

## **DEPARTMENT GENERAL ORDER 07-10**

OFFICE of the CHIEF OF POLICE  
REPLACES: General Order 99-63/99-63A  
SOP 502.18.00

DATE: January 11, 2007

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### **SURVEILLANCE EQUIPMENT/OPERATIONS**

#### **I. PURPOSE.**

To establish procedural guidelines for the authorization, distribution, and use of surveillance equipment.

#### **II. DEFINITIONS.**

Surveillance - To maintain a watch over a person, place, or thing.

#### **III. SURVEILLANCE EQUIPMENT.**

Departmental surveillance equipment, with the exception of numerous pairs of binoculars, is assigned to the Criminal Investigations Division. Personnel attached to that unit shall be responsible to ensure that such equipment is stored in a secure location, and maintained in a operationally ready state.

Items of equipment which are available to be deployed are:

1. Pin Hole Camera
2. Clock Radio Camera
3. Transmitter and Receiver for Wireless System
4. Varda Alarm System
5. Unmarked Surveillance Van
6. Unmarked Police Vehicles
7. Binoculars
8. Thirty-five MM Cameras
9. Video Camera
10. Tape Recorders

A visual inspection and inventory of the above equipment shall be performed on a regular basis as part of the Line Inspection process. Should damage be noted to the equipment, same shall be documented on an internal memorandum and forwarded to the bureau commander via the appropriate chain of command. Similarly, technical malfunctions shall be noted and arrangements made for repair or replacement.

#### IV. SURVEILLANCE OPERATIONS.

##### A. Authorization for Use

The Commander or supervisor of the Criminal Investigations Division shall approve all surveillance operations which require the issuance/deployment of technical or specialized equipment.

##### B. Deployment of Equipment

###### 1). Surveillance Camera Systems

The various surveillance camera systems shall be utilized in those areas where there is recurring crime (irrespective of the cost or severity of same), for the protection of a defined geographical area (e.g. office, retail show room, private residence, hotel room, etc.), and to monitor undercover officers in an effort to enhance their personal safety.

The responsibility to deploy surveillance cameras and/or microphones shall rest solely with members of CID.

In the event the system is compromised, an arrest is made, or the planned for deployment has passed with negative results, CID personnel shall remove the equipment and return same to this department. Should an arrest be the reason for termination of a surveillance, all pertinent audio and video tapes shall be seized and entered into evidence.

###### 2). Varda Alarm System

The Varda Alarm System may be deployed in those instances where information exists (victim/witness statements, past criminal activity, etc.) to indicate that a crime may be committed in a given location and physical surveillance would be impractical.

The area or structure in which the deployment of the Varda system is being contemplated shall be surveyed by members of CID and a decision made as to the suitability of the area or structure for installation of the system. Of prime importance during this survey shall be the location of a secure area in which to site the transmitter.

The request for deployment of the Varda System may originate from a variety of sources within the department; however, the actual deployment of same will rest solely with the members of the Criminal Investigations Division.

Once installed, communications and the Field operations Bureau shall be notified of the exact location of the system, and provided with a simplified floor plan of the area or structure in which the system has been situated. A key will accompany the above deployment information sheet, which will allow free access to the area under surveillance.

Should the system be tripped/activated, the transmitter will broadcast a message on the department's primary radio frequency.

Sworn personnel shall respond to Varda transmissions to secure the area and detain any suspicious persons in the immediate vicinity. In the event an arrest is made, same shall be handled in accordance with established procedure.

In the event the system is compromised, an arrest is made in the operation, or a period of time has passed with negative results, CID personnel shall remove the equipment and return same to this agency.

### C. Deployment Restrictions

Certain restrictions shall govern the deployment, or potential use, of the above surveillance systems. These are listed as follows:

1. Surveillance equipment shall not be installed unless same can be concealed and reasonably protected from theft.
2. The use and monitoring of surveillance equipment will generally be restricted to CID personnel.

3. Video surveillance equipment shall generally be deployed so as to protect an individual's right to personal privacy. Areas which will routinely be considered off limits will be bathrooms, bedrooms, changing/dressing rooms, etc. However, should exigent circumstances exist where other considerations (such as officer safety) outweighs privacy considerations, video surveillance equipment may be installed in such areas upon prior consent of the Chief of Police.
4. The use of recording devices by department employees to mechanically or electronically record the conversation and/or actions of another member of the department without that person's prior knowledge and permission is strictly prohibited, except when employed as part of a sanctioned internal affairs investigation.
5. Once surveillance equipment has been installed to monitor a specific location, same shall not be left unattended beyond the planned for period of time without the express approval of the CID commander or supervisor.

BY ORDER OF:

THOMAS J. BYRNE  
Chief of Police

TJB:dld

CALEA Reference: 43.1.4/41.3.5