



AGENDA

COMMUNITY POLICE OVERSIGHT BOARD

A Regular Meeting via Teleconference

Wednesday, June 16, 2021 at 4:00 p.m.

City Council Chambers, La Mesa City Hall
8130 Allison Avenue, La Mesa, California

This meeting is being conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic.

The public may view the meeting live using the following remote options:

Teleconference Meeting Webinar

<https://zoom.us/j/94160965165>

Telephone (Audio only)

(669) 900-6833 or (253) 215-8782 | Webinar ID: 941 6096 5165

Copy and paste the webinar link into your internet browser if the webinar link does not work directly from the agenda.

Public Comments for Items not on the Agenda

Members of the public who wish to make public comments may submit their comments by email to be read aloud at the Community Police Oversight Board (“CPOB”) meeting by staff. Email comments must be submitted to Comments@cityoflamesa.us by **2:00 p.m.** the day of the CPOB meeting and be no more than 300 words. Any language beyond the 300 words shall not be read during the Board meeting. The counting of words, for the purposes of public comment submissions, shall follow the same standards as set forth in Elections Code § 9 (see Attachment A). Please note in your email subject line that this is for “PUBLIC COMMENT”. All email comments shall be subject to the same rules as would otherwise govern speaker comments at the CPOB meeting. Form correspondence of identical content signed by different individuals shall be read aloud only once during the comment period. Immediately prior to the reading of such correspondence, the name of each signatory shall be stated aloud.

Public Comments for Items on the Agenda

Members of the public who wish to make comments on items on the agenda may submit their comments by email to be read aloud at the CPOB meeting by staff. Email comments will be accepted prior to the CPOB meeting and up until the time that the Chair announces that public comment is closed for that item. Email comments must be submitted to Comments@cityoflamesa.us and be no more than 300 words. Any language beyond the 300 words shall not be read during the CPOB meeting. The counting of words, for the purposes of public comment submissions, shall follow the same standards as set forth in Elections Code § 9 (see Attachment A). Please note in your email subject line the agenda item number related to the comment. All email comments shall be subject to the same rules as would otherwise govern speaker comments at the CPOB meeting.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Members of the public may address the CPOB on subjects within the jurisdiction of the CPOB. Unless such subjects are contained within this agenda, there can be no discussion or action by the CPOB until a subsequent, publicly noticed meeting.

CURRENT BUSINESS

1. **APPROVAL OF THE MINUTES FOR THE COMMUNITY POLICE OVERSIGHT BOARD REGULAR MEETING HELD WEDNESDAY, JUNE 2, 2021**
2. **LA MESA POLICE DEPARTMENT UPDATE**
3. **FINAL REVIEW OF THE COMPLAINT PROCESS HANDBOOK, FLOW CHART, AND FORM**
4. **PRESENTATION FROM THE LA MESA POLICE DEPARTMENT REGARDING PROPOSED PUBLIC SAFETY VIDEO SURVEILLANCE SYSTEM POLICY**
5. **DISCUSSION REGARDING TOPICS FOR PROPOSED COMMUNITY LISTENING SESSIONS**

STAFF AND BOARD MEMBER ANNOUNCEMENTS

ADJOURNMENT

Materials related to an item on this agenda submitted to the CPOB after distribution of the agenda packet are available for public inspection in the City Clerk's Office, 8130 Allison Avenue, during normal business hours.

Copies of the CPOB Agenda are posted for public review on the lobby door of the La Mesa Police Department and the announcement boards located near the entrance to City Hall and the entrance to the Council Chambers, 8130 Allison Avenue, La Mesa, California, no less than seventy-two (72) hours prior to a meeting of the CPOB.

The City of La Mesa encourages the participation of disabled individuals in the services, activities and programs provided by the City. Individuals with disabilities, who require reasonable accommodation in order to participate in CPOB meetings, should contact the City's Americans with Disabilities Act (ADA) Coordinator, Rida Freeman, Director of Administrative Services, 48 hours prior to the meeting at 619.667.1175, fax 619.667.1163, or rfreeman@cityoflamesa.us.

