

COUNCIL ACTION FORM

SUBJECT: SECURITY CAMERAS IN CAMPUSTOWN FOLLOW-UP

BACKGROUND:

In 2017, the City Council directed staff to proceed with a project to install security cameras in Campustown and store the data on Iowa State University servers. On December 8, 2020, City staff presented a revised concept for Campustown Cameras to the City Council, in which the data would be stored on the City's server instead.

This revised concept was made possible because the Welch Avenue reconstruction project included the installation of conduit, which would allow the connection of the camera system to the City's network rather than ISU's. Connecting to the City's network would result in savings of approximately \$2,880 per year in fees to ISU, and would provide for more immediate access to camera footage in an emergency situation or to retrieve footage for an investigation.

When this revised proposal was presented to City Council on December 8, 2020, the Council directed City staff to present the new concept to ISU Student Government to ensure its understanding and support. City Staff presented the new concept to Student Government on February 17, 2021. **Staff received a Resolution dated February 24, 2021, unanimously supporting the project in its new form.** The Campustown Action Association has already submitted its approval for the project in its new form.

Additionally, some City Council members raised questions regarding the Police Department policy that would govern the administration of these cameras and associated recordings. **On March 24, City staff provided the City Council with a description of the changes that would be made to the policy to address these questions. That discussion is attached to this Council Action Form as Attachment 1. The revised policy which incorporates these changes is Attachment 2**

The policy requires City Council approval of the strategic areas (such as the Welch Avenue corridor) where cameras may be implemented. The policy also outlines the purposes of a camera system installation and the uses of the system that are prohibited. Additionally, the policy describes the conditions when camera footage may be accessed and who is permitted to access it.

ALTERNATIVES:

1. Direct staff to:
 - A. Proceed with the installation of the Campustown security camera system and house the recordings on the City's network.
 - B. Approve the attached policy regarding the administration of the camera system and recordings.
2. Direct staff to proceed with the installation of the Campustown security camera system, but provide further direction regarding the recording storage system location or the policy governing the use of the cameras.
3. Do not authorize staff to proceed with this project.

CITY MANAGER'S RECOMMENDED ACTION:

The installation of cameras in the Campustown area has been a discussion of the City Council for the past nine years. Although the original intent was to house the recordings on servers owned by the City and operated by Iowa State University, it is evident now that this approach would increase ongoing operational costs and lead to delays in investigating time-sensitive incidents.

Additionally, City staff has developed a revised policy outlining the manner in which the cameras will be used and the circumstances in which camera recordings would be accessed. This policy provides for City Council direction of the strategic areas where camera installations may be used, in addition to outlining the acceptable purposes for the use of cameras, the storage of recordings, and the circumstances in which the recordings may be accessed.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.

POLICY 336, PUBLIC SAFETY VIDEO SYSTEM

ISSUE 1: “Can we change “surveillance” throughout”?

Staff Response: Yes, we have changed the language throughout the policy to reflect “Public Safety Video System”, and removed “surveillance from the policy.

.....
ISSUE 2: “Also, I understand this approval to refer to broad locations like Campustown rather than individual camera placement, is that right?”

Staff Response: Yes, the City Council will approve all proposed camera strategic areas along with the funding for additional cameras. The Police Chief, after conferring with other staff and/or outside groups, will decide the specific location within the approved area.

336.2 POLICY

The Ames Police Department operates a public safety video 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 City Council approved strategic areas 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 capture in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

336.3.1 PLACEMENT AND MONITORING

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

ISSUE 3 “I wonder whether ARPAC would be considered a “community group” or not. One option is to write something like “commissions and/or community groups” if you would like ARPAC to be considered as a group that could fulfill this role. (I would be OK either way).”

Staff Response: The term “City Commissions” has been added to the language to include the possibility of feedback by the ARPAC.

336.3.1 PLACEMENT AND MONITORING

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

ISSUE 4: “Include language about the responsibilities of other agencies/entities utilizing the video”.

Staff Response: This language has been included in 336.3.1 PLACEMENT AND MONITORING.

The Chief of Police may authorize video feeds from the public safety video 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. In such cases, the Chief of Police shall take reasonable measures to require the receiving party to adhere to the policy of this chapter, including appropriate training, in consultation with legal counsel.

