



PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 14

Halifax Regional Council
May 13, 2008

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:

A handwritten signature in cursive script, appearing to read "Frank Beazly".

Frank Beazly, Chief of Police

DATE: April 24, 2008

SUBJECT: Public Space Video Project Update

INFORMATION REPORT

ORIGIN

The following is an update on the Halifax Regional Police Public Space Video Project to March 24, 2008.

BACKGROUND

The Halifax Regional Police Public Space Video Project has been up and running for the last year. At present we have seven (7) camera installations in the project. Six (6) are fixed line cameras utilizing a commercially available high speed line and one camera is a test of a wireless system on loan from a local supplier. The system has matured and we are now receiving usable video feeds from the cameras on a consistent basis.

DISCUSSION

In October 2007, Mr. Nick Dickson was hired by the HRP as an additional member of the Technical Services Unit. This addition to the unit was a huge boost to the system and allowed for the Technical Service Unit to successfully create a monitoring station in December 2007 in the reception area of the Brunswick Street CID building.

Before the monitoring station was activated, a training plan (see attachment) and draft operating instructions were created and provided to all the Commissionaires working that location. The document outlined the security and policy concerns and was accompanied by a hands-on demonstration by technical staff on the actual operation of the system.

The system was initially plagued with user and server problems. The level of competence using the system is increasing, with the Commissionaires using the cameras to direct patrol officers and also moving the camera to areas where calls for service are ongoing.

The retention of images is underway and is housed on a server in the Police HQ IT room. The images are transmitted via a commercial high speed line to the HQ building server and saved to the server. The camera movements are achieved through a fibre optic line between the server and the CID building. Retention is approximately fourteen days at this time.

The technical staff have been monitoring the speed of the system and have recently noticed a degradation of the signal during the day, causing a latency in the camera operations. This is most likely the result of increased bandwidth usage by other Internet users on the commercial lines. This is continued to be monitored. It does not seem to have the same impact in the evenings and overnight as there are less Internet users at this time.

With the basic system operating in a stable fashion, further investigation of other technologies began. In February 2008, staff acquired the use of a wireless camera system from a local supplier as a test of a wireless product presently in use in a number of police video deployments throughout North America. The system was installed in a Halifax area and involves the relay of video data wirelessly from the camera to a repeater located nearby and then sent to Police HQ via wireless.

This test is progressing and is being evaluated by the Technical Services staff. At this point, the use of wireless appears to be a viable alternative to hard line. The full technical and cost analysis has not been completed as yet. Wireless may prove to be a valuable tool in providing extended video coverage for major events for a limited time as the technology can be formatted to be used in portable camera installations. Wireless allows the cameras to be moved and allocated to where they are needed, allowing a fewer number of cameras to be strategically deployed.

The secondary aspect being considered in the wireless trial is the potential of utilizing this technology to connect the Mobile Command Post to the HQ and allow the video feed from the Command Post camera to be shared. This ability could allow the Senior Staff in the Meisner Room

to view the video image captures by the Command Vehicle video camera in real time. Discussions are underway to text this application.

The Public Space Video System is stable and can be expanded with the addition of more cameras into the software. The only factor is the acquisition and configuration of the camera with the high speed line and system.

BUDGET IMPLICATIONS

There are no budget implications associated with this report. Future requests for additional equipment will be brought forward through the budget process.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ATTACHMENTS

Halifax Regional Police Public Space Video Project - Policy Version 1.0

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by : Supt. Bill Moore, Halifax Regional Police



Report Approved by: Deputy Chief F. A. Burbridge, Halifax Regional Police

Halifax Regional Police
Public Space Video Project

Table of Contents

Description

Overview

Draft Policy Guidelines

Monitor Training

Monitor Training Requirements

Privacy Impact Assessment

Appendix C.1

Appendix C.2

Appendix C.3

Appendix C.4

Appendix C.5

Appendix C.6

Appendix C.7

Acti NVR Training Manual

Halifax Regional Police Public Space Video is a form of Active Surveillance

purposely collecting & interpreting information about crimes, crime situations and/or offenders to initiate and guide a response to potential, ongoing or past criminal event/s with the goals of preventing/reducing criminal events, criminal harm and/or bringing offenders to justice, through the use of technological aids.

