



<b>SUBJECT</b> City Use of Public Cameras		<b>APPLIES TO</b> City Employees	
<b>EFFECTIVE DATE</b>	<b>REVISED DATE</b>	<b>NEXT REVIEW DATE</b>	
<b>APPROVED BY</b>		<b>TOTAL PAGES</b> 5	<b>POLICY NUMBER</b>

**###.1 PURPOSE AND SCOPE**

This policy provides general guidelines for the use and placement of camera systems utilized by City departments in public spaces, including public safety camera systems, Unoccupied Aerial Systems, and the storage and release of the captured video/images.

This policy applies to overt stationary camera systems, Automated License Plate Readers, and Unoccupied Aerial Systems operated by the City of Lawrence. This policy does not apply to equipment and process monitoring systems in areas not accessible to the public. Nothing in this policy applies to the lawful use of covert cameras utilized to further undercover investigations or surveillance for an active investigation under other specific department policies.

**###.2 POLICY**

It is the policy of the City of Lawrence that the installation and utilization of camera systems within public spaces is for the purpose of enhanced public safety, traffic equipment management, facilities security, and parking control. These systems utilize video cameras, which are capable of transmitting video recordings to a secure server maintained by various Departments within the City. Camera systems may be placed in strategic locations in order to monitor traffic conditions and equipment, parking related issues, detect and deter crime, to help safeguard against potential threats to the public, and to help manage emergency response situations during natural and man-made disasters. Systems may also be utilized to assist in assessment of traffic and pedestrian resource needs such as producing traffic counts to efficiently allocate pedestrian or vehicle facilities, as well as the assessment and monitoring of construction activity.

In an effort to not invade a person’s reasonable expectation of privacy, cameras will generally be focused on public areas and the images shall be used or disseminated in accordance with the law and this policy. Video systems in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

**###.3 DEFINITIONS**

**ALPR (Automated License Plate Readers):** Camera systems capable of reading



license plate information and transmitting such information to a secure server.

**Exigent Circumstances:** Circumstances that require immediate action to prevent physical harm to a person, destruction of relevant evidence of a serious crime, or the escape of a suspect, including but not limited to active shooter, barricaded subject, hostage situation, violent crime in progress.

**Overt Camera:** A camera that is noticeable and in which no attempt has been made to conceal its location.

**Public Safety Camera System:** A camera network administered by or for law enforcement to record or monitor activities in a public place to enhance public safety. This does not include systems utilized to monitor traffic safety equipment.

**Public Space:** A place that is generally open and accessible to people (e.g., streets, sidewalks, parking lots, bike lanes, etc).

**Recording:** Capturing images on a computer disk or drive, Internet storage site, optical media, or flash media.

**Retrieval:** Copying images from the server storage device to some other media (optical media, etc.)

**Retention:** The length of time that recordings/images are maintained and the specific deadline that must be met before any recording/image may or shall be destroyed.

**Unoccupied Aerial System (UAS):** An unoccupied aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

#### **###.4 OPERATIONAL GUIDELINES**

The City Manager or the authorized designee shall approve all camera equipment before it is utilized as well as the proposed locations for the installation of such equipment.

Public Safety Cameras will not be actively monitored by any City staff as a matter of daily operations, except for specific projects or large-scale events (e.g., Intersection equipment maintenance, traffic hazards, NCAA Final Four events, St. Patrick’s Day Parade) or unless exigent circumstances exist. However, if a crime incident is reported to a member of the Police Department, the video system should be reviewed to determine if any potential evidence or relevant activity may have been captured.

Unauthorized recording, monitoring, viewing, reproduction, dissemination or retention is prohibited. See applicable policies in reference to records dissemination.

#### **###.5 PUBLIC SAFETY CAMERA SYSTEMS**

##### **###.5.1 PLACEMENT AND MONITORING**

Camera placement will be guided by the underlying purposes of enhancing public safety. Environmental factors, including lighting, location of buildings, presence of vegetation or



other obstructions should also be evaluated when determining placement.

Cameras shall only record video images and not sound. The public safety video system may be useful for the following purposes:

- a. To prevent, deter, and identify criminal activity.
- b. To respond to critical incidents, whether natural or manmade.
- c. To monitor pedestrian and vehicle traffic activity for large scale events.
- d. To assist in identifying, apprehending, and prosecuting offenders.
- e. To assist in the location of a person subject to a Silver Alert or Amber Alert.

