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"INTEGRITY...FAIRNESS...SERVICE"

SPECIAL ORDER #2014-08

DATE: October 31, 2014

TO: All Police Department Personnel. To be announced at Roll Call and a Copy Posted on the Bulletin Board for 30 days.

RE: Portable Observation Devices (PODs).

EFFECTIVE: Immediately.

BACKGROUND: In recent years, advances in technology have greatly increased the capabilities and features of the video recording equipment available to the Department, other public safety agencies, and members of the community. These devices are now widely used to deter criminal activity, protect critical infrastructure, provide viewers with traffic conditions, and to collect information that may be used to identify suspects when crimes occur. The Department has purchased observation devices that will be available for members' use. These devices will be referred to as Portable Observation Devices (PODs).

The PODs purchased by the Department use multiple cameras to provide a field of view up to 320 degrees. Each device is equipped with multiple cameras, a battery and solar charging system, video storage system, and router. The PODs can be deployed by attaching them to utility poles, or by parking a trailer carrying the device, in the selected area. Once placed in position, PODs can be left unattended to record a selected area, or to provide video feeds that can be viewed in real time using a secure internet connection. When left unattended, PODs can be set to record continuously or when activated by motion. Members approved to view the video feeds sent by the PODs will have the ability to control the zoom, pan, and tilt functions of the device's cameras. The devices' video storage systems can record for up to seven days.

PODs are intended to be used in areas that are open to the public view, where individuals have no reasonable expectation of privacy. They are clearly marked in a manner that identifies them as the property of the Department. It is important that members do not confuse the PODs with the video technology currently provided to the Department by the Intelligence Unit. PODs are not intended to be used when an investigation is focused on a particular location(s) or individual(s). The Intelligence Unit will continue to assist members desiring video in those circumstances. PODs can be used to monitor planned events (e.g., fairs, festivals, races, etc.), critical incidents (e.g., barricades, natural disasters, etc.), locations that are important for homeland security/community safety (e.g., reservoirs, bridges, etc.), traffic safety and management, or areas experiencing a crime trend.

The Form 330, Portable Observation Devices (PODs) Deployment Request, has been created, and will be used by members to request the deployment of the devices. Members requesting deployments will complete the front of the form and submit it for approval as noted below. Approved Forms 330 will be returned to the requesting member's commander by the Technology & Communications Unit (TCU). The returned form will advise the reason why the request cannot be granted, or will be provided to the requesting member for completion of the analysis section at the conclusion of the deployment.

SPECIAL ORDER #2014-08 (Continuation)

PURPOSE: To establish procedures regarding the proper deployment and use of PODs throughout the county.

RELATIONSHIP TO DEPARTMENTAL VALUES: This program supports the Department's commitment to **SERVICE** by permitting the use of PODs to increase the safety and security of the community.

POLICY: It is the policy of this Department to allow members to use PODs as a tool for crime prevention, crime solving, traffic safety, and homeland security. PODs will not be used covertly or surreptitiously. Access to and use of recorded POD videos and video feeds is only authorized for valid work-related purposes.

PROCEDURES:

USES OF PODS

- Planned events.
- Critical incidents.
- Homeland security/community safety.
- Crime trend areas.
- Traffic safety and management.

NOTE: Additional uses of PODs will be evaluated on a case-by-case basis.

MEMBERS

- Will not use the devices to obtain views of areas where a reasonable expectation of privacy exists.
- Will not record POD videos by any other means.
- Will not disseminate any images viewed/recorded by the PODs outside the Department without authorization from the Chief of Police.
- Complete a Form 330, Portable Observation Device (PODs) Deployment Request, to request the deployment of PODs.
- Submit the Form 330 to their supervisor for approval.
- Submit a completed Form 330 within five days of obtaining an emergency deployment of PODs.
- Complete the analysis section on the Form 330 at the conclusion of the POD deployment.
- Requesting video from PODs, will telephone the Technology & Communications Unit (TCU) indicating the central complaint (CC) number, specific date and time, location, and if it is for evidentiary or non-evidentiary purposes.

SUPERVISORS

- Review Forms 330 for completeness.
- Determine if the deployment of PODs would be beneficial for the reason the investigating member requested.
- Forward approved Forms 330 to the shift/unit commander.
- Ensure the analysis section on Forms 330 is completed by the requesting member at the conclusion of a POD deployment.
- Approve the analysis section on Forms 330 at the conclusion of POD deployments, and forward the approved forms to the shift/unit commander.

SHIFT/UNIT COMMANDERS

- Review Forms 330 for completeness.
- Approve Forms 330, if warranted.
- Forward approved Forms 330 to the precinct/section commander.
- Approve the analysis section on Forms 330 at the conclusion of POD deployments, and forward the approved forms to the precinct/section commander.

SPECIAL ORDER #2014-08 (Continuation)

- Complete the duties assigned to the precinct/section commander in this Order, if their chain-of-command does not include a precinct/section commander.

PRECINCT/SECTION COMMANDERS

- Review Forms 330 for completeness.
- Contact the supervisor of the Investigative Services Team responsible for the location of the proposed deployment to ensure that placement of a device will not interfere with an active investigation.
- Approve Forms 330, if warranted.
- Forward approved Forms 330 to the Patrol Division Commander.
- Contact his/her division commander when requesting an emergency deployment of PODs.
NOTE: Commanders whose chain-of-command does not include a division commander will contact their bureau commander.
- Approve the analysis section on Forms 330 at the conclusion of POD deployments, and forward the approved forms to the Operations Bureau.

DIVISION COMMANDERS

- Contact the TCU Commander if authorizing emergency deployment of PODs.

PATROL DIVISION COMMANDER

- Reviews all Forms 330.
- Contacts the Commander of the Criminal Investigations Division and the Intelligence Unit to ensure that placement of a device will not interfere with an active investigation.
- Prioritizes the deployment of PODs.
- Forwards prioritized Forms 330, and Forms 330 completed in reference to emergency deployments, to the TCU.

TECHNOLOGY & COMMUNICATIONS UNIT

- Conducts all required maintenance for PODs.
- Conducts a site survey to determine the best method and placement for PODs at the target location after receiving an approved Form 330.
- Places and connects PODs at the target location.
- Removes PODs from the target location upon expiration of the approved request.
- Issues credentials to approved members to operate and view PODs.
- Contacts the Patrol Division Commander if there is a conflict with the emergency deployment of PODs.
- Forwards Forms 330 to the requesting officer's precinct/section commander:
 1. Indicating the reason the deployment request cannot be fulfilled, or
 2. For completion of the analysis section at the conclusion of the deployment.
- Retrieves requested video and provides it to the requesting member.
NOTE: The TCU will also submit a copy of the video to the Evidence Management Unit (EMU) if the requested video will be used as evidence in the future.

FORM 330 DISTRIBUTION

- Original forms will be maintained by the Operations Bureau for five years.

SPECIAL ORDER #2014-08 (Continuation)

IMPLEMENTATION: This Special Order will be distributed electronically to all Department members and non-sworn supervisors. Shift/unit supervisors will be responsible for the posting and referencing of this Special Order.

By order of,

James W. Johnson
Chief of Police