ISSUE 5: “I would allow deployment of facial, gait, or similar recognition technology for the sole purpose of identification/tracking of specific individuals who are named in a properly issued warrant or federal anti-terrorism watch list. Otherwise, such technology cannot be used without Council approval. Reaction? We should also discuss license plate / automobile tracking, though I am somehow less concerned about that. All these technologies are ripe for use and I think we should explicitly tackle the policy implications now”.

Staff Response: It is important to point out that the system is not capable of advanced types of tracking, license plate reading, or facial recognition on its own. These systems are cost prohibitive and would require City Council approval to purchase. For example, Gunshot detection systems are hundreds of thousands of dollars. However, the wording in 336.3.3 INTEGRATION WITH OTHER TECHNOLOGY has been slightly changed to require Council approval to integrate these systems.

The Department may elect to integrate its public safety video system with other technology to enhance available information. Systems such as gunshot detection, automatic license plate readers, and other video-based analytical systems may be

considered based upon availability and the nature of department **strategy and only with City Council approval.**

ISSUE 6: “What is the schedule? How long before going into archive? How long before destroyed altogether? I could not find this identified in the current policy manual. It would be helpful to know the time frames we’re talking about even if they are subject to adjustment”.

Staff Response: Language has been added in 336.5 to reflect a maximum of 30 days for retaining videos, except when they are preserved as part of an investigation. After the 30-day retention period, the video will be deleted. There will be no long-term archive.

336.5 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 technology employed and the manner in which recordings are used and stored will affect retention periods. **The retention period for recordings will be no longer than 30 days unless the video is part of an investigation.***

ISSUE 7: “This gives the impression that all recorded video images are considered “department public records” and easily accessible to the public. Surely that’s not right”?

Staff Response: In regards to releasing a video to the public during the 30 days of its existence, this decision is governed by Iowa Code Chapter 22 (Open Records). If a request was made for a video, we would complete the normal analysis in consultation with the City Attorney to determine whether the Iowa Code allows for the recording to be kept confidential (not released). In general, videos are considered open records unless there is an ongoing investigation related to the video. However, there may be instances when we want to release portions of a confidential video in an ongoing investigation to ask for public assistance in identifying someone.

ISSUE 8: “I would ask for stronger protections than this: in addition, “Law enforcement requests must include a warrant for release of archived video.” If the video is old enough to be archived, then there should be plenty of time to seek a warrant for it. Reaction?”

Staff Response: There will not be an archive of videos. If another law enforcement agency is pursuing an investigation and requests video during the 30 days it exists, we would review the video and release it. Our review would ensure we know exactly what is being released, verify that it is for a legitimate law enforcement investigation, and ensure the requested recording is relevant to the investigation.

ISSUE 9: “Concern about whether the policy would allow for true tech-enabled fishing expeditions. Such as: “David seemed very shifty when we pulled him over. Even though we didn’t find anything, let’s see if he’s in our video system over past week.” Though there can be a legitimate reason for that kind of search... that’s fine, just talk to the judge and get a warrant. The public video system is primarily for rewinding and playing back things around times of actual complaints, not creating a sophisticated surveillance network that can made to show you everything an individual does”.

Staff Response: Staff would not engage in a “fishing expedition” as described above. Videos will not be reviewed without a legitimate investigatory reason to do so.

Regarding warrants and subpoenas, those are generally obtained to require a private person to turn over information to the police. It is not possible to get a warrant or subpoena for material already in our possession. If a video is in the possession of law enforcement and it meets the requirements of the Public Safety Video System policy, staff would have the ability to review it.

Public Safety Video System

336.1 PURPOSE AND SCOPE

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

This policy only applies to overt, marked public safety video 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.

336.2 POLICY

The Ames Police Department operates a public safety video 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 City Council approved strategic areas 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 capture in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

336.3 OPERATIONAL GUIDELINES

Only department-approved video 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 emphasis shall be on active investigations primarily used for after-the-fact review. Monitoring may be used in certain investigations when an immediate response is desired.

336.3.1 PLACEMENT AND MONITORING

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

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 safety video system may be useful for the following purposes:

- (a) To prevent, deter and identify criminal activity.
- (b) To target identified areas of gang and narcotics complaints or activity.
- (c) To respond to critical incidents.
- (d) To assist in identifying, apprehending and prosecuting offenders.

