

Portland Police Air Support Unit SOP

185396

2.12 Use of Camera Systems and Video Records

- a) Use of any ASU camera system (i.e. FLIR) will be conducted in a professional, ethical and legal manner. Camera systems that are lawfully deployed without a search warrant will not invade the privacy of individuals, or look into private areas or areas where a reasonable expectation of privacy exists. All reasonable efforts will be taken to protect these privacy rights.
- b) ASU members will adhere to all laws and case law governing the use of thermal imaging systems for searches. When a search utilizing a thermal imaging system (i.e. FLIR) is conducted under the authority of a search warrant, a copy of the warrant will be included with the video log sheet when submitting the record for processing.
- c) ASU video records consist of video taken on the ground or in the air by use of ASU Camera systems and portable aircraft mounted recorders. ASU crew members may record police operations, public safety events, and information that supports a criminal investigation at their discretion or at the request of other PPB or outside agency members. However, crew members should not record video of any surveillance missions unless specifically requested by the case officer or the case officer's supervisor.
- d) Video taken by ASU members will be processed as follows:
 - i) At the completion of a flight the crewmember will remove the videotape and move the security tab on the edge of the tape to the SAVE position to assure it is not recorded on again.
 - ii) The crewmember that recorded the video will complete a video log sheet for each tape to be submitted.
 - iii) Tapes and their associated video logs will be:
 - (1) Left in the Video Records inbox.
- e) The Chief Pilot will collect, process, archive and manage all video records in accordance with Appendix F- ASU Video Record Retention Schedule. This retention schedule was developed by the City of Portland Archives & Records Management Division to facilitate ASU compliance with Oregon Administration Rules 166-200-0100 (68).
- f) All video records will be stored in a secure area with access restricted to authorized persons only