

Special Committee for the UFPIA Safety Camera Program

The following policies and procedures have been duly adopted by the Upper Fell's Point Improvement Association to govern the actions and responsibilities of the Special Committee for the UFPIA Safety Camera Program.

Roles

The Special Committee - The Special Committee ("Special Committee") shall be composed of the Upper Fell's Point Board and the Safety Committee Chair. The Special Committee is responsible for monitoring and auditing the program and assisting in retrieval of camera footage in adherence to the policies set forth below. The Special Committee will establish and manage a Google Group and its associated email address, **SafetyCameras@upperfellspoint.org**.

The email address will be utilized for fielding footage requests and communication with a Requesting Party regarding Trigger Events.

Definitions

Trigger Event - Any safety-related event that occurs within UFPIA boundaries. To be considered a Trigger Event, the event must be associated with a BPD Incident Number.

Verkada - Cloud-based security system for proprietary cameras, which store 30 days of footage on device, and send encrypted thumbnails to the cloud. Analytics and processing of the footage is handled on device, and footage can be pulled from the camera upon request. The Verkada Command (online portal) can store footage in the cloud but is not required for the cameras to operate normally.

Requesting Party - Any person who requests video footage from UFPIA related to a Trigger Event.

Procedure for Fielding Footage Requests

1) The Special Committee will receive a request, via SafetyCameras@upperfellspoint.org, from a Requesting Party for camera footage related to a Trigger Event. The Requesting Party must provide the following:

- A brief description of the Trigger Event
- Associated BPD Incident Report Number or Police Report Number
- Date and approximate time
- Location
- Requesting Party's Name and Contact Information

2) For requests with an Incident Report Number: At least two members of the Special Committee will review the request and determine whether to approve or deny the request. In order to access footage from any camera, the request must be approved. If the request is denied, no member of the Special Committee may access the footage.

3) For requests with a 311 Request ID: At least four members of the Special Committee will review the request and determine whether to approve or deny the request. In order to access footage from any camera, the request must be approved. If the request is denied, no member of the Special Committee may access the footage.

4) The Special Committee communicates to the Requesting Party whether footage retrieval has been approved or denied. If approved, the Special Committee will retrieve the footage from Verkada and share it with the Requesting Party via email.

Maintenance of Video Footage

- Any retrieved footage will be stored in the Cloud via Verkada in perpetuity and will never be deleted by any member of The Special Committee.
- The Special Committee and UFPIA will be prohibited from sharing any footage except through the process enumerated above.

Transparency - Safety Camera Monthly Access Report

- The Safety Chair, or another designated member of the Special Committee, will create a Safety Camera Monthly Access Report that will include the number of footage requests received, the number of requests approved and denied, the camera locations accessed, and the dates and time stamps for which footage was provided. The report will not reveal personal information of any requesting party, unless the party is a law enforcement agency representative. The Safety Camera Monthly Access Report will be made public on the UFPIA website and announced in the newsletter.

Maintenance Audits

- Verkada will provide alerts should any camera in the network go offline, and the Special Committee will work to rectify the situation.
- At least once a quarter, the Safety Chair will conduct a maintenance audit on each camera in the network to ensure that cameras have unobstructed views. The audit will consist of viewing a maximum of 30-seconds of randomly chosen footage on each camera in the network. The Safety Chair may redirect the camera angle as deemed necessary in consultation with the Special Committee.
- The Safety Chair will include the details of any maintenance issues or changes of camera angles in the subsequent Monthly Access Report.

Location of Cameras

- Exact Locations of Cameras will be determined by The Special Committee in the course of its routine duties.
- As part of the initial rollout of the program, The Special Committee will solicit community input on preferred locations.
- Any meeting in which camera locations shall be chosen or changed must be publicly announced to the Association.

Revision History

Revision Number	Date	Description of Revision
0		New Document