

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE**  
**1138.4 IRIS**

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PURPOSE:

It is the policy of the Orlando Police Department (OPD) to utilize camera technology to supplement, and not replace, crime prevention efforts, criminal investigations and prosecution efforts already in place at OPD. The camera technology serves to improve the delivery of police services within the City and contribute to increased public safety and livability for our citizens and visitors. OPD has chosen to utilize the IRIS (Innovative Response to Improve Safety) system to achieve this stated purpose.

IRIS is intended to rapidly identify those committing crimes within the view of IRIS, to deter crime, and to assist in successfully prosecuting those who are committing crimes in the City of Orlando.

The Orlando Police Department shall comply with all Federal, State, and City ordinances, laws and regulations regarding privacy.

PROCEDURES:

**1. DEFINITIONS**

**VIDEO SYSTEM ENGINEER:** Engineer assigned to the operational aspects of IRIS. This employee will be selected by the Video System Project Manager or the Chief of Police.

**VIDEO SYSTEM PROJECT MANAGER:** The Administrative Services Bureau Commander or assigned member designated by the Chief of Police. The Technology and Forensics Unit supervisor shall be responsible for the daily operation of IRIS.

**2. DESIGN SPECIFICATIONS**

**2.1 CAMERA LOCATIONS**

IRIS consists of multiple fixed and portable cameras. Cameras shall be placed in areas based on a security analysis, the specific needs of the Orlando Police Department, and relevant crime trends.

The IRIS network includes a video DVR server with a RAID 5 configuration and video data that is striped across four (4) hard drives. It has a 30-day cycle that automatically overwrites the oldest day and it does not include any server for backing up data. Accordingly, unless otherwise required by the Evidence policy, by court order or by law, OPD recordings shall be retained for a period of thirty (30) days and shall then be automatically overwritten. It is the responsibility of those who may need video to complete the IRIS Video Work Request (Attachment A) in this time frame.

## 2.2 CHANGING THE LOCATION OF ANY CAMERA

Any request or recommendation to have a camera moved or add a location within the City of Orlando will be in writing on the IRIS Video Work Request and forwarded, via the chain of command, to the Video System Project Manager or designee for consideration.

# 3. CAMERA MONITORING AND OPERATIONS

## 3.1 OPERATORS/MONITORS

Presently, all cameras are passively monitored 24 hours a day, seven days a week. The monitoring will take place in the Homeland Security Operations Center (HSOC) at the Orlando Police Department Headquarters. In addition, there may be instances when special events or details require additional personnel to monitor IRIS from remote locations.

## 3.2 AUTHORIZED USERS AND STAFFING

Personnel will be selected to monitor and operate IRIS. The Video System Project Manager or the Chief of Police will select these personnel from within the Department to operate and monitor IRIS. The personnel will work shifts designated by the Technology and Forensics Unit supervisor.

## 3.3 TRAINING

All IRIS users are required to complete IRIS training through OPD in order to operate or monitor IRIS. Once training is complete, personnel will receive authorization to monitor and operate IRIS.

## 3.4 MONITORING EMPLOYEE ACCESS

IRIS shall be equipped with the capability to produce an audit trail of system use and user access. This information shall include a user ID and password, and shall provide access to the use of the IRIS features by each officer.

## 3.5 OPERATING PROCEDURES AND GUIDELINES

- 1) The Technology and Forensics Unit, in consultation with the detective(s) assigned to Homeland Security and/or the Florida Department of Law Enforcement (FDLE) Electronic Surveillance Support Team (ESST), will be responsible for the overall control and security of video surveillance systems and maintain a record of the camera locations.
- 2) The Technology and Forensics Unit supervisor will be responsible for remaining up-to-date on laws or policies that may affect the monitoring protocol for IRIS. The department will also follow the video surveillance industry to stay abreast of technology changes and the best practices in the industry.
- 3) Monitoring personnel will be trained in the appropriate use of IRIS and shall use for legitimate police purposes only. Personnel will receive ongoing training as needed.
- 4) Monitoring is prohibited where persons have a reasonable expectation of privacy. Monitoring that is necessary at such locations shall require the procurement of a search warrant prior to commencement of monitoring.
- 5) The cameras will be monitored from the Homeland Security Operations Center (HSOC) at the Orlando Police Headquarters, or other restricted access location(s) as designated by the Chief of Police or designee. Access to the camera images at remote locations, such as desktop computers and mobile computer terminals, will be restricted and password-protected. Only the Chief of Police or designee may authorize personnel to have access from remote locations.
- 6) Data obtained and stored will be used exclusively for legitimate law enforcement purposes.
- 7) The storage of images will be in a secured area with restricted access. Only authorized personnel will have access to and be able to retrieve images from IRIS.
- 8) Images obtained through surveillance monitoring or recording will be retained by the department for a length deemed appropriate for the purpose of monitoring, but will not exceed 30 days, unless such images are being used for a criminal investigation, training purposes, administrative needs, or existing or anticipated Public Records Requests (PRR). Images will be automatically overwritten after 30 days (self-purge from the system).
- 9) Any images retrieved and stored for the above purposes will follow standard evidentiary procedures and/or retention requirements currently in place per department policy.

