

Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 4.25
	Effective Date: 12/14/06
	Prv. Rev. Date: 05/25/20
	Revised Date: 09/07/23
Chapter: Uniforms and Equipment	Accreditation Standards:
Subject: Metro Watch Cameras	

4.25 METRO WATCH CAMERAS

4.25.1 POLICY

It is the policy of the Louisville Metro Police Department (LMPD) to install and utilize overt cameras, within public areas, for the purpose of public safety. The Metro Watch system utilizes cameras, which are capable of transmitting video images to a secure server, installed within the LMPD. The cameras are selectively monitored by the Real Time Crime Center (RTCC). It is also the policy of the LMPD that operators of Metro Watch cameras will be required to attend user training conducted by Technical Investigations or the RTCC. Nothing in this policy applies to the use of covert cameras utilized to further undercover investigations.

4.25.2 ACCESSIBILITY TO VIDEO IMAGES

Video feeds or images from Metro Watch cameras may be accessed, or viewed, by individuals outside of the LMPD only for specific needs, if requested. All such requests from individuals outside of LMPD divisions/sections/units or from MetroSafe will be submitted to, and approved by, the Chief of Police, or their designee.

4.25.3 VIDEO IMAGE ARCHIVE

Unless limited by technological constraints, the recordings are maintained in the Metro Watch system hard drive for a period of 30 days.

4.25.4 REQUESTING VIDEO IMAGES

In accordance with Metro video retention policies, Metro Watch video images are deleted after 30 days. Video requests must be made prior to the end of the 30-day period. Requests should be made at the earliest available opportunity in order to make certain that the request can be fulfilled. The request for video research from the Metro Watch system must be authorized by a commanding officer. All requests for recorded video images by LMPD personnel will be sent to Technical Investigations. Technical Investigations will have the responsibility to provide the recorded video within 72 hours, unless urgent circumstances exist due to the investigative nature of the request. Requests will be made by written memorandum or email and must contain the following information:

- The date and time of the incident
- The location of the incident
- The reason for the request
- The name and contact information of the requesting member
- The name of the authorizing commanding officer
- The date when the video will be needed (if urgent circumstances exist)
- The request should also include the following information, if applicable:

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4.25.4 REQUESTING VIDEO IMAGES (CONTINUED)

- The nature or type of occurrence (e.g., accident, offense)
- A description of suspect(s) or victim(s)
- Significant landmark(s) or point(s) of reference

Requests made by the news media for video images will be forwarded to the Media and Public Relations Office for review. Requests will be granted based on compliance with Kentucky Open Records Statutes (refer to Kentucky Revised Statutes (KRS) 61.870-61.884). Requests from other law enforcement agencies will be forwarded to the Administrative Services Division Commander for approval.

4.25.5 RETRIEVAL OF RECORDED INFORMATION

The authority to access, research, and retrieve recorded information from the Metro Watch system is restricted to the members of Technical Investigations and the RTCC. Technical Investigations retains the authority to release recorded videos from the Metro Watch system to individuals who have made an appropriate request in compliance with the procedures outlined in this policy.

4.25.6 PROHIBITED USES

The operation or use of Metro Watch system cameras to observe known private areas or those where there may be a reasonable expectation of privacy is prohibited. All reasonable efforts will be taken in order to protect the privacy rights of individuals in areas not accessible to the public.