, the Downtown Public Safety Station, or a mobile device used by EPD employees. The on duty watch commander, their designee or any lieutenant or their designee, are authorized to adjust the cameras traverse, elevation, and focus in such a manner as to most effectively view a particular area for any legitimate public safety purpose.

The recorded video from cameras may be accessed by other City employees with the authorization of the Chief or his/her designee, or other law enforcement agencies (e.g., Oregon Liquor Control Commission, Lane County Sheriff's Office) for official business only with the approval of the watch commander.

The Guardian Trailer System will not be used in conjunction with any facial recognition software.

1210.3.2 TRAINING

Personnel involved in monitoring or deployment of the Guardian Trailer System will be appropriately trained on the technology and policy regarding the system.

1210.3.3 PROHIBITED ACTIVITY

Video monitoring will be conducted in a professional, ethical and legal manner. The Guardian Trailer System will not be used to invade the privacy of individuals, or to look into private areas or areas where the reasonable expectation of privacy exists. All reasonable efforts will be taken to protect these privacy rights. Video monitoring shall not be used to harass, intimidate or discriminate against any individual or group.

1210.3.4 NOTIFICATION TO THE PUBLIC

Areas that are under the surveillance of a Guardian Trailer System will be conspicuously marked in order to notify the public that the area is under video surveillance.

1210.4 MEDIA STORAGE

Each Guardian Trailer System contains a computer that stores the recorded data. The system will store not less than 30 days of data. After 30 days of recording, the system will begin a process of overwriting previous data, maintaining the previous 30 days.

No data will be removed from the trailer system unless required for an investigative purpose, or authorized by the Chief of Police.

1210.5 RETRIEVAL OF RECORDED INFORMATION

Authorization to research and retrieve recorded information may be granted by the Chief of Police or their designee, to individuals with an investigative need. Only data with an investigative purpose may be removed from the trailer, and must be handled in accordance with established evidence and property handling policies and procedures.

Exceptions to this section may only be granted by the Chief of Police.

1210.5.1 PUBLIC AND OTHER AGENCY REQUESTS

Requests for recorded video images from other law enforcement agencies or through the submission of a court order or subpoena will be promptly submitted to the City Attorney, or

their designee. Every reasonable effort should be made to preserve the data requested until the request has been finally processed by the City Attorney's office.

Public and media requests for video images captured by public safety cameras will be made available only to the extent required by law. As provided by Oregon public records law, video footage that is evidence in an ongoing police investigation will generally not be disclosed to the public where a disposition has not been reached, absent such disclosure being compelled by a court or other governmental entity of competent jurisdiction.

1210.6 ANNUAL REVIEW OF CAMERA SYSTEM

The Chief of Police or his/her designee will conduct an annual review the agency's use of the public safety camera system. The annual review will include an inventory of video monitoring locations, date of placement, summary of their purpose, adherence to this policy and any proposed policy changes. The results of each review will be documented and maintained by the Chief of Police or his/her designee. Any concerns or deviations from this policy will be addressed promptly and effectively.

**Chris Skinner
Chief of Police**