

Brief Summary of CRC Policy Manual

Authorization of Camera Activity	Camera Situation/Activity	Police/City Power	CRC Power	Notes:
	Court Authorized/Ordered Installation, monitoring, or operation	request	no role	Situation not governed by ordinance or manual
	"Non-Disclosed" installation	request	4 votes	
	"Disclosed" - Actively Monitored installation	request	3 votes	
	"Disclosed" - Unmonitored Installation	request	majority	Public feeds not permitted around schools, medical or religious facilities, and other potentially sensitive locations
	"Disclosed" - Live Feed available to public	request	may reject by majority	
	Emergency Installation	install/monitor	approve within 30 days	Approval as per vote schedule above - 1 extension allowed for unavoidable/insufficient-quorum meeting
	Emergency Monitoring of Existing (unmonitored) Cameras	monitor	notify	For immediate threat to life and/or property, public emergencies, crowd control, on scene officer requests
	Non-emergency Increases in level of monitoring	request	approve	Temporary, non-emergency, increase approved by 2 members of CRC until CRC meets
	Renewals	request	approve	
Order to Cease Surveillance Activity	resubmit application	3 votes		

Other Camera Related Authorities	Responsibility/Authority	Police/City Role	CRC Role	
	Camera Operations/Installations	responsible	no role	Required for all "Public Notice" cameras & information on city website
	Signs/Public Notice	responsible	review	
	Training/Selection of Operators	responsible	approval of training program	
	Documentation of Camera requests	responsible	review	To limit potential abuse, unmonitored camera video is not to be viewed by any entity without just cause
	Record Keeping	responsible	review	
	Access to Video Records	as limited by authorization, except evidence of crime	review	
	Review/Investigation of Camera Activity	broad powers	broad powers	
	Personal Action in response to violation	broad powers	recommendation	
	Computer Aided Search/Monitoring - General policy & capability	request	approve	
Computer Aided Search/Monitoring - case by case implementation	implement	review	For immediate threat to life and/or property, public emergencies	

Other Notes:

Installation requests require documentation of purpose, type of installation, sensitive coverage issues, duration of installation, etc.

Camera installations/operations must be designed to prevent potential intrusion into private activities (i.e., by blocking or blurring portions of the video image)

Police are not authorized to monitor or connect to privately installed/operated cameras without evidence of a crime or approval as per schedule above

Several provisions in the policy manual are to ensure that neither the Police/City nor the CRC's intended authority is circumvented

Many sections of the policy manual were originally based upon model camera operation manuals from other cities