



Video Surveillance System Usage Policy & Procedures

I. Purpose of System

The purpose of the Bear Mountain Recreation and Parks District (“BMRPD”) video surveillance system is to help make the BMRPD safer for visitors, residents, and employees by providing surveillance of key public space areas in an attempt to reduce crime and criminal activity. The primary purpose of the system is to allow the after-the-fact investigation of crimes committed within the public space or when the perpetrator has fled into the public space.

This document outlines the general policies and procedures for usage of the system.

II. Change of Usage Policy Terms

The BMRPD Board of Directors reserves the right to modify or change these policies at any time.

III. Basic System Information

- a. Cameras are currently installed around the public spaces (sidewalks, parks, buildings) within the BMRPD District boundaries. These cameras overlook the public spaces. In the future, additional cameras may be added to other public spaces in the district.
- b. The following signage (or signage similar in nature) may be posted in or near areas that are under surveillance (with property owner approval) to inform the public that they may be recorded.

"THIS AREA MAY BE SUBJECT TO VIDEO RECORDING"

- c. Cameras are not used to specifically protect private properties within the BMRPD District and are not located around areas where the public might have a reasonable expectation of privacy (e.g. public restrooms). The District will not use covert cameras or “dummy” or fake cameras. The District also does not record any sounds or voices.
- d. The system is not actively or continuously monitored. However, the District Manager may monitor the live feed from time to time and has the ability to control some of the cameras. The District operates between the hours of 9:00 a.m. – 5:00 p.m. Monday - Friday. The District is responsible for checking all cameras daily for functionality and for handling all video requests received.

- e. The general public (visitors) and BMRPD Board members and employees should be aware that a no person is watching the cameras most of the time and they should not have an expectation that they are under continuous surveillance when they are within the range of a camera. For example, if a visitor to the David Head Center has a crime committed against them, they should not expect someone necessarily to come to their rescue because they are in front of a camera and they should call 911 (emergency) or the Kern County Sheriff's Department immediately.
- f. The general public, BMRPD employees, and visitors should also be aware that the video surveillance system has cameras that only cover a fraction of the public space within the District boundaries and even when camera coverage exists, it may not provide the level of detail necessary to identify suspicious activity or identify criminals.
- g. The system is managed by BMRPD and its contractors, from time to time as necessary.

IV. General Principles and Policies

- a. The purpose of video surveillance and monitoring under this policy is to deter crime, assist in protecting the safety and property of persons and businesses within the district, and apprehending persons who have committed criminal activities. The use of the video surveillance and monitoring technologies for other purposes inconsistent with those identified in this policy are prohibited.
- b. Video surveillance and monitoring for the purposes identified in this policy will be conducted in a professional, ethical, and legal manner.
- c. Video surveillance and monitoring for the purposes identified in this policy will be conducted in a manner that does not violate reasonable expectation of privacy as defined by law.
- d. To maintain an informed public community and to further this policy's goals of reducing crime and criminal activity in the district, video footage may be released from time to time, including to appropriate public safety agencies, at the discretion of the District to ensure that this policy's goals are continuously being met.
- e. System Users will operate the system in a manner that relies on suspicious behavior or reports of specific incidents or threats, and not individual characteristics, including race, gender, ethnicity, sexual orientation, or disability.
- f. System Users will not seek out or continuously view private offices, private spaces, or places of public accommodation not otherwise visible without technological assistance.

- g. System Users will not seek out or continuously view people being intimate in public areas.
- h. All recorded and archived video images, clips, or footage, including those referenced under Sections V.D. and VI.G, are subject to all the same policies set forth under this Section IV.

V. Process for Requests for Video Surveillance, Video Footage Review, and Copies of Records. All video surveillance cameras are being recorded continuously by a digital video recording system. Recorded video is used exclusively for the investigation of security and safety-related incidents and not for other purposes. The District and its designees, if any, are responsible for the management of the video surveillance system and have exclusive control of the release of the video recordings produced by this system.

- a. Recorded video will be made directly available to the general public only to the extent required by law. The District will also comply with all laws, regulations and ordinances related to District records. In the event of crime or security incident in the area where video surveillance coverage may be available, individuals should report the crime to the Kern County Sheriff’s Department (“KCSO”). The KCSO can then request the appropriate video from the BMRPD main office. If relevant video is available, a video clip of the incident may be produced and made available to the KCSO (or other law enforcement agency) in accordance with the policies set forth herein. All requests for video recordings by law enforcement agencies shall be coordinated by the District Manager and the correct form submitted to the District’s main office C/O District Manager, located at 10300 San Diego Street, Lamont, CA 93241 (as outlined below). The District and its designees will cooperate fully with all court orders or subpoenas for video recordings. The District is not a crime investigator and may not provide video or conduct searches for general non-specific inquiries. Video recordings will be provided in response to requests reasonably describing the desired recordings in accordance with the process provided under Section VI.
- b. All requests for real-time video surveillance, review of recorded video footage, and/or copies of recorded video footage will generally be evaluated in accordance with the following policies:

	Public Records Act Request	Request by Law Enforcement Agencies
Request to Observe Real Time Video Surveillance	Restricted and not subject to requirements set forth by the California Public Records Act.	Will be evaluated on a case-by case basis.
Request to View Stored Recorded Video Footage and/or for Copies of Recorded Video Footage	Will be evaluated subject to requirements set forth by the California Public Records Act.	Will be evaluated subject to requirements set forth by the California Public Records Act.

