

**METROPOLITAN POLICE DEPARTMENT – CITY OF ST. LOUIS
OFFICE OF THE POLICE COMMISSIONER
SPECIAL ORDER**

Date Issued: March 11, 2021 **Order No.:** Section II of SO 5-31

Effective Date: March 11, 2021 **Expiration:** Indefinite

Reference: 43.1.4, 43.1.5

CALEA Standards:

Cancelled Publications: Section VI of SO 5-31, issued May 8, 2015
Section VII of SO 5-31, issued November 10, 2016

Subject: VIDEO SURVEILLANCE

To: ALL BUREAUS, DISTRICTS AND DIVISIONS

PURPOSE: To establish policy for camera systems used to observe and record public areas for the purposes of public safety and crime deterrence.

A. DEFINITIONS

1. Authorized User – A Department employee who has been authorized to view and use the City Video System / Video Surveillance System.
2. Data Storage System – A computer or electronic device dedicated to the purpose of storing data.
3. External Video Feed – Any video link received by the Police Division on a live basis from outside agencies or organizations.
4. Outside Governmental Agency Video System – A video, electronic, digital, or wireless camera system controlled and operated by a governmental entity or agency other than the City of St. Louis.
5. Private Area – Areas such as building interiors, home interiors, car interiors, or any place where a reasonable person might expect privacy. Any area not considered to be public.
6. Public Area – An area open for public use where the expectation of privacy is not violated by what could normally be openly observed.
7. Recorded Images – Video images that are stored on a Data Storage System.
8. Third Party Video System – A video, electronic, digital, or wireless camera system controlled and operated by a third-party non-government entity.
9. Video Surveillance Camera – A camera device that is capable of capturing images (not audio), viewable by the naked eye and transferring such images to a data storage system. Image capture may use any technological format.

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10. *Video Surveillance System (or Network)* – Includes all components of the system including but not limited to video cameras, radios, antennas, fiber optic lines, command center hardware and software, and remote access hardware and software.

B. GENERAL INFORMATION (43.1.5.a)

1. The Department has deployed and/or incorporated federated Video Surveillance Cameras throughout the City of St. Louis that feed into the Real-Time Crime Center (RTCC). This network of cameras is highly secured and protected against unauthorized access.
2. The Department oversees and coordinates the use and installation of video surveillance cameras in the City of St. Louis. The Police Commissioner or designee authorizes all video surveillance camera monitoring.
3. Any audio or video recording activities will be conducted in full compliance with the law. All authorized users will monitor the RTCC Video Surveillance System in a professional, ethical, and legal manner. Authorized Users will not use the RTCC Video Surveillance System to view private areas or use it in a manner that would violate a person's reasonable expectation of privacy, including viewing through windows of any public or private building.
4. Information obtained through video surveillance will be used exclusively for safety, security, and law enforcement purposes. Recorded images will be stored in a secure location with access by authorized staff only. **(43.1.5.c)**
5. Department employees will not monitor behavior based solely on characteristics of race, gender, ethnicity, skin color, national origin, pregnancy, citizenship, immigration status, sexual orientation, disability, or other protected class.
6. Authorized users will not pan, tilt, or zoom a camera to focus on an individual or use facial recognition software unless there is a reasonable suspicion of criminal activity.

C. ACCESS TO DEPARTMENT/CITY VIDEO SURVEILLANCE CAMERAS (43.1.4)

1. Each authorized user will log into the RTCC Video Surveillance System with their own credentials. Any unauthorized alterations to logon records will be a violation of this Special Order.
2. Authorized users will not allow any unauthorized persons to access the RTCC Video Surveillance System.

D. PLACEMENT OF VIDEO SURVEILLANCE CAMERAS (43.1.4)

1. Fixed or stationary video surveillance cameras will only be placed in public areas and in locations selected by the Department based on crime trends.
2. Mobile video surveillance cameras may be used in criminal investigations.
3. Mobile video surveillance cameras will only be used in non-criminal investigations where there is significant risk to public safety or and property (e.g., events such as Fair St. Louis, St. Patrick's Day events, etc.) and authorized by the Police Commissioner or designee.

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E. ACCESS AND FEDERATION OF PUBLIC/PRIVATE VIDEO SURVEILLANCE CAMERAS (43.1.4)

1. The Department is authorized to enter into agreements with public and private entities to access and federate their Video Surveillance Cameras into the RTCC system.
2. Live public/private video feeds from cooperating entities may be monitored by Department employees but are not recorded by the Department.
3. If the Department enters into an agreement regarding access to a Third Party Video System or an Outside Governmental Agency Video System with terms that are more restrictive than this Special Order, employees will adhere to the more restrictive terms unless otherwise required by law.

F. RETENTION AND STORAGE OF RECORDED VIDEO

1. Video recordings or other media will be stored and transported in a manner that preserves security and is in accordance with procedures outlined in SO 9-08, "Records Procedures." Current and archived recordings or media shall be kept locked and secured.
2. Recorded images that do not document specific incidents shall be kept confidential and destroyed on a regular basis. Such images will be retained for a minimum of thirty (30) days unless disclosure is otherwise required by the Sunshine Law, court order, or release is otherwise required by law. Retention of any recording beyond that time limit must receive written approval by the Police Commissioner.
3. Requests for retention of recordings for investigative purposes must be directed to the Real Time Crime Center-and include the purpose, nature of the recording, and length of time for the retention.
 - a. A physical copy of the recording will be made upon a written request for a law enforcement purpose.
 - b. Recordings that have been designated as evidence, needed for investigative purposes, or needed for civil litigation purposes will be exported to a physical data storage device (for example a DVD, CD, USB flash drive, VHS tape, etc.) and will be submitted to the proper repository and handled in accordance with existing evidence handling procedures.
4. No recorded image shall be altered in any manner.

G. TRAINING

1. Police Division staff involved in the City Video System / Video Surveillance System video monitoring will be appropriately trained and supervised in the responsible use of this technology. No staff other than those approved by the Intelligence Division Commander and trained in the use of the video surveillance system will operate the system at any time.
2. Police Division staff using the video surveillance system shall be trained in the technical, legal, and ethical parameters of appropriate use.

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3. Documentation regarding training specific to the video surveillance system and equipment will be maintained by the Supervisor of the RTCC.

H. DISCIPLINE

Anyone who engages in the unauthorized use or misuse of video surveillance camera systems may be subject to criminal prosecution and/or administrative sanctions, including termination.

I. SUSPENSION OF POLICY

Limitations identified in this Special Order may be suspended by the Police Commissioner or by the Director of Operations for the City of St. Louis when use of the RTCC Video Surveillance System is required to address an imminent threat to public safety, for purposes of national security, when compelled by court order, or when otherwise authorized by law. For any such suspension, the Police Commissioner or Director of Operations will make a written record of the date, time, length, and purpose of the suspension.

J. CITY OF ST. LOUIS VIDEO SYSTEM POLICIES

All employees also will comply with the City of St. Louis Policy on the City Video System.

JWH/ash
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