



44933 Fern Avenue, Lancaster, CA 93534

Chairman Drew Mercy

Commissioner Mark Brown; Commissioner Tim Fuller;

Commissioner Howard Harris; Commissioner Jin Hur;

Commissioner Jeff Little; Commissioner Evelyn Medrano

LANCASTER CRIMINAL JUSTICE COMMISSION

AGENDA

Wednesday,

January 8, 2020

10:00 a.m.

Council Chambers – Lancaster City Hall

Posted by 5:00 p.m. on Friday, January 3, 2020

at the entrance to the Lancaster City Hall Council Chambers

CALL TO ORDER

ROLL CALL

Commission Members: Brown, Fuller, Harris, Hur, Little, Medrano; Chairman Mercy

INVOCATION

Pat Tanner, Pastor of Biblical Counseling, Grace Chapel of Lancaster

PLEDGE OF ALLEGIANCE

PRESENTATION

1. California Municipal Compliance Consultants

Presenter: Mike Kuper

PUBLIC BUSINESS FROM THE FLOOR - AGENDIZED ITEMS

Any person who would like to address the Lancaster Criminal Justice Commission on any agendized item is requested to complete a speaker card for the Commission Secretary and identify the agenda item you would like to discuss. Each person will be given an opportunity to address the Commission at the time such item is discussed. Speaker cards are available at the rear of the Council Chambers and your speaker card must be filled out and submitted *prior* to the agenda item being called. We respectfully request that you fill the cards out completely and print as clearly as possible. Following this procedure will allow for a smooth and timely process for the meeting and we appreciate your cooperation. *Individual speakers are limited to three (3) minutes each unless a different time limit is announced.*

**LANCASTER CRIMINAL JUSTICE COMMISSION AGENDA
WEDNESDAY, JANUARY 8, 2020**

Consent Calendar items may be acted upon with one motion, a second and the vote. If you desire to speak on an item or items on the Consent Calendar, you may fill out one speaker card for the Consent Calendar. You will be given three (3) minutes to address your concerns before the Lancaster Criminal Justice Commission takes action on the Consent Calendar.

CONSENT CALENDAR

CC 1. Approval of Minutes – December 9, 2019

CC 2. Approval of Minutes – December 11, 2019

CONTINUED NEW BUSINESS

CNB 1. Continued discussion regarding any COMM project and the camera surveillance policy and possible recommendation to City Council.

COMMISSION/ STAFF PRESENTATIONS, UPDATES, REPORTS

1. Los Angeles County Sheriff's Department Crime Trends Report
Presenter: Los Angeles County Sheriff's Department
2. Los Angeles County Probation Department Update
Presenter: Los Angeles County Probation Department
3. California Highway Patrol Update
Presenter: California Highway Patrol
4. District Attorney Update
Presenter: District Attorney's Office
5. City Attorney Update
Presenter: Assistant City Attorney
6. Public Safety Update
Presenter: Public Safety Director
7. State Legislative Office Update
Presenters: Senator Wilk's Office and Assemblyman Lackey's Office

**LANCASTER CRIMINAL JUSTICE COMMISSION AGENDA
WEDNESDAY, JANUARY 8, 2020**

PUBLIC BUSINESS FROM THE FLOOR - NON-AGENDIZED ITEMS

This portion of the agenda allows an individual the opportunity to address the Lancaster Criminal Justice Commission on any item ***NOT ON THE AGENDA*** regarding Commission business and speaker cards must be submitted ***prior*** to the beginning of this portion of the Agenda. Please complete a speaker card for the Commission Secretary and identify the subject you would like to address. We respectfully request that you fill the cards out completely and print as clearly as possible. Following this procedure will allow for a smooth and timely process for the meeting and we appreciate your cooperation. ***Individual speakers are limited to three (3) minutes each unless a different time limit is announced.***

COMMISSIONER COMMENTS

ADJOURNMENT

Next Regular Meeting:

Wednesday, February 12, 2020 – 10:00 a.m.

MEETING ASSISTANCE INFORMATION

In compliance with the Americans with Disabilities Act, this meeting will be held at a location accessible to persons with disabilities; if you need special assistance to participate in this meeting, please contact the City Clerk at (661) 723-6020. Services such as American Sign Language interpreters, a reader during the meeting, and/or large print copies of the agenda are available. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting/event you wish to attend. Due to difficulties in securing sign language interpreters, five or more business days notice is strongly recommended. For additional information, please contact the City Clerk at (661) 723-6020.