The Public Space Video Project has three goals:

1. **Reduce crime:** An offender's decisions/behaviour can be influenced by the situation. For instance, "someone is watching me... and has called police...better go!" or by the perceived situation of being actively watched, "I am on camera, better not do that".
2. **Capture evidence of a crime:** If the offender is goal oriented, their motivation to complete the criminal act may overcome the risk they perceive of being caught on video. The recording is then used as an investigative tool.
3. **Increase the perception of public safety.** People feel that the use of cameras will deter crime and assist in solving crimes, therefore increasing the perception of safety.

Video surveillance by police within Nova Scotia is governed under the Freedom of Information & Protection of Privacy Review Office Video Surveillance. The guidelines is solely intended to provide a point of reference for the use video surveillance and recording in public areas by a public authority, i.e. a police force.

Video surveillance and recording should only be considered and utilized to address a real, pressing and substantial problem.

- The problem to be addressed by video surveillance must be pressing and substantial, and of sufficient importance to warrant overriding the right of individuals to be free from surveillance in a public place. Accordingly, evidence of the problem to be addressed is needed and should include real evidence of risks, dangers, crime rates, etc. Specific and verifiable reports of incidents of crime, public safety concerns or other compelling circumstances are needed, not just anecdotal evidence or speculation.

A Privacy Impact Assessment of the proposed video surveillance and recording should be conducted before it is implemented.

- A Privacy Impact Assessment (PIA) of the proposed video surveillance should be conducted to identify the actual, or potential, kind and degree of interference with privacy that may result, and determine ways in which any adverse effects may be mitigated.

Fair information practices should be respected in collection, use, disclosure, retention and destruction of recorded personal information.

- The information collected through video surveillance should be minimal. Its use should be restricted, its disclosure controlled, its retention limited, and its destruction assured.
- If a camera is manned, the recording function should only be turned on in the event of an observed or suspected infraction. If a camera records continuously, the recordings should be conserved for a limited time only, according to a retention schedule, unless they have captured a suspected infraction or are relevant to a criminal act that has been reported to the police.
- Information collected through video surveillance should not be used for any purpose other than the purpose that a police force or public authority has explicitly stated in their respective policy.
- Information relating to any release or disclosure of recordings should be documented.

Policy Development

A comprehensive written set of policy guidelines governing the use of video surveillance and/or video recording is fundamental. Such policy should clearly set out:

- the rationale and purpose of the video and/or recording system
- the location and field of vision of the equipment
- notification to the public that they will be under video surveillance
- the rationale and purpose of the specific locations of equipment and fields of vision selected
- which personnel are authorized to operate the system
- the time(s) when the surveillance will be in effect
- whether, and when recording will take place
- the place where signals from the equipment will be received and monitored

Additionally, fair information principles should also be considered when developing policy relating to video recorded information. Such as the security, use, disclosure,

retention and destruction of the video recordings and the right of individuals to have access to their personal information captured.

The policy should also identify a person accountable for privacy compliance and privacy rights associated with the system and should require officers, employees and contractors adhere to it, and provide sanctions if they do not. The policy should also provide a process to be followed in the event of inadvertent privacy and security breaches. Finally, the policy should also provide procedures for individuals to challenge compliance with the respective policy.

Draft Policy Guidelines:

In response to this guideline the following is the operational guidelines that will be utilized by the Halifax Regional Police when using public space video under this project:

1. All camera deployments will be subject to a review by senior staff taking into account the criminal activity, risks and public safety concerns before installation and activation.
2. All camera deployments will be assessed and a privacy impact assessment (PIA) completed including the filed of view description any potential privacy issues documented.
3. All monitors must read and comply with all PIAs in place for all cameras under their control. At no time will a monitor use the camera to view areas that are privately held, including but not limited to private dwellings, hotels, private offices or areas marked off by fences as private.
4. All cameras will be left on record mode whether staffed or not.
5. All recordings shall be kept no longer than fourteen days (14) unless an image is required for an investigation of a criminal offense.
6. All requests for video will be made in writing to the Officer in Charge of the Project and/or his/her designate and will include the location, reason, file number and the name of the officer.
7. No image will be disclosed or used for a purpose other than a law enforcement purpose.
8. The Officer in Charge of this Project is Supt. Bill Moore
9. All technical issues related to the system shall be directed to Cst. Ross Denman and Mr. Nick Dickson.

