



# BROOKLINE POLICE DEPARTMENT

## *Office of Professional Responsibility*

ANDREW LIPSON  
CHIEF OF POLICE

LT. PAUL R. CAMPBELL  
Office of Professional Responsibility

To: Chief Andrew Lipson

From: Lieutenant Paul Campbell

Date: January 2, 2020

Subject: CIMS Audit

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Sir:

Pursuant to Special Order 2010-4 III(c)(3), I conducted an audit of the Brookline Police Department Critical Infrastructure Monitoring System. The CIMS policy requires that the Office of Professional Responsibility conduct a semi-annual audit to determine compliance with this policy and also to ensure that CIMS records are complete and up to date. The last audit was submitted on July 18, 2019.

The CIMS system consists of 11 cameras set up in various locations throughout the Town of Brookline. The policy requires training of police officers and dispatchers prior to receiving codes to access the system. The policy also requires records be kept regarding use of the system as well as requests for production of captured video. Additionally, a camera inventory log must be maintained documenting that the cameras are inspected monthly. As part of the camera inventory logs the location of the cameras as well as dates placed in service are recorded.

The CIMS camera policy calls for the cameras to operate every day between the hours of 10 PM – 6 AM. During those hours the cameras are to be automatically turned on via computer. From 6 AM until 10 PM, the same computer is supposed to close a “privacy ensuring cap” (called Situcon covers) over the cameras, effectively taking them offline. During 2015, the CIMS cameras reached their end of life, and the decision was made to replace the cameras. The new cameras would not work with the Situcon covers that had been in place with the original cameras. Efforts to locate “privacy ensuring caps” for the new cameras were not successful, and as a result the cameras are not covered during the off hours of the policy (6 AM – 10 PM). All of the cameras operate without covers, and as such all cameras operate 24 hours a day. This has been the case since 2015, and been reported in numerous audits since that time.



In my last two audits I have noted that Special Order 2010-4 provides that recordings are to be retained for 14 days, “unless otherwise required by the evidence policy, by court order, or by law.” Previously we had been retaining recordings for only 14 days. This policy is in conflict with the law regarding records retention (Municipal Records Retention Schedule - Schedule number 01.007 – “Audio/Visual tape or Digital Recordings, security and surveillance tapes – retain 1 month”). Because of this conflict with the law, and consistent with the policy that we should follow the law, a 30 day retention period has now been implemented. All CIMS recordings are now retained for 30 days, at which point they are overwritten.

### Video Recording Production Requests

The Technology Division maintains a log documenting each request made for a copy of a video captured by the CIMS cameras. Requests for video are submitted to Officer Scott Wilder, who retains a hard copy of each request. He logs data associated with the request, including date/time of incident, type of incident, location, case # if applicable, date request filled and any additional remarks to explain the nature of the request.

I inspected this log and determined it to be organized and up to date. Since July 1, 2019 there have been 35 requests for production of video captured by the CIMS camera system. 28 of these video requests were made by law enforcement personnel for law enforcement reasons, while seven requests were public records requests. Six of these public records requests were related to motor vehicle crashes, while the seventh was related to the large manhole explosion that occurred on December 4<sup>th</sup>. Of these seven public requests, five were filled, while two were not filled due to the fact that the cameras did not record any video of value.

Of the 35 total requests for video, 27 were accommodated. The remaining requests were not filled because the cameras did not record any video of value.

Below is a list of the CIMS camera video requests for this audit period.

<b>Date of Incident</b>	<b>Time of Incident</b>	<b>Type of Incident</b>	<b>Turned Over To</b>
7/3/2019	1100 Hrs.	MV crash Town Property	Computer Evidence
7/9/2019	0129 Hrs.	OUID	Evidence
7/9/2019	2110 Hrs.	Failure to stop	Evidence
7/15/2019	0450 Hrs.	MV crash	Evidence
7/14/2019	0432 Hrs.	OUIL	Evidence
8/6/2019	0040 Hrs.	MV crash, hit & run	N/A – not in view
8/6/2019	1415 Hrs.	Mutual A&B	Evidence
8/22/2019	1800 Hrs.	Pedestrian hit by mv	Computer Evidence



