

Mackenzie County

Title	Peace Officer Video Recording Policy	Policy No:	ENF005
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Legislation Reference	Peace Officer Act Freedom of Information and Protection of Privacy Act (FOIP) Public Security Peace Officer Program
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Purpose:

The purpose of this policy is to provide peace officers with instructions guidelines for the use of video cameras. Video cameras are used by the peace officer in order to ensure their safety and provide detailed and accurate records of information.

Policy Statement:

Video cameras are an effective law enforcement tool that can reduce violent confrontations and complaints against officers. In order to ensure the safety and accountability of Mackenzie County's peace officer, the peace officer will be equipped with body worn cameras and their vehicles equipped with in car cameras. Mackenzie County is committed to treating the public with the utmost respect and dignity including the respect for their privacy rights.

These cameras will provide documentation of the peace officer's public encounters and will maintain a record of information important for collecting evidence. This will also assist in maintaining public trust and provide accurate disclosure of information in court proceedings.

Definitions:

Authorized personnel: individuals who require access to the video surveillance systems and recordings in the performance of their job requirements. Authorized personnel includes the CAO or designate.

Body worn camera: a personal recording device attached to the vest of the peace officer that records audio and video data and is connected to the in car camera's system.

In car camera: A static recording device located on the dashboard of the peace officer's vehicle and has cameras focused directly out of the vehicle's front windshield and also behind the driver's seat into the secured holding area of the vehicle. This device is connected to the body worn camera system.

Guidelines:

1. The body worn camera will be used only for the purpose of recording conversations with those suspected of having committed an offence or throughout the course of investigating a person suspected of committing an offence. Recording devices will not be used to conduct blanket surveillance or to record personal conversations between the peace officer and a member of the public.
2. Individuals authorized to view recordings from either the body worn camera or the in car camera are limited to the Chief Administrative Officer or designate, the Director of Community Services, Mackenzie County peace officers and RCMP members upon request or when an investigation is turned over to their authority. Any data recorded through the Mackenzie County peace officer's recording devices that is requested by an Officer of the Provincial Court of Alberta will be provided.
3. Still frames of video from either the body worn camera or the in car camera are permitted to be maintained in a case file as created by the peace officer and used throughout the course of the peace officer's investigation as required and authorized by the Solicitor General of Alberta. A still frame capture of any video cannot be duplicated or sent electronically to any person outside of those permitted to view the video.
4. The peace officer will have a clearly visible pin on his vest and jacket labeled "VIDEO IN USE" at all times and will inform the person being recorded that they are on video prior to engaging in conversation.
5. All recorded video will be secured on a digitally locked file on the peace officer's computer. Backup files will be created and secured on Mackenzie County's server and an external hard drive that will be secured both digitally and in a locked safe.
6. All video files will be transferred directly from the peace officer's vehicle to the peace officer's office computer through a secured USB. These files will not be removed from the vehicle for any purpose other than to be transferred on to the office computer. Once the file transfer is complete, all data on the secure USB will be destroyed.
7. All files will be retained for a period of at least one year and no more than two years unless specifically requested to do so by an officer of the Provincial Court of Alberta.
8. All data, images, video and metadata captured, recorded or otherwise produced by the video devices is property of Mackenzie County.

Unauthorized Access and/or Disclosure (Privacy Breach):

9. Anyone that witnesses the unauthorized disclosure of any surveillance recordings that are in violation of this Policy and/or a potential privacy breach must report the incident to the Chief Administrative Officer immediately.
10. Mackenzie County will investigate all reported breaches of privacy, unauthorized viewings or disclosures. Any breaches of this Policy may result in disciplinary action up to and including termination of employment.

Responsibilities:

11. FOIP Coordinator

- a) Ensuring that authorized personnel are familiar with this Policy and providing advice, training and recommendations to assist in compliance with FOIP.
- b) Supervising authorized personnel and ensuring their compliance with this Policy.
- c) Investigating and responding to privacy complaints related to surveillance records and security or privacy breaches.
- d) Responding to formal requests to access surveillance records, including law enforcement inquiries.

12. IT Specialist

- a) Ensuring that surveillance records and all items related to surveillance are stored in a safe and secure location.
- b) Ensuring that surveillance records are kept and maintained accurately by authorized personnel.
- c) Advising on installations, operation, retention and disposal methods of the surveillance records.

13. Peace Officer

- a) Overseeing the day-to-day operation of the surveillance systems including quality control for system operations.
- b) Ensuring that the review of files is limited to business related activities.
- c) In consultation with the Chief Administrative Officer or designate, arrange for the release of information to the RCMP when required for an investigation.

14. Chief Administrative Officer or designate

- a) Ensuring that this policy is enforced.
- b) Approving the placement of all video surveillance equipment.
- c) Approving authorized personnel and access to information collected by the surveillance systems.

	Date	Resolution Number
Approved	2016-08-24	16-08-630
Amended		
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