

EXHIBIT 4

CITY OF HALLANDALE BEACH, FLORIDA  
**MEMORANDUM**  
JF11-079

**DATE:** September 27, 2011

**TO:** Department Directors

**FROM:** Jennifer Frastai, City Manager Administrator

**SUBJECT: Administrative Policy 2021.003/R01, Video Security System CAD#038/05**

Attached, please find revised Administrative Policy 2021.003/R01, "Video Security System."

Please review the policy with your staff and update your manuals accordingly. If you have any questions regarding said policy, please feel free to contact either myself or the Information technology Department.

Thank you.



Jennifer Frastai  
City Manager Administrator

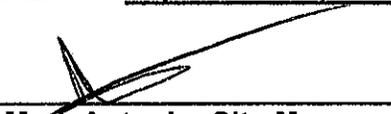
Attachment

**CITY OF HALLANDALE  
ADMINISTRATIVE POLICY**

**DATE OF ISSUE:**     November 24, 2008            **NO. 2021.003/R01**

**EFFECTIVE DATE:**   November 24, 2008           **SUBJECT: Video Security System**

**REVISION DATE:**     September 22, 2011

**APPROVED:**   
                  Mark Antonio, City Manager

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**Cross Reference:**

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**I. PURPOSE/INTENT**

Surveillance cameras are in use at the listed City facilities as a tool to increase the safety of our citizens, visitors and staff, and to protect City property against theft and vandalism. The cameras and their accompanying signage are intended to deter crimes, and used to identify those who do commit crimes. The network of cameras is set to record the images for thirty (30) days. Once the thirty day recording time is reached, the 31<sup>st</sup> day replaces the 1<sup>st</sup> day's recording and so on.

**II. DEFINITIONS**

**Department Directors**, or their designees, are responsible for requesting recordings of images as needed. The request will be made directly to the Chief of Police as soon as they become aware of an incident due to the 30-day recording limit of the system.

**Police Front Desk Personnel** are employees of the Police Department and consists of Community Service Aides, Clerks and Police Officers assigned to the front desk. They are responsible for maintaining constant audio monitoring of the booking areas while prisoners are being processed.

**III POLICY/PROCEDURES**

**A. Video Security System**

Video Cameras will be installed in public areas at the listed City owned locations (Attachment A). The recorded images are housed in the Information Technology Department's (IT) server room. Access to the room is restricted via existing security procedures. Programming of the video software is limited to the City's security system project manager and the Information Technology liaison to the vendor.

In the event of criminal activity, the department where an incident occurred is responsible to notify the Police Department's front desk as soon as they become aware of an incident. Departments shall call 911 for all crimes in progress or other emergencies. The police department will ensure the preservation of the recorded images and conduct a criminal investigation when applicable.

A second dedicated digital video recorder is housed at the Police Department's front desk and secured by tamper resistant hardware. This recorder captures images from cameras located within the Police Department (including audio in the holding and booking areas) and preserving them for criminal proceedings if needed. If a portion of video will need to be preserved, assigned police department personnel with the assistance of the security system vendor, when needed, will remove the hard drive and preserve it in accordance with current evidentiary process.

#### **B. Access/Viewing Stations**

1. **Police Department Front Desk** – This access/viewing station will have the ability to view all available security camera video images in the City.
  2. **Water Plant Office** – This access/viewing station will have the ability to view security camera video images located at the Public Works Compound.
  3. **Remote Access/Viewing** – Individuals as designated by the City Manager, or his designee, will have remote access to view available security camera video images.
  4. **Director Access/Viewing** – Directors will have viewing capabilities of their respective department locations.
- C. **Signage** - Signage advising the public that the use of video recording devices are in use will be posted as a deterrent to criminal activity.
- D. **Maintenance** - A designated Information Technology Technician is responsible for ensuring the proper day to day operation of the camera system. A service agreement will be maintained to cover the maintenance of the complete security system.

#### **IV ADDITIONAL INFORMATION, REQUIREMENTS & RESPONSIBILITIES**

The Information Technology Department is responsible for providing training on the use of the camera system's functions, and ensuring a 30-day minimum recording time is maintained.

**ATTACHMENT A**

City Facilities where security cameras are or will be installed:

- 1) Municipal Hall (interior & parking lots)
- 2) Cultural Center (interior & parking lots)
- 3) Public Works
- 4) Fire Stations (interior & parking lots)
- 5) Hepburn Center (interior & parking lots)
- 6) North & South Beach (parking lots and bathrooms)
- 7) Beach Club parking garage
- 8) Hallandale Elementary (sports field)
- 9) Johnson Park (sports fields and tennis courts)
- 10) BF James Park (basket ball courts & kids park)
- 11) Ingalls Park (field, restrooms, & parking lot)
- 12) Bluesten Park (field, pool, restrooms, basketball courts & concession stand)
- 13) Scavo Park (parking area and kiddy play area)
- 14) Foster Park
- 15) Golden Isles Park (kiddy play area)
- 16) City Cemetery (east and west vehicle entrances)