State of California**ELECTIONS CODE****Section 9**

9. (a) Counting of words, for purposes of this code, shall be as follows:
- (1) Punctuation is not counted.
 - (2) Each word shall be counted as one word except as specified in this section.
 - (3) All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
 - (4) Each abbreviation for a word, phrase, or expression shall be counted as one word.
 - (5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
 - (6) Dates shall be counted as one word.
 - (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
 - (8) Telephone numbers shall be counted as one word.
 - (9) Internet Web site addresses shall be counted as one word.
- (b) This section shall not apply to counting words for ballot designations under Section 13107.

(Amended by Stats. 2014, Ch. 697, Sec. 3. (SB 1253) Effective January 1, 2015.)



**Minutes of a Regular Meeting of the City of La Mesa
Community Police Oversight Board
June 2, 2021 at 4:00 p.m.
City Council Chambers, 8130 Allison Avenue, La Mesa, California**

This meeting was conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic.

CALL TO ORDER

Chair Castaños called the meeting to order at 4:00 p.m.

ROLL CALL (X indicates present)

Chair Castaños	X
Vice Chair Dillard	X (arrived at 4:02 p.m.)
Board Member Darby	X
Board Member Davis	X
Board Member Duff	X
Board Member Fuentes	X
Board Member Johnson	X
Board Member Kertson	X
Board Member McWilliams	X
Board Member Sylvester	X (arrived at 4:16 p.m.)
Board Member Tiffany	X

Others present: Assistant City Manager Tomaino; City Clerk Wiegelman; General Counsel Larson; General Counsel Chiappetti.

PLEDGE OF ALLEGIANCE

Board Member Johnson led the Pledge of Allegiance.

PUBLIC COMMENTS

There were no public comments.

CURRENT BUSINESS

- 1. APPROVAL OF THE MINUTES FOR THE COMMUNITY POLICE OVERSIGHT BOARD REGULAR MEETING HELD WEDNESDAY, MAY 19, 2021**

ACTION: Motioned by Board Member Darby and seconded by Board Member Duff to approve the minutes for the Community Police Oversight Board (“CPOB”) Regular meeting held Wednesday, May 19, 2021.

Vote: 10-0

Yes: Chair Castaños, Vice Chair Dillard, Board Members Darby, Davis, Duff, Fuentes, Johnson, Kertson, McWilliams, and Tiffany

No: None

Abstained: None

Absent: Board Member Sylvester

Motion passed.

2. LA MESA POLICE DEPARTMENT UPDATE

Lieutenant Bell provided an update on the efforts, trainings, events and activities of the La Mesa Police Department (“LMPD”).

Following Board questions and comments, no action was taken.

3. PRESENTATION FROM DR. TIM MCLARNEY REGARDING THE 2021 COMMUNITY SURVEY

Dr. Timothy McLarney, President of True North Research, provided a PowerPoint presentation on the purpose, methodology and results of the La Mesa Community Survey study. Dr. Timothy McLarney, President of True North Research, highlighted the survey demographics and findings related to the LMPD, safety, satisfaction with City services and changes to improve the City.

Board questions and comments ensued.

ACTION: Motioned by Board Member Darby and seconded by Board Member Fuentes to request the City Council promptly conduct another survey to include demographic questions and to involve the CPOB throughout the process.

Vote: 10-0-1

Yes: Chair Castaños, Vice Chair Dillard, Board Members Darby, Davis, Duff, Fuentes, Johnson, Kertson, Sylvester, and Tiffany

No: None

Abstained: Board Member McWilliams

Absent: None

Motion passed.

4. PRESENTATION FROM GENERAL COUNSEL REGARDING CONFIDENTIALITY

General Counsel Larson provided a PowerPoint presentation on handling confidential information, highlighting potential types of confidential materials related to police oversight, legal constraints on handling confidential information, the California Public Safety of Officers Procedural Bill of Rights Act, Penal Code Section 832.7, the California Public Records Act,

LMPD policies, the Brown Act, process considerations, the role of the Independent Police Auditor, and resources available to the CPOB.

Board questions and comments ensued.

Board Member Kertson left the meeting.

5. REVIEW AND POSSIBLE APPROVAL OF THE DRAFT COMPLAINT PROCESS HANDBOOK

City Clerk Wiegelman read aloud the first 300 words of the emailed public comments submitted the day of the CPOB meeting.

Andy Trimlett submitted a comment providing recommendations for the Complaint Process Handbook and Form.

