MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

255 – PUBLIC VIDEO SURVEILLANCE CAMERAS

GENERAL ORDER: 2018-32 **ISSUED:** October 3, 2018	**EFFECTIVE:** October 3, 2018	**REVIEW/APPROVED BY:** Director Regina Howard **DATE:** September 10, 2018
ACTION: Creates SOP		**WILEAG STANDARD(S): NONE**

255.00 PURPOSE

The purpose of this standard operating procedure is to provide general procedures for integrating the best practices of safety and security through the use of a department video surveillance system. The surveillance of public areas does not require a warrant or court order allowing for monitoring of public areas to be utilized as part of the department's crime reduction strategy which includes a deterrence of crime, to generate evidence to help identify suspects and witnesses, and to alert police to dangerous situations while fostering the perception of safety and the encouragement of people to utilize public areas.

This policy ensures the protection of an individual's privacy rights in accordance with the Milwaukee Police Department's (MPD) core values, industry best practices, and state and federal laws. It is adopted to formalize procedures for the authority of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of video surveillance records. The existence of this procedure does not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week.

255.05 CAMERA SURVEILLANCE AUTHORITY

A. The MPD Technical Communications Division (TCD) in collaboration with the Fusion Division has the authority to select, coordinate, operate, manage and monitor all video surveillance systems pursuant to this policy.

B. Respective district commanders are expected to provide input and recommend geographical locations for pole camera placement based on the following criteria:

   1. Violent crime, drug activity, and/or general disorder.

   2. Areas commanding officers feel would be beneficial to their crime reduction strategy.

C. District personnel should not control or manipulate any camera utilizing previous software versions previously distributed to the districts. Requests should be made in writing through the Fusion Division for the observation of a specific area. The request should include the area to be observed along with a beginning and ending time frame. The Fusion Division will make every effort to accommodate the request; however, the Fusion Division has the authority to utilize requested surveillance for higher priority needs which may be received.

255.10 VIRTUAL PATROL MONITORING

A. The monitoring of video surveillance systems will be conducted in a manner consistent with department policies and procedures, state and federal laws, and will not be based on the individuals' age, race, gender, religion, sexual orientation, disability, or other protected classification.

B. The use of video surveillance technology can provide members with an invaluable instrument to increase their safety and enhance criminal prosecution by providing powerful evidence of criminal activity. The department will implement video surveillance technology as part of its anti-crime strategy to:

1. Immediately check surveillance camera locations to provide actionable intelligence to responding police members, including but not limited to, suspect or scene information, historical information, and relevant crime pattern information.

2. Provide actionable intelligence, with the coordination of ShotSpotter and surveillance cameras, in strategic areas experiencing high volumes of ShotSpotter detection activity.

3. Conduct virtual patrol of public areas (e.g., bus stops, parking lots/garages, public streets, shopping areas, gas stations, convenience stores).

4. Disseminate video recorded information for investigative purposes related to crimes (e.g., homicide, robbery).

5. Provide actionable intelligence when receiving an Automated License Plate Reader (ALPR) alert including vehicle location and direction with the coordination of ALPR and surveillance cameras.

255.15 VIRTUAL OPERATIONS

A. Surveillance camera operators shall be responsible for the monitoring of MPD video surveillance cameras to utilize in detection, prevention, and investigation of criminal incidents; potential civil unrest; and other functions deemed as necessary by the department.

B. All employees assigned to monitor the Fusion Division surveillance cameras shall receive training on the department's public video surveillance cameras and law and policies governing the use of public surveillance.

C. Surveillance camera operators shall attempt to identify video surveillance evidence of a criminal incident (if there is a pole camera within the geographical area of the incident) by monitoring radio traffic, the Computer Aided Dispatch System, ShotSpotter and the ALPR system.

D. Surveillance camera operators shall utilize the Maverick Map to visually identify the call for service on the map.

E. Surveillance camera operators shall continuously cycle through available camera feeds, aside from their priority camera feeds providing a "virtual police presence" to determine if there is activity that may need to be addressed and determine the appropriate response (e.g., dispatch a call for service, district notification).

