



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: Real Time Crime Unit

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Rescinds:

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Approved By:

Purpose

The City of Myrtle Beach Police Department (MBPD) is committed to protecting the public, both resident and visitor. Technology employed by the Real Time Crime (RTC) Unit is a crucial component of MBPD's comprehensive safety plan. This policy explains the purpose of the technology and provides guidelines for the capture, storage and use of video and images.

Background

All sworn MBPD officers and specific Support Services Division personnel are authorized to use video equipment in conjunction with their assigned duties. The RTC Unit, an entity within Support Services Division, houses a centralized technology center specifically designed to support MBPD officers. An RTC analyst provides instant and comprehensive information to officers via surveillance cameras, automated license plate recognition (ALPR) systems, and other enforcement software and databases.

Procedure

Surveillance cameras, ALPR, may be placed in strategic public locations throughout Myrtle Beach with the approval of the MBPD Chief of Police. Cameras may be monitored in real time with RTC analyst providing information to officers. Additionally, the RTC analyst may provide video and ALPR images to investigating officers after a crime has been reported or for other law enforcement purposes.

No person may access information obtained via surveillance cameras without lawful authority.

Due to the fact that this data may contain investigative and confidential information, it is not open to public review. However, information may be made available via Freedom of Information Act (FOIA) requests as per MBPD regulation #123. ALPR systems and data are the property of the South Carolina Law Enforcement Division (SLED). Any requests for information gleaned from the ALPR system should be submitted to SLED for their review and consideration.

A. Responsibilities

1) MBPD

It shall be the responsibility of the MBPD to ensure that surveillance equipment used by department personnel in their official duties is properly installed according to the manufacture's recommendations. Furthermore, MBPD will ensure that surveillance cameras are directed to only record areas in the public view.

2) Support Services Division MBPD

It shall be the responsibility of the Support Services Division Captain with the concurrence of the Chief of Police, to:

- a. establish policy and procedures for the RTC Unit.
- b. ensure that RTC Unit members receive department-approved training to use and/or access law enforcement software, databases and equipment necessary to provide officer support.
- c. ensure the information provided by the RTC Unit is in accordance with MBPD policies and guidelines.

3) Information Technology

It shall be the responsibility of Information Technology to:

- a. work with the vendor to make changes to surveillance camera based on the direction of Support Services Division Captain.
- b. ensure surveillance system is up-to-date and operational based on work items noted in the RTC SharePoint – Camera Issues folder.

4) RTC Analyst

It shall be the responsibility of the RTC analyst to:

- a. ensure that all RTC Unit systems and / or equipment is operated within MBPD policies and guidelines.
- b. provide factual and comprehensive information to officers in real time via monitoring surveillance cameras to:
 1. locate suspects

2. locate vehicles
 3. stop emerging crime
 - c. provide factual and comprehensive information to officers related to reported crime by:
 1. reviewing video
 2. providing system information in hard form (i.e., disc, pictures), as appropriate
 3. identifying patterns
 - d. report any malfunction, damage, or problems with surveillance cameras via the RTC SharePoint – Camera Issues folder.
- 5) MBPD Officer

It shall be the MBPD officer's responsibility to request assistance from the RTC Unit in accordance with departmental policy and guidelines.

B. Information Requests

- 1) Internal

An MBPD officer should request assistance from the RTC Unit as appropriate. Should the need occur in real time, the officer shall request RTC assistance via authorized communication channels. All other requests shall be initiated via the RTC SharePoint – Requests folder.
- 2) External – Inter-Agency

The MBPD may be asked to provide surveillance camera information in support of other law enforcement agencies. Any such request should be made through the Support Services Division Captain who will then assign the request to the RTC analyst. Documentation of the RTC analyst's actions will be housed on the RTC SharePoint – RTC Briefing folder.
- 3) External – Public

Any public request for information received by the MBPD shall be forwarded to the MBPD FOIA Coordinator. The determination of what records can be released remains with the FOIA coordinator and any requests for RTC analysts to provide video for a FOIA request shall be documented by the FOIA coordinator.

C. Data Retention

- 1) Video Surveillance Camera Images / Video

Images / Video from surveillance cameras are retained for 30 days.

2) ALPR

ALPR systems and data are the property of the South Carolina Law Enforcement Division (SLED). As such, MBPD shall adhere to SLED policy and guidelines related to the storage and/or retrieval of ALPR data as per South Carolina Law Enforcement Division Policy Statement 13:40, Automated License Plate Recognition.