Board Member McWilliams provided an overview of the changes made to the draft Complaint Process Handbook and Form since it was last brought before the CPOB.

Board questions and comments ensued.

ACTION: Motioned by Board Member Darby and seconded by Board Member Duff to approve and make available to the public the Complaint Process Handbook, Flow Chart and Form, as amended, to (1) replace the acronyms “LMPD”, “CPOB”, and “IPA” with “Police Department”, “Oversight Board”, and “Auditor”; (2) clarify that complaints may be submitted to the CPOB, LMPD, or Independent Police Auditor; (3) add that the status of a complaint may be checked by contacting the CPOB; (4) add a statement to the effect of, “If you have any questions or concerns about the process – either before or after you submit a complaint – please do not hesitate to reach out to the Oversight Board”; and (5) make minor changes to grammar, formatting, and wording that do not change the intent or meaning of the Complaint Process Handbook, Flow Chart or Form.

Vote: 10-0

Yes: Chair Castaños, Vice Chair Dillard, Board Members Darby, Davis, Duff, Fuentes, Johnson, McWilliams, Sylvester, and Tiffany

No: None

Abstained: None

Absent: Board Member Kertson

Motion passed.

STAFF AND BOARD MEMBER ANNOUNCEMENTS

Assistant City Manager Tomaino provided an update on the CPOB membership to the National Association for Civilian Citizens Oversight of Law Enforcement.

Vice Chair Dillard requested an item be added to an upcoming agenda regarding the potential of holding community listening sessions.

ADJOURNMENT

Chair Castaños adjourned the meeting at 6:25 p.m.

DRAFT

How to File a Complaint About Police Conduct in the City of La Mesa

INTRODUCTION

The City of La Mesa is committed to ensuring a responsive process for filing complaints about police conduct within the community. To this end, the Community Police Oversight Board (hereafter referred to as Oversight Board), together with La Mesa Police Department (hereafter referred to as Police Department), has articulated a robust process for submitting complaints and for overseeing the investigation and disposition of all complaints by an Independent Police Auditor (hereafter referred to as Auditor), as an agent of the Oversight Board. A transparent and reliable complaint process fosters trust, understanding, and respect between the community and its police force, and helps increase police officer effectiveness in ensuring public safety. Further, a responsive complaint process provides the Police Department and Oversight Board with helpful information that may be used to:

- Hold officers accountable when they violate Police Department or City policies, procedures, rules and/or regulations, or other applicable law.
- Improve police services through the refinement of policies, procedures, and training,
- Identify points of friction between officers and the community that can lead to the development of more effective community outreach and education programs.

FILING A COMPLAINT

Any individual has the right to file a complaint regarding the conduct of an officer or concerning any Police Department policy/procedure. A complaint may be made by person(s), directly or indirectly involved in an incident. Although complaints may be submitted anonymously, providing your contact information in the complaint helps ensure the ability of investigators and auditors to gather follow-up information as necessary.

The complaint form is available at City Hall and at the Police Department. It is also available online at the Police Department website and Oversight Board website. Complaints can be submitted in person at the Police Department and at City Hall or filed online through the Police Department website or the Oversight Board website. A complaint can also be initiated by calling the Police Department or by requesting to discuss the issue with a supervisor at the scene of an incident, who can then provide additional information on submitting a formal complaint. Regardless of the submission process, all complaints will be forwarded to the Police Department for investigation, with copies provided to the Oversight Board and the Auditor. The Oversight Board may receive a redacted version of the complaint removing certain confidential information to be compliant with state law.

WHAT TO INCLUDE IN A COMPLAINT

The more detail provided in your complaint, the better understanding the investigating officer will have of the situation. Please include as much of the following information as possible:

- Name and description of the officer(s) involved, badge number(s), and vehicle number(s), if obtained.
- Names of any witnesses, including home addresses, email addresses, and telephone numbers.

- Other evidence you feel may be important such as copies of citations, photographs, video recordings, and medical records.

File your complaint as soon as possible, especially if you are injured so that photographs can be taken and medical records can be obtained. Anyone who files a complaint may check the status of their complaint by contacting a Police Department Watch Commander either in person or by phone. Status inquiries can also be submitted through the Oversight Board website.