- 10) The release of images will be governed by all applicable open records laws.
- 11) Retrieval of stored images will be viewed by authorized personnel only. Requests for copies of stored images will be made in writing (Attachment A) via the chain of command to the Technology and Forensics Unit Supervisor.
- 12) Employees may be subject to discipline if the system is used inappropriately and/or if the information is inappropriately obtained, duplicated, or distributed in violation of this policy.
- 13) The Department's Technology and Forensics Unit shall create and maintain a camera inventory of all cameras placed into service and all other camera activities.
- 14) The Video System Engineer or designee shall conduct a visual inspection of all cameras on a regular basis.
- 15) Except pursuant to a court order, it is a violation of this Policy to observe, or record footage of, locations except those that are in the public view from a vantage point that is accessible to the general public and where there is no reasonable expectation of privacy. Areas in which there is a reasonable expectation of privacy include the interior of private premises, such as a home.
- 16) It is a violation of this Policy to use IRIS to harass and/or intimidate any individual or group.
- 17) It is a violation of this Policy to use IRIS for any personal use.
- 18) It is a violation of this Policy to use IRIS for the purpose of infringing upon any constitutional rights.

#### **4. STORAGE/RETRIEVAL OF VIDEO IMAGES**

##### 4.1 STORAGE AND PUBLIC RECORDS

Video images will be stored electronically for a 30-day period. Images will be withheld pursuant to the Public Records Act, Chapter 119 FS. Video images will be released to the public by Public Records Requests only, which are to be directed to the City Clerk's office; see the current version of Orlando Police P&P 2302, Public Records Requests. Criminal or intelligence investigative video images will not be released to the public, per the Public Records Act. In accordance with State Statute 119, images from any Homeland Security camera will not be released to the public for any reason.

##### 4.2 INTERNAL REQUESTS FOR RETRIEVAL OF VIDEO IMAGES

Internal requests to release video images shall be made by completing the IRIS Video Request Form (Attachment A) and submitting the form to the Technology and Forensics Unit supervisor or his/her designee. The retrieval of video images is to be used for law enforcement purposes only, including (but not limited to) criminal investigations, Training Unit review, and/or administrative needs. The personnel requesting the reproduction of a video image is solely responsible for ensuring that the video is maintained properly. In addition, personnel requesting the reproduction of a video image shall complete the IRIS Disposition Report (Attachment B) after the case has been finalized. Form must be completed and submitted to the IRIS manager via email. Once it has been determined that the video image is no longer needed, it shall be disposed of in the method established for destruction of records.

#### **5. CALL-OUT PROCEDURES**

##### 5.1 CALLING OUT THE VIDEO SYSTEM ENGINEER

The on-duty watch commander will notify the Video System Project Manager or the Technology and Forensics Unit supervisor in the event that it is necessary to call out the Video System Engineer. Examples of events that may require call-out are damage to a camera, video server issues, HSOC monitoring stations that are not operational, immediate need for video footage, etc. It will be at the discretion of these individuals to determine if it is necessary to call out the Video System Engineer.

ATTACHMENT A



**IRIS VIDEO WORK REQUEST**

HSOC/IRIS Monitor Room: 407-246-3907 or 407-246-2387  
(Please do not leave voice mail)

**Emergency**

Form must be completely filled out or request will not be processed, which may result in loss of video after 30 days. Form is to be submitted to the Technology and Forensics Unit Supervisor. For faster service, please submit via email.

