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"INTEGRITY...FAIRNESS...SERVICE"

SPECIAL ORDER # 2019-02

DATE: June 18, 2019

TO: All Police Department Personnel. To be Announced at Roll Call and a Copy Posted on the Department's Intranet Site.

RE: Baltimore County Red Light and Speed Camera Video Access.

EFFECTIVE: Immediately.

BACKGROUND: Verra Mobility Corporation, the vendor that provides our Department's red light and speed cameras, has provided the Department with access to video from their camera systems. The cameras all record constant fixed footage for a 30 day loop. The Operations Support Section will be providing a limited number of members within the Criminal Investigations Bureau and precinct investigative services teams access to obtain footage for investigatory purposes. This access will provide current live footage, as well as recorded video from the last 30 days.

There are 87 locations throughout Baltimore County where cameras may be placed. Ten of these locations are for fixed red light cameras. The remaining 77 locations are used for 36 speed cameras that are rotated amongst the locations. All video being recorded is from a fixed field of view with ambient lighting available at the time. Members wishing to view video from a red light or speed camera will contact a Department member who has been given access to the camera systems. Downloaded videos will be provided to requesting members via a disc, in a format that is viewable on any computer without the need for special software. It is important for members to request a specific date and time range when requesting videos. Each request can only be for up to 30 minutes at a time, and a 30 minute time period will be broken into three 10 minute videos. For example, if a member requests video from a camera for a two hour block of time, four requests for video will need to be made resulting in 12 videos, each of which will be 10 minutes long. Requests for video can take up to 24 hours to retrieve, depending on whether or not a camera was moved from a particular location. If a camera has been moved, the vendor must be requested to locate and provide the requested video.

It should be noted that speed and red light camera locations will be determined solely on speed data and traffic enforcement need and will not be moved to accommodate criminal investigations.

PURPOSE: To establish procedures for members to request video from red light and/or speed cameras within Baltimore County.

RELATIONSHIP TO DEPARTMENTAL VALUES: This project supports the value of **SERVICE** by ensuring the Department is providing access to all available resources for members' use while conducting investigations.

SPECIAL ORDER #2019-02 (Continuation)

POLICY: Access and use of these systems is only authorized for valid work-related purposes. Only members with valid login credentials will sign in and obtain footage downloaded from the speed and/or red light cameras. Members conducting investigations may request video footage from members who have been provided access to the systems.

PROCEDURES:

MEMBERS

- Will not copy, reproduce, share, post, download, or disseminate in any manner videos from the red light and speed camera systems, unless for an official law enforcement purpose.
- Will only copy, reproduce, share, post, download, or disseminate in any manner videos from the red light and speed camera systems, absent an official law enforcement purpose when authorized by the Chief of Police.
- Will access the spreadsheet located on the S: Drive (i.e., police/shared/automated enforcement) to determine if video footage is available for their investigation.
- Determine if speed camera video is available by:
 1. Finding the location number(s) (i.e., *Location #*) relevant to the investigation on the *Location List* tab of the spreadsheet.
 2. Checking the location number(s) cross-referenced with the date on the *Location-Date Search* tab of the spreadsheet to determine which camera number was present, if any.
NOTE: If video footage is available for the date in question, a camera number will be listed. If no video footage is available, no numbers will appear in the column for the camera location.
 3. Checking the *Current Locations* tab of the spreadsheet to see if the camera is still in the same location.
NOTE: If the camera is not currently in the same location as it was for the needed video footage, the request criteria listed below must be applied.
- Determine if red light camera video is available by reviewing the *Red Light Cameras* tab of the spreadsheet.
NOTE: Red light cameras are in fixed locations and video footage is available for the last 30 days.
- Identify a member who has been given access to the speed and red light camera systems by reviewing the *Users* tab of the spreadsheet.
- May request footage from within the last 30 days, or live footage, for any investigations in which the camera has not been moved.
- May request video footage from a speed camera that was subsequently moved from the location where the footage is needed, if the investigation meets one of the following criteria:
 1. Homicides.
 2. First degree assaults.
 3. Robberies.
 4. First or second degree rapes.
 5. Carjackings.
 6. Victim/witness intimidations.
 7. First or second degree burglaries.
 8. Burglaries involved in a trend.
 9. Auto thefts involved in a trend.
 10. Other cases with precinct/section commander approval.
NOTE: Members needing access to video footage that does not meet the criteria established will complete a Form 12L, Intra-Department Correspondence, to their precinct/section commander detailing the reasons why access to the video will assist their investigation (The 30-day limit on availability still applies).
- Contact a member with access to the red light and speed camera systems to request footage in no more than 30 minute intervals.
- Package all discs received from members with access to the red light and speed camera systems as evidence and submit them to the Evidence Management Unit.

SPECIAL ORDER #2019-02 (Continuation)

MEMBERS WITH ACCESS

- Review requests to determine if video footage is available.
- Complete the access log on the shared drive for each request.
- Contact the Traffic Management Unit if a request must be obtained directly from the vendor and for any errors/problems encountered with the system.
NOTE: Only Traffic Management Unit members may contact the vendor directly.
- Provide video on disc, when available, or notify the requesting member when video is not available.

TRAFFIC MANAGEMENT UNIT

- Contacts the vendor when requests are made that cannot be fulfilled by the members who have been given access, or for troubleshooting issues.

PRECINCT/SECTION COMMANDERS

- Review Forms 12L submitted by members and determine if the investigation warrants an exception to the criteria for access, when video must be obtained from the vendor (i.e., the camera has been moved from where the footage is needed).
NOTE: These types of requests require a manual retrieval of footage by the vendor and increase the vendor's workload.

IMPLEMENTATION: This Special Order will be distributed electronically to all Department members. Shift/Unit supervisors will be responsible for the referencing of this Special Order.

By order of,



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