THE COMPLAINT INVESTIGATION PROCESS

Regardless of how a complaint is submitted, once it is received by the Police Department, it will be:

1. Forwarded to the appropriate Police Department Division Commander, who will assign the complaint an internal affairs number, provide a copy of the complaint to the Chief of Police, and assign a staff member to perform the investigation,
2. Forwarded to the Auditor for awareness and review,
3. Investigated pursuant to the Police Department's Disciplinary Policy and returned to the Division Commander upon completion of the investigation with a recommendation of finding. The possible findings are:
 - Unfounded –The investigation clearly established that the allegation is not true.
 - Not Sustained –The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation in the complaint.
 - Exonerated –The investigation clearly established that the actions of the personnel that formed the basis of the complaint are not a violation of law or agency policy.
 - Sustained –The investigation disclosed sufficient evidence to prove the truth of allegation in the complaint by the preponderance of evidence.
4. Returned to the Division Commander who then recommends any proposed disciplinary action for all complaints that were found "sustained".
5. Forwarded (all sustained complaints and recommendations) to the Chief of Police who may approve the proposed disciplinary action or request that it be amended or modified.
6. Returned to the Division Commander, who then notifies the officer of the disposition of the investigation and any recommended disciplinary action. If discipline is recommended, the officer is advised of the right to respond, orally or in writing, to the Chief of Police.

The Chief of Police makes the final decision regarding approval of findings and disciplinary action. The Police Chief also ensures that any disciplinary action is imposed. Disciplinary actions may include reprimand, suspension, demotion or termination,

Upon completion of the investigation, the person who filed the complaint will receive written notification from the Police Department that the investigation has been completed, the findings of the investigation, and whether departmental action has been taken. California State Law does not allow the release of the specific action taken against a public safety employee.

Although Police Department policy calls for the initial investigation to be completed within 30 to 60 days, if there are extenuating circumstances, it is possible that a final disposition may take

several months.

All complaints, regardless of disposition, will be recorded in the annual complaint file in the Office of the Chief of Police. Copies of all sustained complaints are placed in the officers' personnel files maintained by the Police Department.

INITIATING AN AUDIT

After the Police Department completes its investigation, the Oversight Board or the Auditor may initiate an audit of the investigation. An audit is automatically performed by the Auditor for certain types of incidents involving use of force, including the following:

- Accidental discharge of weapons
- Officer-involved shootings
- Officer-involved deaths
- Officer-involved interactions resulting in serious bodily injury.

The Oversight Board may also, at its discretion, initiate an audit involving other types of allegations, including, but not limited to:

- False arrests
- Criminal conduct
- Racial or identity profiling
- Use of discriminatory slurs
- Excessive force
- Poor service
- Discourtesy
- Failure to follow any Police Department or City policy, procedure, rule, or regulation
- Conduct unbecoming an officer.

After receiving the results of the audit from the Auditor, the Oversight Board will send a letter to the person who filed the complaint confirming that both an investigation and an audit of that investigation have been completed. The letter will also report the Auditor's conclusions regarding the objectivity and thoroughness of the investigation, and the appropriateness of the disposition.

The goal of the Oversight Board is to ensure that all complaints regarding police conduct are thoroughly and fairly investigated with equal consideration given to all parties involved. If you have any questions or concerns about the process - either before or after submitting a complaint - or if you feel that your complaint was not fairly investigated, please feel free to contact the Oversight Board.

CONTACT INFORMATION

La Mesa Police Department

- **Address:** 8085 University Ave, La Mesa, CA 91942
- **Telephone:** 619-667-1400
- **Fax:** 619-667-7519
- **Website:** <https://www.cityoflamesa.us/1611/Police-Department>
- **Email:** [REDACTED]

La Mesa City Hall

- **Address:** 8130 Allison Ave, La Mesa, CA 91942
- **Telephone:** 619-667-1400
- **Fax:** 619-667-7519
- **Website:** <https://www.cityoflamesa.us/1611/Police-Department>
- **Email:** [REDACTED]

Community Police Oversight Board

- **Website:** <https://www.cityoflamesa.us/1644/Community-PoliceOversight-Board>
- **Email:** [REDACTED]

Independent Police Auditor

- **Email:** [REDACTED]



