

**RESOLUTION 2018-05**

**A RESOLUTION ADOPTING AN OPERATIONS POLICY FOR THE  
PUBLIC SAFETY SECURITY SYSTEM**

WHEREAS, in the interest of creating a safe and secure environment for those who live in, work in, or visit the City of Belle Meade, the Board of Commissioners appropriated funds for the purchase and installation of a Public Safety Security System in and around the City; and

WHEREAS, the Belle Meade Police Department developed a Policy to operate a Public Safety Security System which establishes restrictions in the use of the video cameras and license plate readers in order to protect the rights of the general public while enabling the Department to gather and access information as needed to fulfill its mission; and

WHEREAS, the Board of Commissioners of the City of Belle Meade has determined that the following Policy is in the best interest of the municipality and its citizens;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the City of Belle Meade as follows:

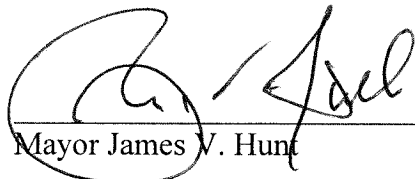
SECTION 1. The attached Operations Policy for the Public Safety Security System is hereby adopted.

SECTION 2. This Policy shall be distributed to staff members of the City of Belle Meade Police Department and any other employees as designated by the Chief of Police.

SECTION 3. This Resolution will take effect immediately upon its passage.

Date of Adoption:

September 19, 2018

  
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Mayor James V. Hunt

  
\_\_\_\_\_  
City Recorder Charlotte Hunter

to public review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law. Files will be transferred from field sites to a server maintained by the Belle Meade Police Department or its designated cloud Provider. This data from ALPR cameras will be stored up to 90 days as provided by Tennessee State Law, and thereafter may be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a lawful action to produce records. If determined to be evidence, the applicable data should either downloaded from the server onto portable media and booked into evidence or marked so that it will not be automatically purged.

### **C. Video Camera Operations**

Images from each camera will be recorded on a 24-hour basis every day of the week. These images will be able to be accessed in the Criminal Investigations Division Office, the Shift Commanders' Office, and the Communications Center. When activity warranting further investigation is reported or detected at any camera location, the dispatcher may selectively view the appropriate camera and relay any available information to responding units.

The Chief of Police may authorize video feeds from the public safety camera System to be set up at a location other than the above listed for monitoring by other than police personnel when the provision of such access is in furtherance of this policy. The cameras only record images and do not record sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high value or high threat areas.

In addition, the Public Safety Security System may be useful for the following purposes:

1. To assist in identifying, apprehending and prosecuting offenders.
2. To assist in gathering evidence for criminal and civil court actions.
3. To help emergency services personnel maintain public order.
4. To monitor pedestrian and vehicle traffic activity.
5. To help improve the general environment on the public streets
6. To assist in providing effective public services.

### **D. Video Collection and Retention**

All images gathered by video cameras are for the official use of the Belle Meade Police Department. Because such data may contain confidential TIES/NCIC information, it is not open to public review. Video information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law. Files will be transferred from field sites to a server maintained by the Belle Meade Police Department or its designated Cloud Provider. This data will be stored up to the capacity of each camera, but no longer than 90 days as provided by Tennessee State Law. Thereafter it may be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a

## **G. Camera Markings**

Except in the case of covert operations or confidential investigations, all public areas that are monitored by public safety cameras shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs shall be well lit to ensure visibility. All locations will also be designated with a blue light on the unit itself.

## **H. Review and Release of System Data**

The review or the release of System data shall be done only with the authorization of the Chief of Police or his/her designee and only with a properly completed written request. Data needed for a criminal investigation or other official reason shall be collected and logged in accordance with current departmental evidence procedures. Member of Law Enforcement agencies will submit a law enforcement records request. All members of the public will request data by completing a Public Records Request as required by current Tennessee Public Records Act law.

## **I. Public and Outside Agency Requests**

Requests for System data by the submission of a court order or subpoena shall be promptly submitted to the System Manager, who will promptly research the request and submit the results of such search to the Chief of Police for further handling. Every reasonable effort should be made to preserve the data requested until the request has been fully processed by the Chief of Police. Data captured by the PSSS that is requested by the public or media will be made available only to the extent required by law. Except as required by a valid court order or other lawful process, data requested under the Public Records Act will generally not be disclosed to the public when such data is evidence in an ongoing criminal investigation in which a disposition has not been reached.

Outside law enforcement agencies may request access to System data through the System Manager or the Criminal Investigations Division.

## **J. Annual Review of the Public Safety Security System**

The Chief of Police or his/her designee will conduct an annual review of the Public Safety Security System. The annual review will include an inventory of monitoring installations, date of installation, summary of the purpose, adherence to this policy and any proposed policy changes. The results of each review will be documented and maintained by the Chief of Police or his/her designee. Any concerns or deviations from this policy will be addressed promptly and effectively.

### **REVIEW PROCESS:**

The Chief of Police shall conduct an annual review of this General Order and shall make necessary revisions.

### **CANCELLATION:**

This General Order shall remain in force until revoked or revised by competent authority.