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- (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.

The Chief of Police may authorize video feeds from the public safety video 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. In such cases, the Chief of Police shall take reasonable measures to require the receiving party to adhere to the policy of this chapter, including appropriate training, in consultation with legal counsel.

Unauthorized recording, viewing, reproduction, dissemination or retention of anything documented by public safety surveillance equipment is prohibited.

336.3.2 CAMERA MARKINGS

All public areas monitored by permanently installed public safety 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 placed appropriately and without obstruction to ensure visibility.

336.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video system with other technology to enhance available information. Systems such as gunshot detection, automatic license plate readers, and other video-based analytical systems may be considered based upon availability and the nature of department strategy and only with City Council approval.

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, video enhancement or other analytical technology, requires additional safeguards.

336.4 VIDEO SUPERVISION

Supervisors should monitor video access and usage to ensure members follow department policy and applicable laws.

336.4.1 PROHIBITED ACTIVITY

Public safety video 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 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.

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

336.5 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 technology employed and the manner in which recordings are used and stored will affect retention periods. The retention period for recordings will be no longer than 30 days unless the video is part of an investigation.

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

336.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video equipment are for the official use of the Ames 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 Investigations 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.

336.7 VIDEO SURVEILLANCE AUDIT

The Chief of Police or the authorized designee will conduct an annual review of the public safety video 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.

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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.

336.8 TRAINING

All department members authorized to operate or access public safety video 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 equipment and privacy.

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STUDENT GOVERNMENT

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2020-2021 Term
3rd Session

2020-3-089 SR

In the Iowa State University Student Government Senate

Introduced on February 24th, 2021

Speaker Ludwig (for himself and Senator Hayes) introduced the following bill; which was read once and referred to the Student Initiatives Committee.

A Resolution

- TITLE: Supporting Campustown Security Cameras
- WHEREAS: There has been significant support for security cameras to be installed in the Campustown area; and
- WHEREAS: Previous Student Governments have repeatedly supported this initiative; and
- WHEREAS: The addition of security cameras will assist in deterring and solving crimes that happen in Campustown, providing additional security to residents, visitors, and businesses alike; and
- WHEREAS: The City of Ames has sought to acquire student opinions and support at every stage of this project; be it therefore
- RESOLVED: That Student Government and the students of Iowa State support the addition of security cameras in the Campustown area by the City of Ames, and be it further
- RESOLVED: That Student Government encourages the City of Ames to move forward as quickly as possible with the existing proposal for the installation of cameras in Campustown; and be it further
- RESOLVED: That copies of this resolution be sent to Mayor of Ames John Halia, all members of the Ames City Council, Ames City Manager Steve Schainker, Interim Police Chief Huff, the Ames Police Department, Campustown Action Association President of the Board Xena Jolly, Campustown Action Association President-elect Anne Taylor, and all members of the Campustown Action Association Board.

Attest-Chair of the Senate/Date

Speaker of the Senate

UC

Vote Count

Passed

Result



campustown
action
association

Campustown Action Association
119 Stanton Ave, Suite 602
Ames, IA 50014

November 13, 2020

Honorable Mayor Haila and City Council
Ames City Hall
515 Clark Avenue
Ames, IA 50010

RE: Security Cameras in Campustown

Dear Honorable Mayor Haila and City Council,

The Campustown Action Association (CAA) Board of Directors is writing to provide our input regarding the installation of security cameras in the Campustown district.

The CAA Board has discussed the installation of security cameras on several occasions over the last few years. It is our understanding that the City of Ames Police Department feels the security cameras would be a useful tool to increase accountability in the district and help with solving crimes after they occur. The safety of both patrons and residents of Campustown is vitally important to the work CAA is doing in the district. The cameras would be a great complement to other CAA safety initiatives, such as increased lighting and clearer signage.

Therefore, the Campustown Action Association is supportive of the installation of security cameras in Campustown. We appreciate being consulted and applaud the Ames PD, and all those involved, for their continued effort to bring the project to fruition. We hope the Ames City Council will take this letter into consideration while making your decision.

As always, we thank you for your time,

Karin Chitty
Executive Director

Xena Jolly
President