1. Submit Form to -

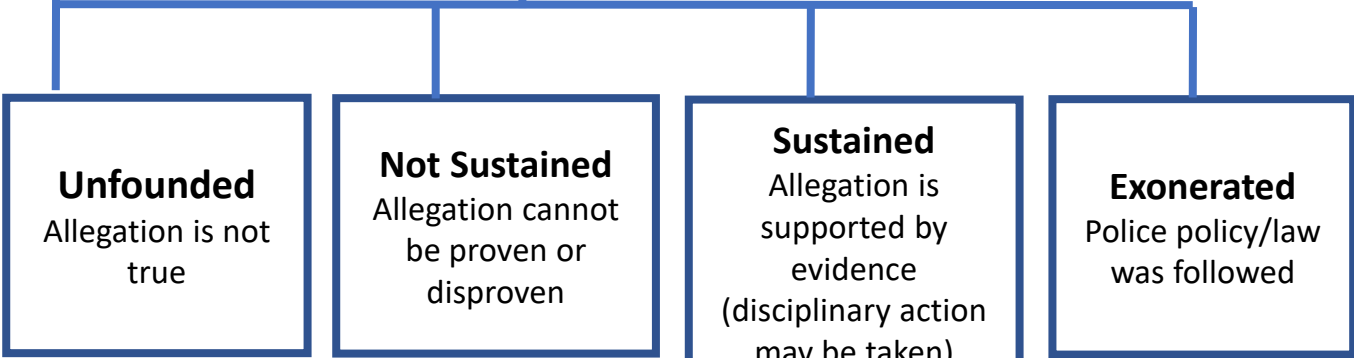
- **Oversight Board**- website or email
- **City Hall** - website or office
- **Police Dept**- website or police station or phone or at the scene
- **Independent Police Auditor** – email

2. Police Dept Investigates
(allow 30-60 days)

Your complaint will go to all 3 -

- Police Department
- Community Oversight Board
- Independent Police Auditor

3. Police Dept Informs Person Making the Complaint of Finding



The **Oversight Board** and/or **Auditor** may initiate an audit of the investigation (and, if initiated, will inform person making the complaint)

The **Oversight Board** or **Auditor** may make recommendations to the **Police Dept**

Where to find complaint forms

Community Police Oversight Board (CPOB)

- **Website:** <https://www.cityoflamesa.us/1644/Community-Police-Oversight-Board>

La Mesa Police Department (LMPD)

- **Website:** <https://www.cityoflamesa.us/1611/Police-Department>
- **Address:** 8085 University Ave, La Mesa, CA 91942

La Mesa City Hall

- **Address:** 8130 Allison Ave, La Mesa, CA 91942

Where to submit complaint forms

Community Police Oversight Board (CPOB)

- By online submission to CPOB webpage (<https://www.cityoflamesa.us/1644/Community-Police-Oversight-Board>)
- By mail to the CPOB (8130 Allison Avenue, La Mea CA 91942)
- By submission to the CPOB public dropbox (add address)

Independent Police Auditor (IPA)

- By email

La Mesa Police Department (LMPD)

- In person at LM Police Dept. 8085 University Ave, La Mesa 91942
- By telephone to the LM Police Dept. 619-667-1400
- By mail to LM Police Dept. 8085 University Ave, La Mesa, CA 91942
- By fax 619-667-7519
- On the LM Police Dept. website (add website URL)
- To any supervisor at the scene of an incident.

City of La Mesa

Police Department

Complaint of Police Conduct

You have the right to make a complaint against a police officer(s) for any improper police conduct. California Law requires this agency to have a procedure to investigate complaints of community members. You have a right to a written description of this procedure. Following an investigation, this agency may find that there is not enough evidence to warrant action on your complaint. However, even if that is the case, you have the right to make the complaint and to have it investigated if you believe an officer or staff member behaved improperly. Civilian complaints and any reports or findings related to complaints must be retained by this agency for at least five years.

