

	POLICY & PROCEDURE	SERIES # 2102	PAGE 1 OF 3
	REAL TIME INFORMATION CENTER		EFFECTIVE DATE 07/15/2019
			OVERSIGHT Support Services
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # NEW POLICY	

I. PURPOSE:

The purpose of this policy is to establish the functions, duties and responsibilities of the Real Time Information Center.

II. POLICY:

The Real Time Information Center (RTIC) operates as a support function designed to assist in conducting intelligence and analysis research while providing real time support through the use of monitored camera systems. The RTIC provides officers and investigators with real time and recorded video footage thus improving the chances of apprehension, safe resolution, and to aid in the successful prosecution of criminal conduct. The primary role of the RTIC, in addition to officer safety, is the overall betterment of the community and public safety. In addition, and based on departmental needs, the RTIC will at times serve as, command center for joint operations, emergency operations management, and any other function that furthers the goals and objectives of the Hampton Police Division.

III. PROCEDURE:

- A. Information obtained through the RTIC and its associated capabilities will be used exclusively for law enforcement, informational, evidentiary or emergency situations.
- B. Recorded information will be stored in a secure location with access granted only to authorized personnel or to those deemed necessary by the Chief of Police or designee.
- C. The video system through the RTIC may be used for the following purposes:
 - 1. Crime prevention
 - 2. Investigation of suspected criminal activity
 - 3. Monitoring individuals, property and buildings
 - 4. Patrol of public areas
 - 5. Monitoring of pedestrian and vehicle traffic activity
 - 6. Monitoring and access to shared video systems

APPROVED:
CHIEF OF POLICE



7. Any other investigation as directed by the Chief of Police or his designee
- D. RTIC personnel will mark on duty using their CAD number and identify as a ZULU unit. RTIC personnel shall monitor primary dispatch channels. In the event necessary information should be passed to the responding officers, the information will be passed via radio utilizing proper radio procedures.
- E. To ensure the safety and trust of our community, and in accordance with the law, camera control operators will not view any place where the reasonable expectation of privacy exists unless legally authorized by a search warrant or under exigent circumstances involving the immediate danger to the public, persons or officers.
- F. All data provided by the RTIC is considered informational. Although this information is researched and assumed to be valid or relevant, officers are still required to validate the information in the usual and customary manner prior to taking actions (i.e. arrests). If an officer is unable to validate critical information provided by the RTIC, the officer will seek guidance from their immediate supervisor.
- G. Officer and citizen safety are critical factors to be considered in deciding what information is sent to responding officer(s) and by what means.
- H. Any request to view camera footage will be forwarded to the RTIC Supervisor for approval and subsequently assigned.
- I. The RTIC is a secure location. Only those personnel authorized unescorted access will be granted key fob access. All others will be escorted or supervised by RTIC personnel while in the center. Visitors must be pre-authorized by the RTIC supervisor.
- J. All video recordings will be maintained in accordance with Divisional policy and procedures.
 1. Any digital video footage will be retained in accordance with the Virginia Records Retention Schedule, and for a period dependent on the needs of the Hampton Police Division and capability of storage systems.
 2. Digital video footage, which has been retained for the use in an investigation where the charges have been issued, will be stored in the secure server until a digital copy has been placed into evidence by the investigator.
- K. The RTIC may receive requests for information from a variety of sources. These include the media, public, police, fire and various criminal justice personnel. Requests for information from outside Hampton Police Division personnel or through legal requests (i.e. FIOA, Subpoena's, etc.) must be vetted and submitted through the Hampton Police Division's Public Information

Office.

- L. RTIC personnel will keep a record of all records requests, which will include the person, office, or agency initiating the request, nature of the request and what information was provided to fulfill the request.

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