

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 02/20/2020	Supersedes Policy Dated: N/A	Rescinds:	SOG Number:
Accreditation Index:			413.5
Part Title: Operations	Chapter Title: Evidence		
Chief of Police:			

Traffic Camera Recording and Utilization

I Policy

The Springfield Police Department, in cooperation with the City of Springfield Public Works Department and the Missouri Department of Transportation, will record and retain the video feed from City of Springfield owned and maintained traffic cameras.

II Definitions

Traffic Video System – The City of Springfield and the Missouri Department of Transportation jointly operate and maintain a closed-circuit television system of traffic cameras through-out the City of Springfield. The camera system is monitored and controlled through the Transportation Management Center of the Ozarks (TMC).

III Procedure

1 ACCESS TO TRAFFIC CAMERA VIDEO

- 1.1 The video stream from the Traffic Video System will be recorded on the Springfield Police Department's video recording server, which resides on the City of Springfield Network, operated by the City Information Systems Department.
- 1.2 The video recording server will have individual credentials to provide access to each Public Works camera monitored by the Traffic Management Center.
- 1.3 The video recording server will not have access to cameras owned by the Missouri Department of Transportation.

2 USE OF TRAFFIC CAMERA VIDEO

- 2.1 Traffic camera video recordings may be used as an investigative asset to assist with traffic crash investigations as well as criminal investigations.
- 2.2 Additional uses for the recordings may include but are not limited to; data collection,

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special event planning and observations of traffic patterns.

- 2.3 The Traffic Camera System is not intended for use as a traffic enforcement device and should not be utilized as a primary traffic enforcement tool.

3 CONTROL OF THE TRAFFIC CAMERAS

- 3.1 Control of the pan-tilt-zoom function of the cameras will be retained by the Traffic Management Center.

- 3.2 By Traffic Management Center policy, the pan-tilt-zoom function of the camera is not intentionally controlled in a manner to enable the collection of personal identifier information such as;

- 3.2.1 Identification of an individual, driver or passenger;
- 3.2.2 Identification of a license plate;
- 3.2.3 Identification of contents of the enclosed interior of passenger vehicles;
- 3.2.4 Tracking of individual travel patterns of a specific vehicle.

4 MANAGEMENT OF RECORDED VIDEO

- 4.1 The Springfield Police Department will be solely responsible for the retention and management of the video stored on the network maintained by the City Information Systems department.

4.2 Responsibility

- 4.2.1 The Support Operations Section Lieutenant, or designee, shall have overall responsibility to ensure the Traffic Camera Video/Network interface is functioning properly and to report malfunctions to the City Information Systems Department.
- 4.2.2 Traffic Camera Video recordings shall be maintained for 30 days prior to disposal.
- 4.2.3 Permission to review these recordings shall be given by a command officer with proper documentation of the reason.
- 4.2.4 In the event of a criminal incident or traffic crash occurring in the coverage area, an employee investigating the incident may review the recording and document the findings in the appropriate reporting format.

- 4.2.4(a) Recordings with evidentiary value shall be secured following the same guidelines in SOG 413.4 - Mobile Video Systems.

5 RELEASE OF TRAFFIC CAMERA VIDEO

- 5.1 The release of Traffic Camera Video shall follow the procedures outlined in SOG 413.4 – Mobile Video Systems.

IV Attachments