



# Lexington Police Department

Lexington, Kentucky

## GENERAL ORDER

BY THE AUTHORITY OF THE CHIEF OF POLICE

### G.O. 2023-01 Video Management System

Rescinds: NA

Effective Date: 04/30/23 Distribution All Department Employees

Originally Issued: 2023

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## I. PURPOSE

The purpose of this policy is to provide guidance for the use of the department's Video Management System (VMS) technology by Lexington Police Department employees.

## II. POLICY

It is the policy of the Lexington Police Department to use VMS technology, as part of its Real Time Intelligence Center (RTIC), to complement its anti-crime strategy, effectively allocate and deploy personnel, and enhance public safety and security.

The Lexington Police Department is committed to the protection of individual rights, as governed by the United States Constitution and laws, the Commonwealth of Kentucky Constitution and laws, and the Lexington City Charter and Code of Ordinances and will only use VMS technology for legitimate law enforcement and public safety purposes.

## III. DEFINITIONS

*Archived Video*: Video recordings and accompanying data that has been retained within a data storage system.

*City-Owned Video System*: Video system administered by any division within the Lexington-Fayette Urban County Government (LFUCG).

*Non-City-Owned Video System*: Video system owned and administered by an entity other than LFUCG.

*Operator*: A department employee authorized and trained to utilize the VMS.

*Real Time Intelligence Center (RTIC)*: A centralized technology center which unites multiple resources to improve situational awareness and aids in the department's response to, and investigation of, special events, critical incidents, and/or other incidents with a public safety interest.

*Video Management System (VMS)*: Technology platforms used by the department to integrate video from multiple sources for the purpose of enhancing the delivery of public safety services.

## IV. PROCEDURE

A. General

1. Usage of the VMS will be for the purposes of improving situational awareness and aiding in the department's response to, and investigation of, special events, critical incidents, and/or other incidents with a public safety interest.
2. Department operators shall not use, or allow others to use, the VMS for any unauthorized purposes.
3. The following uses of the VMS are specifically prohibited:
  - a. VMS technology shall not be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists, except when authorized by a search warrant or under exigent circumstances.
  - b. VMS technology shall not be used to target, harass and/or intimidate individuals or groups based solely on actual or perceived characteristics including, but not limited to race, color, religion, sex, age, national origin or ancestry, disability, gender identity or sexual orientation.
  - c. It is a violation of this policy to use VMS technology for any personal purposes.
4. The department's Special Investigations Section – Intelligence Unit lieutenant is designated by the Chief to serve as the department's RTIC coordinator and is responsible for the following VMS functions:
  - a. Serving as the department liaison to administrators of city-owned and non-city-owned video systems.
  - b. Establishing protocols for department operators' use of and access to the VMS.
  - c. Maintaining a list of all trained department VMS operators.
  - d. Establishing the training requirements for VMS operators and coordinating with the Training Section as needed.
  - e. Tracking requests for archived video.
  - f. Conducting biannual audits, and monitoring program compliance as needed, to ensure employees are accessing and utilizing the VMS in accordance with department policy and procedure.
  - g. Evaluating any requests for VMS use or data access as authorized by the Chief and according to department policies and guidelines.

B. VMS Access and Usage

1. Access to VMS live-view monitoring will be limited to units/individuals as determined by the

RTIC coordinator.

2. Access to query for archived video within the VMS will be limited to department operators as determined by the RTIC coordinator.
3. VMS access to each city-owned video system is authorized by each system's administrator as designated by LFUCG.
4. VMS access to non-city-owned video systems is authorized by each system's administrator.
  - a. Non-city-owned video system administrators may terminate the department's VMS access to their respective video system at any time.
5. Department employees requesting archived video will forward their request, utilizing the currently approved RTIC submission method, indicating the following:
  - a. Case number associated with the incident
  - b. Date, time and specific location of the incident
  - c. Type of incident
  - d. Justification for the request, and
  - e. Other information necessary to assist in evaluating the request

#### D. Archived Video Retention

1. Archived videos recorded on city-owned video systems will be retained on each video system's respective storage solution in accordance with the current records retention schedule.
2. Archived video recorded on a non-city-owned video system is the property of the non-city entity and is retained by each at their sole discretion.
3. Video that is discovered to have evidentiary value will be collected in accordance with established department procedures and legal requirements (e.g., administrator's consent, search warrant, etc.).
4. Archived evidentiary video that has been retained by the department will be uploaded to the current digital evidence management system and will be retained in accordance with established department procedures.

#### E. Releasing Archived Video

1. Archived video may be released by RTIC operators to other law enforcement officials for legitimate law enforcement purposes.
2. All non-law enforcement related requests for the release of archived video shall be forwarded

to the Open Records Unit for handling per established department procedures and applicable open records laws.

**F. VMS Audit**

1. A biannual audit of the VMS program will be conducted by the RTIC coordinator, to ensure department employees are accessing and utilizing the VMS in accordance with department policy and procedure.
2. The Public Integrity Unit will be responsible for conducting an annual audit of VMS usage, to ensure department employees are only accessing and utilizing VMS technology for legitimate law enforcement and public safety purposes.
3. Audits shall be documented in writing and forwarded to the Chief via the chain of command. After review by the Chief, the audit and any associated documentation shall be filed and retained by the RTIC coordinator.
4. The results of each audit will also be forwarded to both the Planning and Analysis Unit for accreditation purposes and the Public Information Office to be posted on the Lexington Police Department webpage.