10. All monitors shall maintain notes of their activities as they relate to the use of the camera and submit on a nightly basis the total number of calls they initiated or assisted on. The report will be submitted to Supt Moore for the purpose of tracking the effectiveness of the system.

The Surveillance Process:

Employing active surveillance is a process. There are factors at each step that if understood and used correctly will increase the effectiveness of surveillance.

The process is as follows:

1. Monitor encounters Situation or Event. The monitor has his/her attention primed and undertakes deliberate surveillance activities eg scanning.
2. Monitor interprets, judges, makes perceptual decision on whether crime risk or event exists – assessing opportunity, criminal readiness, intent.
3. Monitor considers alternative responses, and decides whether to respond to the event.
4. Monitor responds – directly, or mobilises others by phone/radio.
5. Monitor guides own/others' response – retrospective/real-time.
6. Monitor uses surveillance evidence as a witness recall and/or CCTV recordings in criminal investigation/ evidence for trial.

Monitor Issues:

Looking at Surveillance as a process , there are various issues we can look at will assist in determining whether the monitor's performance can be defined as good and bad:

- **Vigilance** – paying attention. The monitor must be constantly reviewing the various camera views and listening to the radio calls for service in the downtown. It is imperative that the monitor assess the behaviours of persons under surveillance and make a determination as to whether there is a potential for criminal activity either by or toward them.
- **System understanding.** The monitor must become efficient in the manipulation of the camera system. The ability of the monitor to pan/tilt/zoom and change cameras is pivotal to the collection of information.

- **Balancing probability** and consequences of false alarms versus misses and of successful hits. The monitor must make a decision as to whether they will call in additional resources to investigate the person/s being viewed.
- **Appropriateness/ timeliness of response.** Both the response of the monitor and the communication to the summoned officer's via any communications system must be reflective of the urgency of the situation. For example, some suspicious persons would not necessarily require a Code 1 response, where a vicious assault in progress would.
- **Guidance of wider response** by information from the monitor. The monitor must be able to articulate descriptions of persons, events and directions of travel in a clear and concise manner to responding units in real time.
- **Witness quality** – description, recognition, identification of what was observed may be required in court either with or in place of recorded images in the event of recording issues.
- **Understanding of Privacy Issues as they relate to CCTV.** The use of CCTV in public spaces is undertaken with the understanding that it is a powerful tool that has the potential to intrude on private space. The monitor must understand the difference between private and public space and conduct their monitoring practices within the state guidelines.

References:

p.ekblom@csm.arts.ac.uk
www.designagainstcrime.com
www.designagainstcrime.com/web/crimeframeworks
Design Against Crime Research Centre

Monitor Training Requirements

1. ACTI Software

On completion the monitor will be able to :

- a. Able to explain the system, knowing the names of each component.
- b. Able to select a camera
- c. Able to pan/tilt and zoom a camera
- d. Able to determine if system in recording

- e. Able to recall a recorded image and play it back.
- f. Understand basic troubleshooting and procedure to use for repairs.

2. HRP Policy Guidelines

- a. Able to understand the purpose of the project.
- b. Understand the Provincial Guidelines
- c. Know the HRP guidelines
- d. Review and understand the PIA.
- e. Sign off on PIA .

3. HRP Digital Radio Program

- a. Understand the HRP radio system.
- b. Able to use the radio and radio etiquette
- c. Able to use and reset the emergency button.

4. Notebooks/Report Writing

- a. Understand the use of notes.
- b. Able to complete notes of events
- c. Able to input information into Versadex as to involvement in events.