8/23/2019	0000 to 0500 Hrs.	B&E	Evidence
9/1/2019	0040 Hrs.	MV crash	Evidence
9/5/2019	2130 to 0800 Hrs.	Larceny of Bike	N/A – not in view
9/3/2019	1515 Hrs.	Stolen scooter	N/A – not in view
8/26/2019	1534 Hrs.	MV crash	Public Record Request
8/26/2019	1630 to 1730 Hrs.	MV crash	Public Record Request
9/15/2019	0230 Hrs.	Attempted scooter theft	N/A – nothing in view
9/20/2019	1420 Hrs.	Hit & Run Town property damage	Computer Evidence
9/21 to 9/22	1800 to 0900 Hrs.	B&E MV investigation	Computer Evidence
10/8/2019	1500 Hrs.	MV crash-minor	N/A Public Record Request – nothing in view
10/3/2019	0655 Hrs.	MV Crash	Public Record Request
9/19/2019	1500 Hrs.	MV Crash	N/A Public Record Request – Nothing in view
10/21/2019	1210 Hrs.	Robbery	Evidence
11/7/2019	1420 Hrs.	4 car mv crash	Traffic Investigation
10/18/2019	2000 Hrs.	MV crash	Public Record Request
11/8/2019	1740 Hrs.	Mv-bike crash	Traffic investigation
11/10/2019	1500 Hrs.	Credit card case - Eastern Bank	Detective investigation
11/14/2019	1045 Hrs.	Fall in front of train	MBTA investigator
11/19/2019	0000 to 0200 Hrs.	Stabbing - homicide	Detective investigation



11/22/2019	0620 Hrs.	MV crash	N/A – not in view
11/23/2019	2300 to 0600 Hrs.	B&E at 714 Washington	Detective investigation
11/14/2019	1840 Hrs.	MV stop complaint	IAD Lt.
12/4/2019	1809 Hrs.	Manhole explosions	Eversource for investigation
12/9/2019	2030 to 2130 Hrs.	Detective follow-up investigation	Detective investigation
12/10/2019	1930 Hrs.	Ped. struck mv – hit/run	Evidence
12/17/2019	1105 Hrs.	MV crash	Traffic Investigation
12/24/2019	0850 Hrs.	Bicycle Crash - Medical	N/A – not in view

#### Camera Inventory and Inspection

Under the policy it is required that the camera system be inspected monthly by the Technology Division. Additionally the Technology Division must maintain a log inventorying all cameras in service, including the date each camera is placed in service, location, inspection dates, maintenance/repair history and specific activities being monitored if any.

The log detailing this information is kept in the Larimore property system. A separate log is maintained for each camera. The information contained in the logs is complete and easily accessible. I checked the logs and found the information to be clear and up to date. The cameras have been inspected as required. Where issues were discovered they were noted in the inspections as well as the repairs undertaken to correct these issues.

#### Certification/Training

Prior to receiving an access code to operate the CIMS camera system, Department Employees are required to receive a copy of the policy for the CIMS cameras. Employees must also receive training in the policy, with a focus on impermissible uses. Once this is done, employees then sign a certification that they have received and read the Special Order regarding the CIMS camera system (S.O. 2010-4).

This certification/training component of the Special Order is being adhered to. Department personnel have all been provided a copy of the policy. Additionally, the policy is available to all department personnel at any time via the department's online file system. The entire department was trained in the camera system and impermissible uses at the time the cameras were installed. CIMS policy training is provided to new hires prior to their being provided an access code to the system. Signed certifications are maintained within the training division. A notebook with all certifications was readily available, and as new employees are hired their certifications are added to the notebook. I verified that



the newest dispatchers have been trained, and confirmed that they have signed certifications documenting that they have received this training. We have not hired any new police officers hired since the last audit in July of 2019. All current police officers have been trained, and their signed certificates are up to date, located in the certification notebook.

### Complaints/Misuse

There have been no complaints, either internal or external related to use of the CIMS camera system. Since the inception of the CIMS network, there has never been an allegation of impermissible use of any of the equipment.

### Conclusion

Based on my audit the cameras are being used lawfully and for appropriate purposes. The camera records are being maintained and are up to date and organized. Officers are being educated on the policy regarding the use and impermissible uses of the CIMS camera system, and after reviewing these policies they sign a certificate acknowledging they have been trained regarding the CIMS camera system. These training records are being properly maintained and updated. The CIMS camera system is not in compliance with the CIMS policy regarding the privacy ensuring caps. The cameras record 24 hours a day. This fact has been reported in my previous audits, has been discussed by the Brookline Select Board at public meetings, and has also been reported in the Brookline Tab. At the current time the policy still includes language regarding the physical covering of the cameras. This language is inconsistent with the current practice, and we should consider updating the policy to make it reflect actual practice. Aside from this issue, the CIMS cameras are otherwise being operated in compliance with Special Order 2010-4.

Respectfully submitted,



Lieutenant Paul Campbell  
Office of Professional Responsibility