AGENDA ADDENDUM INFORMATION

On occasion items may be added after the agenda has been mailed to subscribers. Copies of the agenda addendum item will be available at the City Clerk Department and are posted with the agenda on the windows of the City Council Chambers. For more information, please call the City Clerk Department at (661) 723-6020.

All documents available for public review are on file with the City Clerk Department.

CJC CNB 1
01/08/20

**City of Lancaster
Administrative Policies and Procedures Manual**

Subject Camera Surveillance		Effective Date	
Index: City Clerk Number: XXX-XX	Supersedes N/A	Staff Contact Jason Caudle	Pages 3

1.0 Purpose

The City of Lancaster (“City”) wishes to deploy an 80,000 camera system (the “System”) within the City for the primary purpose of gathering data analytics to better track pedestrian and traffic data. The compilation of this data will help the City to better alleviate congestion in the streets and to increase the overall function of the City. The data will secondarily provide the City with access to video and images evidencing criminal activity within the City, to allow for better and more efficient law enforcement.

2.0 Policy

The cameras that make up the System will be installed and owned by various vendors throughout the City. The vendors will record on a twenty-four (24) hour per day, seven (7) day per week basis, and will provide authorized City staff with all necessary and/or requested data analytics, including, but not limited to, pedestrian and traffic counts. The vendors will also be required to provide authorized City staff with specified video and images evidencing criminal activity, upon request, which will be forwarded to the City’s public safety department/police department.

The City is committed to ensuring that the System is used in a manner that respects and balances the privacy interests of various City residents who are captured on the recordings. As such, any and all cameras that are deployed under this policy, and any and all images and video that are stored under this policy, will be done so in conformity with all citizens’ constitutional rights, including, but not limited to, the right to free speech and expression.

The video and images that are recorded will be the property of, and will remain in the custody of, the vendors who install and own the respective cameras, until they are destroyed by the vendors. The City will only be provided with data analytics tracking pedestrian and traffic counts, unless otherwise requested. Authorized City staff may, however, request video and images pursuant to an investigation into criminal activity. Upon a proper request, the vendors are bound to turn over the sought video and images to the City to aid in the investigation. The authorized City staff member and the authorized public safety/police department who receive the video and images will be the only bodies authorized to view the video and images.

Regardless whether the video and images recorded are retained by the vendors or sent to the City pursuant to an investigation request, any and all recordings will be destroyed by the vendor between thirty (30) and ninety (90) days after the date of recording.

This policy does not address the use of body-worn cameras, audio recording devices, or any other recording devices outside the scope of this policy. This policy does not supersede any federal, state, or local privacy laws.

3.0 Recording and Monitoring

Vendors will record on a twenty-four (24) hour per day, seven (7) day per week basis. Each vendor will appoint one (1) individual who will have exclusive access to the video recordings. Vendors shall not permit any person who is not the authorized individual responsible for viewing the recordings or an authorized City staff member upon proper request to access the recordings.

4.0 Video Retention

All recorded video and images shall be stored by the vendor in a secure area with restricted access unless and until directed by authorized City staff to release the content to the City.

Vendors shall store recorded video and images for no less than thirty (30) days and no more than ninety (90) days before deleting the content.

5.0 Release of Content

All content collected by vendors is considered vendor property and is not to be released to any individual other than the authorized City staff member, upon proper request, or as otherwise set forth herein.

Requests for recorded content from other law enforcement agencies shall be released by the vendor in accordance with a specific and legitimate law enforcement purpose. Recorded content that is the subject of a court order or a subpoena shall be processed in accordance with the established subpoena process.

Any requests or demands directed to the City under the California Public Records Act ("CPRA") (Cal. Gov. Code § 6250, et seq.) for any of the recordings that have been released to City staff pursuant to this policy will be handled accordingly by authorized City staff. Records pertaining to law enforcement investigations will not be required to be publicly disclosed by the City, pursuant to Cal. Gov. Code § 6254(f).

6.0 Violations

Unauthorized access to any of the cameras in the System or to any recorded content, unauthorized reproduction of any recorded content, or unauthorized distribution of any recorded content by any vendor will result in immediate disciplinary action, including, but not limited to, civil and criminal penalties.

7.0 Organizations Affected

All City departments/divisions

8.0 References

Cal. Gov. Code § 6250, et seq. (California Public Records Act).

Approved

Jason Caudle, City Manager

Date