

SafeCity Camera Program

Security Camera and Video Retrieval System Usage Policy & Procedures

1. Purpose of the System

- a. The purpose of the Security Camera and Video Retrieval System is to provide video recordings of alleged criminal activities for after-the-fact investigations. This program is offered by the Japantown Community Benefit District (“JCBD”) to provide a clean and safe environment for merchants and residents, and fighting crime is one of JCBD's primary goals.

2. Management of the System

- a. This Security Camera System and related retrieval functions are managed by authorized staffs of the JCBD, in collaboration with Applied Video Solutions, the service provider of the system as needed.
- b. Authorized JCBD staffs will respond to requests for video footage in accordance with this Usage Policy, subject to applicable laws of the City and County of San Francisco and the State of California.
- c. The JCBD adopts a regular self-audit of the video requests to ensure accountability and transparency of the program.

3. Video Recordings, requests and release procedures

- a. The cameras are installed to capture video footage in designated public areas in the exterior of the buildings. Any areas not covered by the cameras will not be included in the video recordings.
- b. The Security Camera system captures and records activities in a limited designated area and may not provide extensive details of any activities. It should be noted that the system only provides visual recording of the activities and there is no audio component.
- c. To submit a video request, a requestor must first file a police report with the San Francisco Police Department (“SFPD”) and receive a case number. The requestor shall then complete a Video Request Form with the case number

and submit that to the JCBD in accordance with the procedures set forth in this Usage Policy. A copy of the Video Request Form can be downloaded from the JCBD website www.jtowncbd.org; or request a form by sending an email to video.retrieval@jtowncbd.org.

- d. The Video Request Form can be submitted to JCBD in one of the following two ways: (1) Submit in person by delivery to the JCBD Office located at 1765 Sutter Street in San Francisco, during normal business hours Monday through Friday from 9:00a.m. to 5:00p.m. or (2) by email to video.retrieval@jtowncbd.org.
- e. Requesters must submit a copy of a valid government issued photo identification (driver's license, passport, etc.) with their request.
- f. Requesters must include a description of valid reasons for the request of the video with specific facts.
- g. The JCBD will respond in a timely manner pursuant to the requirement of the Public Records Act and with consideration of the reason for the urgency of the request.
- h. The JCBD reserves the right to evaluate all requests for approval. Any request that does not further the stated purpose of the program or is not submitted pursuant to the guidelines in this Usage Policy may not be approved.
- i. Applied Video Solutions, the service provider of the Security Camera and Video Retrieval System, will provide support to the retrieval process pursuant to a request for assistance from the JCBD.
- j. Property owners may request footage of video recordings for valid business reasons related to incidents involving their property/business.
- k. The JCBD Board of Directors reserves the right to modify this guideline at any time.

4. Program Oversight

- a. While the JCBD has oversight responsibilities of the program, the JCBD staffs are not required to monitor the recording system in an ongoing basis during the day. Authorized JCBD staff may monitor the live feed from the recording system from time to time and there should be no expectation of constant monitoring.

- b. Recorded video is generally stored for a period of 30 days. Requests for recordings exceeding 30 days may not be available. On the 31st day, recorded video footage is generally deleted, erased, or destroyed, unless a copy has been made in accordance with a request related to a security or safety incident.
- c. Any video associated with a specific security incident or event is generally converted into a permanent video clip and stored for 6 months (180 days). The JCBD may retain a copy of any video record or image provided to a third party beyond 180 days or until all legal proceedings are concluded.
- d. Copies of all video records and images are to be made on JCBD premises only.
- e. The JCBD is a community agency that complies with the California Public Records Act. This legislation provides for the type of public information that can be requested, manner of requests, response time and mechanism. It should be noted that the Video Request Form is among the types of information that is subjected to public information requests.
- f. The JCBD is a nonprofit organization, and donations to support the work of the organization are gladly accepted

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