<b>Case Number:</b> _____		<b>Evidence Number:</b> _____	
<b>Public Record Request (PRR) #:</b> _____			
<b>Requested by:</b> Last Name, First Name _____		<b>Employee #:</b> _____	
Phone Extension or Contact #: _____		Date requested: _____	
Date requested: _____		Date Needed: _____	
Work Requested (Check type and number of copies)			
<input type="checkbox"/>	<u>  3  </u>	<b>Criminal Cases</b> (1 for P&E, 2 for SAO) Archive case and notify officer to pick up.	
<input type="checkbox"/>	<u>  2  </u>	<b>Public Records Request</b> Archive and send both copies to City Hall Records and Archives via interoffice mail.	
<input type="checkbox"/>	<u>  2  </u>	<b>Tasking Sheet</b> Archive and deliver both copies to OPD Intake (SAO) or Police Legal Advisor (City Prosecutor)	
<input type="checkbox"/>	<u>  2  </u>	<b>DHSMV Administrative Hearing Subpoena</b> (1 for P&E, 1 for DHSMV) Archive and notify officer to pick up. Officer is responsible for delivery to the Hearing Officer.	
<input type="checkbox"/>	<u>  1  </u>	<b>Response to Resistance</b> (1 for P&E) Archive and notify officer to pick up. Then, copy the file to a new folder (by case number) and place into <i>H:/Common/Video Lab</i> . Notify Forensic Video Analyst (x2434).	
<input type="checkbox"/>	<u>  2  </u>	<b>Officer</b> (1 for P&E, 1 for officer; if you preserve a video, you are creating a public record, which must be saved.) Archive case and notify officer to pick up.	
<input type="checkbox"/>	_____	<b>Police Legal Advisor</b>	
<input type="checkbox"/>	_____	<b>Internal Affairs/Admin/Other</b>	
Description of Video Request			
Date of Event: _____			
Time of Event: <i>(Enter either the exact time or a specified time frame, using military time format)</i>			
Exact time: _____ or _____			
Between: _____ and _____ hrs/mins			
<i>(Enter either exact address or intersection)</i>			
Location of Event: _____			
Additional Information: _____			
_____			
Camera Location(s) Requested			
Address 1 or Intersection 1: _____			
Address 2 or Intersection 2: _____			
Area below to be completed by IRIS Monitor Personnel			
Completion of Replication – Must be signed upon receipt of video			
Request completed by IRIS Officer: _____		<p style="text-align: center;"><b>IRIS Time Cost</b></p> <p>Time project started: _____</p> <p>Time project finished: _____</p> <p>Total time on project: _____</p> <p>Total # discs created: _____</p>	
Employee #: _____			
Date completed: _____			
Date requestor emailed to pick up: _____			
Video received by: _____			
Employee #: _____			
Date/Time picked up: _____			

ATTACHMENT B



**IRIS DISPOSITION REPORT**

HSOC/IRIS Monitor Room: 407-246-3907 or 407-246-2387  
(Please do not leave voice mail)

Form must be completed and submitted to the IRIS Manager via email.

<b>Case Number:</b> _____	<b>Evidence Number:</b> _____
Submitted by: Last Name, First Name _____ Employee #: _____	
Phone Extension or Contact #: _____	
Date requested: _____ Date Submitted: _____	
<b>Video Disposition</b>	
<input type="checkbox"/> _____ <b>Generated Arrest.</b>	
<input type="checkbox"/> _____ <b>Crime In Progress.</b>	
<input type="checkbox"/> _____ <b>DHSMV Administrative Cases.</b>	
<input type="checkbox"/> _____ <b>Led to Open/Enhanced Case</b>	
<input type="checkbox"/> _____ <b>Closed Case/Nothing Found</b>	
<input type="checkbox"/> _____ <b>Referred to Police Legal Advisor</b>	
<input type="checkbox"/> _____ <b>Referred to Internal Affairs</b>	
<b>Description of Video Requested</b>	
Date of Event: _____	
Time of Event: <i>(Enter either the exact time or a specified time frame, using military time format)</i>	
Exact time: _____ or	
Between: _____ and _____ hrs/mins	
<i>(Enter either exact address or intersection)</i>	
Location of Event: _____	
Additional Information: _____	
_____	
Note: Some information on this report is exempt from Public Laws pursuant to 119.071	