

<b>FRAMINGHAM POLICE DEPARTMENT</b>		Next Review Date: 05/01/2021
<b>Subject: Police Facility Video Recording, Monitoring &amp; Reproduction</b>		Effective Date: 05/01/2020
<b>Category: 700 - Records</b>		Expiration Date: Indefinite
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED:		<b>POLICY</b> <b>700-3</b>
Distribution: Police Department	<b>Issuing Authority</b> <i>Steven D. Trask</i> <b>Steven D. Trask</b> <b>Chief of Police</b>	

**I. GENERAL CONSIDERATIONS AND GUIDELINES**

The purpose of this policy is to provide guidelines regarding the use of security cameras to include CCTV and networked cameras in and around the building and property of the Framingham Police Department. A security camera for the purpose of this policy is defined as cameras used to enhance building security, safety and the quality of life on the grounds of the Framingham Police Department with state of the art technology.

This policy applies to all Framingham Police department personnel in the use of CCTV and web camera surveillance, monitoring and recording. The existence of the policy does not imply or guarantee that a camera will be monitored in real time 24 hours a day, seven days a week.

## II. POLICY

The Framingham Police Department maintains several closed circuit video cameras throughout the police station to include the Booking and Holding Facility, Detention Cells, the Building's Perimeter, Hallways, Sally port and Interview Rooms. There are also cameras which monitor the exterior of the building.

The images from the following cameras are captured and stored on digital video recorders (DVR) located in the Technology Services Data Center at City Hall:

1. evidence area and evidence office,
2. second and third floor hallways,
3. basement hallways,
4. stairwell to evidence,
5. rear parking lot,
6. Emergency Operations Center (EOC)
7. Generator,
8. Gas pumps,
9. Server room,
10. Front entrance,
11. Lobby area, and
12. Side door entrance area.

Unless otherwise specified in this policy, recordings will be stored for approximately ninety (90) days. After which the DVR automatically overwrites the latest images over the oldest, depending on disk space. The City or Framingham cannot be held responsible for equipment malfunction, however will make its best effort to maintain these video systems.

The training room is equipped with a video recorder which will be used to video record certain trainings. Training videos will be maintained by the training coordinator.

The first-floor interview room and third floor interview rooms within the Detective Bureau are equipped to record on Digital Video Recorders (DVRs) located on

their respective floors. These DVR's automatically overwrite themselves as disk space is needed.

Cameras located in the holding facility and cell block are monitored by communications personnel. Images captured by these cameras are not recorded.

### **III. PROCEDURE**

#### **A. System Operation & Monitoring**

The Chief of Police has designated the Deputy Chief of Administration to be trained in the use of the security camera system and have the assignment of conducting video observation of the monitored areas inside and outside the police department. The Professional Standards Commander will be assigned as the secondary security camera monitoring officer for the department and will assist with monitoring, auditing and documenting of such reviews at the Deputy Chief of Administrations discretion.

#### **B. Quality Assurance**

The Manager of Network Services as well as the Deputy Chief of Administration will conduct periodic reviews of the cameras, network and hardware associated with the security camera system. Access to the DVRs is secure and password protected.

#### **C. Documented Reviews and Audits**

The Deputy Chief of Administration and the Professional Standards Commander will conduct audits of real time video from live camera feeds as well as past activity to ensure compliance with department rules, regulations and policy with special attention to the evidence related areas. A schedule to review the video both past and real time will be established by the Deputy Chief of Administration. Audit reports will be conducted and kept on file by Deputy Chief of Administration.

#### **D. Record Requests**

Images which are stored on the DVRs are considered public records and subject to production in response to legitimate requests. Such requests should be made through the City's Public Record Request Portal. Some

POLICE FACILITY VIDEO RECORDING, MONITORING & REPRODUCTION

recordings may be exempt from disclosure pursuant to recognized public records exemptions.