

**OFFICE OF THE CHIEF OF POLICE**

**NOTICE**  
1.11

November 12, 2019

**TO:** All Department Personnel

**FROM:** Chief of Police

**SUBJECT:** PROCEDURAL UPDATE FOR UTILIZATION OF CLOSED-CIRCUIT TELEVISION SURVEILLANCE (CCTV) CAMERA SYSTEM AT HOUSING AUTHORITY OF THE CITY OF LOS ANGELES (HACLA) SITES

The purpose of this notice is to update procedure for Department personnel seeking to view and/or download footage from closed-circuit television (CCTV) surveillance camera systems located at a Housing Authority of the City of Los Angeles (HACLA) public housing development.

If an officer deems it necessary to review or download footage from a CCTV surveillance camera system located at a HACLA site, he or she shall properly fill out a line in the HACLA CCTV Surveillance Camera Access Log, which can be found at each individual location. The log is comprised mostly of general information, but also includes an "Incident/Reason" box that requires information on the type of incident being investigated, as well as the reason. The "reason" can be as simple as an at-scene investigation but also includes detective follow-ups, Force Investigation Division call-outs and more. This additional step is not meant to deter officers from utilizing the footage but rather to better track how and why it is being used, as the Department continues to work in partnership with HACLA to promote public safety.

Additionally, officers shall also notify the Community Safety Partnership (CSP) Coordinator, via phone or email, as soon as practicable after viewing or downloading any camera footage. The CSP Coordinator is the Department's primary contact with HACLA, and as such, has been tasked with making notifications regarding major incidents or concerns. The contact information for the CSP Coordinator can be found at the bottom of the access log.

If you have questions regarding this matter, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.

  
MICHEL R. MOORE  
Chief of Police

Attachment

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