F. Surveillance camera operators shall be trained in the basic functions of CAD entry and will enter calls for service and update active calls with information as needed when observed.

255.20 RETENTION

A. Video surveillance recordings shall not be altered, tampered, re-recorded and/or duplicated for any other purpose than that of investigative or prosecutorial support, or in accordance with a public records request (see SOP 255.25(D)).

B. The digital evidence shall be retained for a minimum of 120 days and/or until the evidence disposition on a criminal investigation and/or case authorizes destruction.

255.25 VIDEO SURVEILLANCE REQUEST

A. A department member requesting a copy of pole camera video shall complete a *Public Surveillance Video File Request Form* (PV-11E) and forward it to the Fusion Division via ifc@milwaukee.gov.

B. Pole camera video requests shall be processed by the Fusion Division surveillance camera operators and retained at the Fusion Division until the requesting member, or their designee, can personally retrieve the disc and sign for its release.

Note: The video files requested will be provided to the department member in both .mp4/.avi and g64x formats to ensure both audio and video can be viewed properly.

C. Surveillance camera operators shall record video surveillance requests in the Fusion Division log located on the shared Fusion Division N: drive.

D. Public record requests for video surveillance shall be made in accordance with the Wisconsin Public Record Law (Wis. Stat. § 19.31-39).

1. The Open Records Division will forward approved requests to the Fusion Division to have any recording copied and returned to the Open Records Division for dissemination.

2. The Fusion Division shall review the request and notify the Open Records Division if the request is related to an on-going investigation. If the request is related to an on-going investigation, the Fusion Division shall provide the Open Records Division with a point of contact to determine when the investigation is no longer on-going and the public record request can proceed.

255.30 MPD CRIME SCENE RESPONDERS

A. If there is a pole camera within the geographical area of an incident, department members responding to the scene shall make notification to the surveillance camera operators (extension 1200) as soon as relevant information is available so evidentiary video surveillance can be reviewed.

B. Department members and surveillance camera operators shall document in their report(s) whether or not video footage of an incident is available.

255.35 SURVEILLANCE CAMERA OPERATORS

A. Surveillance camera operators are responsible for providing timely and actionable information and intelligence regarding crime incidents, including crime trends in the city of Milwaukee. Camera operators should notify the on duty Fusion Division supervisor as soon as practicable when video of evidentiary value, civil unrest or a crime trend is identified and recorded.

B. Surveillance camera operators shall utilize their radio code and login with the geographic area dispatcher(s) for which they will be monitoring during their tour of duty. The sharing of passwords is prohibited. Operators are to log off completely upon the completion of their tour of duty.

C. Surveillance camera operators shall not target/observe individuals solely because of their race, gender, sexual orientation, disability or other classifications protected by law.

D. Surveillance camera operators shall record within the Fusion Division log, located on the shared Fusion Division N: drive, all automatic ShotSpotter (SST) Hits – PTZ Orientation and ALPR Hits (stolen / wanted vehicles) calls in which potential video evidence or surveillance exists.

E. Surveillance camera operators shall conduct a daily check of all camera feeds at the beginning of their tour of duty. Surveillance camera operators shall notify Fusion Division supervision of any camera feeds which are non-operational and/or have reported operational problems. The pole camera operators shall make email notification to the vendor (with supervisory approval), CelPlan at wi4netsupport@celplan.com, document in the Fusion Division SharePoint Pole Camera log, and follow-up with the vendor regarding resolution and a tentative date of problem resolution.

F. Surveillance camera operators shall disseminate known still images captured from relevant video surveillance to authorized law enforcement personnel as necessary for real time, actionable intelligence at a crime scene investigation. This must be documented in the Fusion Division log located on the shared Fusion Division N: drive to include receiver and sender of still images.

G. Surveillance camera operators, when providing real time information and/or actionable intelligence for a crime scene, shall keep their supervisor apprised of all

circumstances regarding the incident.

ALFONSO MORALES
CHIEF OF POLICE

AM:mfk

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