- c. Like other requests by the public, media requests for video records will be evaluated on a case-by-case basis and subject to the requirements of the Public Records Act. The requester will generally receive a response within 10 calendar days. The BMRPD may withhold the requested video records if the public's interest in disclosure is outweighed by the public's interest in non-disclosure, including certain instances when releasing the video records would compromise a police investigation.
 - d. Recorded video is generally stored for a period of 30 days. On the 31st day, recorded video footage is generally deleted, erased, or destroyed unless a copy has been made in accordance with a request related to a security or safety incident. Any video associated with a specific security incident or event is generally converted into a permanent video clip and stored for one year. Video clips that could become evidence in a civil or criminal proceeding may be retained until the conclusion of legal proceedings.
- VI. Process for Requests for Video Surveillance, Video Footage Review, and Copies of Records**
- a. This BMRPD policy does not guarantee provision of records upon request.
 - b. All internal and external requests for footage review and copies of records are to be documented using the BMRPD Request for Video Retrieval Form, attached as Exhibit B. The form is also to be used to document progress of the video retrieval process and is designed to help measure and improve system performance and operating procedures.
 - c. The form should be submitted to the BMRPD Main Office, C/O District Manager, located at 10300 San Diego St., Lamont, CA 93241 during normal business hours, from 9:00 a.m. – 5:00 p.m. Monday-Friday. The BMRPD or its designees will typically provide the video or respond to the request within 10 calendar days.
 - d. BMRPD staff or its designees will provide assistance to persons making Public Records Act requests as required by law, and may fill in and submit the form if the person does not wish to do so. Although preferable, the form need not be fully completed in order to initiate the request. BMRPD shall respond to all requests for footage review and copies of records in the timeframes required by applicable laws and regulations.
 - e. All video footage review is to be carried out by and/or under direct supervision of authorized System User(s).
 - f. All copies of video records are to be made by authorized System User(s) only.
 - g. Copies of all video records and images are to be made on BMRPD premises only. Copies of all video records and images provided are to be retained by BMRPD (or its designees) on premises for period of 180 days. BMRPD (or its designees) may retain a copy of any video record or image provided to a third party beyond 180 days or until all legal proceedings are concluded.
 - h. Copies of all request forms may be retained by BMRPD or their designees.
 - i. The BMRPD reserves the right to assess fees for requests for recorded video footage, including personnel costs for conducting a search for recorded video footage and/or images, and the actual costs of CDs, DVDs, or other media devices.

VII. Procedures and Processes

a. System Users

- i. System Users are defined as those individuals and groups of individuals who have been authorized to have direct or remote access to live and/or archived video footage captured by BMRPD cameras. Attached as Exhibit A is a User Rights Groups chart, identifying the main user groups and each group's access rights within the system.
- ii. All System Users are to have their own unique login name and password. All credentials are to be kept securely on file by BMRPD or its designees.

b. System Administrators

System Administrators possess full administrative rights in the system permitting performance of any system function including all authorized System User functions. System Administrators have access to system settings and are able to add, modify, and delete System Users. System Administrator passwords are to be kept separately from the System Users credentials.

c. Individuals Authorized to Request Technical Support

All individuals who are authorized to request technical support assistance (all System Users) must attend user training and follow standard service request protocol per terms of support.

d. Real Time Video Viewing and Monitoring

- i. All System Users are to use their own personal username/password when accessing video surveillance system and it is their responsibility to protect their username/password and not to share it with other individuals.
- ii. BMRPD System Users are to login at the beginning of their monitoring session and log out at the end of the session.

EXHIBIT A

Group	Group Rights	User Description
Group A	Live Video Access Archive Video Access Remote Access to Live Video Video and Still Export of Recorded Footage Camera setup, naming and image control	BMRPD District Manager
Group B	Live Video Access Archive Video Access On-Site Only	BMRPD Board Members; Authorized Employees approved by District Manager or Board of Directors

EXHIBIT B

BEAR MOUNTAIN RECREATION AND PARKS DISTRICT Request for Video Retrieval Form

REQUESTOR PROVIDED INFORMATION	
Requestor Name	
Company/Organization	
Daytime Phone Number	
Date and Time of Video Requested	
Location and/or Cameras Requested	
CASE/FILE # (if applicable)	
Purpose of Request or General Activity Description	
Requestor signature verifying information provided above is correct	
BMRPD STAFF USE ONLY	
Camera(s) Exported (Use #'s)	
Export Start Date/Time ACTUAL	
Export End Date/Time ACTUAL	
Name of Authorized System User	
Video export procedure successful (Y/N)	
Time expended on this search./export	
Copy of video footage archived	
Date and time submitted	
Date and time BMRPD processed	
Date and time BMRPD completed	
Date and time retrieved/picked up	