Information of person making the complaint

First _____ MI _____ Last _____

Personal phone # _____ Work phone # _____

Address _____ City _____

Email _____

ID number _____

- I give permission to the La Mesa PD to contact me for more information
- I give permission to the auditor to contact me for more information

Information about the incident

Location of occurrence or incident _____

Date of Incident _____ Time of Incident _____

Incident Number (if you have it): _____

Was the complaint the result of:

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Investigation | <input type="checkbox"/> Arrest | <input type="checkbox"/> Field Interview |
| <input type="checkbox"/> Citation | <input type="checkbox"/> Traffic Stop | <input type="checkbox"/> Radio Call |
| <input type="checkbox"/> Other _____ | | |

Nature of Complaint

- | | | |
|---|---|---|
| <input type="checkbox"/> Discourtesy | <input type="checkbox"/> Discrimination | <input type="checkbox"/> Excessive Force |
| <input type="checkbox"/> False Arrest | <input type="checkbox"/> Poor Service | <input type="checkbox"/> Search & Seizure |
| <input type="checkbox"/> Racial or Identity Profiling | | <input type="checkbox"/> Other |

Do you know the name(s), badge number, or description of officer(s) or personnel involved?

Brief description of the incident

Were there any **witnesses** to the incident? If so, please include their names and contact information:

Do you have any of the following:

- Photographs
- Documents
- Other _____
- Videos
- Citation

I hereby affirm that the information I just entered is true and complete to the best of my knowledge and belief.

Signature Date

Procedure:

After you submit this form, a representative from the La Mesa PD will contact you to ask for more details on the incident.

The La Mesa PD will review every complaint. The Oversight Board will determine if an audit by the Independent Police Auditor is necessary. If the auditor conducts an audit, the Oversight Board may make recommendations to the Chief of Police. If the Chief of Police determines an employee violated department policies or procedures, appropriate corrective action is taken. The Chief of Police's review will also include looking for ways to improve policies, procedures, training, and service.

You will receive written notification of the findings of any formal complaint. The possible findings are:

- **Unfounded:** The alleged act did not occur.
- **Exonerated:** The alleged act occurred, but was justified.
- **Not Sustained:** The investigation produced insufficient evidence.
- **Sustained:** The accused employee committed all or part of the alleged conduct.

If the complaint is sustained, meaning there was a policy violation, the Chief of Police will determine whether the employee will be disciplined and/or receive additional training. Discipline may include: counseling, reprimand, suspension, demotion or termination. State law does not allow the release of the specific action taken against a public safety employee.

Although we cannot guarantee you will be satisfied with the results of the investigation, we do guarantee that your complaint will be investigated thoroughly and fairly.

Public Safety Video Surveillance System

339.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

339.2 POLICY

The La Mesa Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

339.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

339.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected City divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation, or other obstructions, should also be evaluated when determining placement.

The cameras shall only record video images and not 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. The public video surveillance system may be useful for the following purposes:

- (a) To prevent, deter, and identify criminal activity.
- (b) To target identified areas of narcotics complaints or activity.
- (c) To respond to critical incidents.

Public Safety Video Surveillance System

- (d) To assist in identifying, apprehending, and prosecuting offenders.
- (e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.
- (f) To augment resources in a cost-effective manner.
- (g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Watch Commander's office and Communications Center. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Watch Commander or trained personnel in Communications Center are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination, or retention is prohibited.

339.3.2 CAMERA MARKINGS

All public areas monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

339.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems and video enhancement or other analytical technology, requires additional safeguards.

339.4 VIDEO SUPERVISION

Supervisors should monitor video surveillance access and usage to ensure members are within department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

Public Safety Video Surveillance System

339.4.1 VIDEO LOG

A log should be maintained at all locations where video surveillance monitors are located. The log should be used to document all persons not assigned to the monitoring locations who have been given access to view or monitor images provided by the video surveillance cameras. The logs should, at a minimum, record the:

- (a) Date and time access was given.
- (b) Name and agency of the person being given access to the images.
- (c) Name of person authorizing access.
- (d) Identifiable portion of images viewed.

339.4.2 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

Video surveillance equipment shall not be used to harass, intimidate, or discriminate against any individual or group.

339.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule and for a minimum of 90 days. Prior to destruction, written consent shall be obtained from the City Attorney. If recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved (Government Code § 34090.6).

Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures.

339.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve

Public Safety Video Surveillance System

individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

339.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the La Mesa Police Department.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Watch Commander for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

339.7 VIDEO SURVEILLANCE AUDIT

The Chief of Police or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

339.8 TRAINING

All department members authorized to operate or access public video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.