### **###5.2 PUBLIC SAFETY CAMERA SYSTEM MARKINGS**

All public areas monitored by public safety camera equipment shall be marked in a conspicuous manner with appropriate signage to inform the public of their presence. Signs should be in well-lit areas, placed appropriately, and without obstruction to ensure visibility.

### **###6 UNOCCUPIED AERIAL SYSTEMS**

It is the policy of the City of Lawrence that an Unoccupied Aerial System (UAS) may be utilized to assist in and enhance City projects, programs, and departments when the use of such a device would create a better work product, better efficiencies, and/or a safer environment for citizens or staff while working on City business. City departments operating a UAS shall have additional policies controlling the use of such devices.

#### **###6.1 UAS OPERATIONAL GUIDELINES**

Only City-approved UAS shall be utilized. All remote pilots shall be properly trained and certificated by the FAA prior to operating a UAS, as required by the FAA. Any use of a UAS will be in strict accordance with applicable City policies, Department policies, constitutional privacy rights, and Federal Aviation Administration (FAA) regulations. UAS usage by the City will be conducted in a safe, legal and ethical manner with an emphasis on recognizing and protecting citizen safety and constitutional standards of privacy, and each department utilizing a UAS shall create procedures to ensure the use of a UAS is done in a manner consistent with this policy. Police Department UAS operations shall be utilized to respond to incidents in a reactive manner with the exception of training operations and specific large scale special events (e.g., NCAA Elite Eight, NCAA Final Four, St. Patrick's Day Parade).

### **###7 AUTOMATED LICENSE PLATE READER SYSTEMS (ALPR)**

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used convert data associated with vehicle license plates for efficient parking control and official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons.



It may also be used for other information gathering purposes related to specific active warrants that present a public safety threat, suspect interdiction and stolen property recovery.

### **###7.1 ALPR OPERATIONAL GUIDELINES**

Use of an ALPR is restricted to the intended purposes of specific department. Individual department policy shall further direct the proper use of any City-operated ALPR equipment.

### **###8 VIDEO SUPERVISION**

Supervisors should monitor the access and usage of the City operated video systems to ensure members follow City policy, department policy, and applicable laws. Supervisors shall ensure such use and access is appropriately documented.

#### **###8.1 VIDEO LOG**

A log should be maintained at any location where City operated video system recordings are or may be monitored. The log may be electronic or in written form. The log should, at a minimum, record the:

- a. Date and time of access.
- b. Name of the person accessing the system.
- c. Name of any person from outside the department who viewed the images or was otherwise provided a copy, if any.

### **###9 PROHIBITED USES**

Any City of Lawrence camera systems will not intentionally be used to invade the privacy of individuals or unlawfully observe areas where a reasonable expectation of privacy exists, unless otherwise authorized by a court or law.

City of Lawrence camera systems shall not be used in an unequal or discriminatory manner and shall not target protected individual characteristics including, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.

City of Lawrence camera systems shall not be used to harass, intimidate, or discriminate against any individual or group.

City of Lawrence camera systems or UAS shall not be used solely to conduct surveillance on persons legally exercising First Amendment rights.

### **###10 STORAGE AND RETENTION OF MEDIA**

All recorded media shall be stored in a secure server with access restricted to authorized persons. Unless limited by technological constraints, the recordings from the public safety video system are maintained within the server for a maximum period of 21 days, and will be deleted unless the images are retained as part of an articulated and legitimate City business purpose. Any further retention of such media shall follow the retention schedule



as provided for in policy for the involved City department.

### **###.10.1 RETRIEVAL OF RECORDED INFORMATION**

The authority to access, search, and retrieve recorded information from camera systems utilized by City Departments is restricted to trained and authorized personnel as designated by the City Manager or the City Manager's designee.

### **###.10.2 RELEASE OF VIDEO IMAGES**

Request for recorded video images from the public or the media shall be processed in the same manner as requests for other City of Lawrence public records. Requests will be handled by the affected Department and follow established public record request policies.

Requests for video images will be reviewed and disseminated, where appropriate, in accordance with applicable state law. (K.S.A. 45-215 *et. seq.*) Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

### **###.11 TRAINING**

All City of Lawrence employees authorized to operate or access the City-operated camera systems shall receive appropriate training. Training should include guidance on the use of the specific system, and a review regarding relevant department policies and procedures, including this policy. Training should also address applicable state and federal law related to the use of video camera equipment and privacy as well as current considerations related to individual's personal privacy.

All City of Lawrence employees operating a UAS shall be certified by the Federal Aviation Administration and remain current on licensing through that agency if operating a UAS system. Additionally, all UAS pilots shall complete the appropriate training identified by the department operating that system.