

**MINIMUM STANDARDS
SURVEILLANCE CAMERAS
Chapter 259.230**

The purpose of this ordinance is to assist the Minneapolis Police Department or other Law enforcement agencies with the apprehension of persons suspected of committing crimes at Minneapolis grocery stores or automobile convenience stores by requiring each licensee to install and maintain a surveillance camera system of the following types, number and system:

ALL CAMERA SYSTEMS REQUIRE:

1. SIGNAGE REQUIRED.

Establishments shall post a conspicuous sign which states that the property is under camera surveillance. Such signage shall be subject to periodic inspections by the Business License Division or the Minneapolis Police Department.

2. PERIODIC INSPECTIONS

All recording devices shall be subject to periodic inspections by the Business License Division or the Minneapolis Police Department.

3. 24 HOURS PER DAY OPERATION.

All recording devices shall operate 24 hours per day without interruption. One tape shall be used per 24 hour period.

4. VIOLATION OF RULES SUBJECT TO ENFORCEMENT UNDER ADMINISTRATIVE ENFORCEMENT AND/OR CRIMINAL CHARGES.

Stores with cameras that do not meet all of the requirements in this policy are subject to administrative fines and/or criminal charges. Administrative charges begin at \$200 per day and doubling with each day of non-compliance.

A. NON VIDEO CAMERA A 35mm security camera system, consisting of at least one camera, or its photographic equivalent capable of creating an image equal to that of a 35mm camera that records and is capable under normal lighting and operating conditions of producing a reasonable photographic image on film of persons in a specified area. The camera system shall be:

1. Positioned to provide photographic coverage of the cash register or place where money is exchanged or other area approved by the Director of Licenses.
2. Maintained on a routine basis by the licensee to ensure that the camera system contains a full roll of film and is working properly. The camera system shall have a light or other signal which indicates when the system has been activated.
3. Capable of activation by a remote triggering device such as a concealed button or bait clip, which will then automatically take a series of at least 12 photographs.
4. Capable under normal lighting and operating conditions of recording and producing a recognizable color, retrievable, enlargeable and reproducible photographic image of persons in

the designated photographic field. Such photographic image shall be of sufficient clarity to provide for suspect identification in investigations or criminal proceedings.

OR

B. VHS/S-VHS ANALOG SYSTEMS

A VHS or S-VHS analog closed circuit video security system must recorder must consist of at least one (1) color video camera and one (1) VHS or S-VHS videocassette recorder. This system must consistently record using the systems optimal technical capabilities. Minimum technical specification, operation and set-up for a single camera system shall be:

1. The VHS or S-VHS analog system must record at the highest resolution possible for that system.
 - A. VHS systems at 240 lines of horizontal resolution
 - B. S-VHS systems at 400 lines of horizontal resolution
2. The one **required** camera must be positioned to provide recording of persons (customers) at the customer entrance. This camera shall:
 - A. Record clear images in all lighting conditions
 - B. Record all persons entering the establishments filling at least 25% of the video image.
 - C. Remain fixed in this location and not consist of a panning camera.
3. Each image captured by the camera must fill an entire field or frame of the video. Systems that place more than one image (such as a quad system) on a frame or field do not comply.
4. **Recorded images must be retrievable by the Minneapolis Police Crime Lab. Should an incident occur the original tape shall be turned over to the investigating officer or no later than eight (8) hours after the incident.**
5. No system shall record more than a 24-hour period on one tape.
6. An accurate time and date stamp shall be recorded and viewable on the recording and shall not obscure important areas of the image.
7. Videotapes that are of such poor quality or condition that they can no longer provide satisfactory images are nor acceptable. Use of such tapes will be held in violation of MPLS ORD 259.230 and subject to appropriate penalty. Tapes shall be maintained in the following manner.
 - A. Each business shall maintain a supply of thirty-two (32) videotapes. 31 tapes shall be numbered 1 through 31 and used on the corresponding day of the

month. In the event Licenses or the Minneapolis Police Department need to take one of these tapes as evidence, the extra tape will be used as a replacement.

- B. Videotapes shall be used a maximum of twelve (12) times. One per month for a period of one (1) year.
 - C. Under no circumstances should a videotape be reused for a period of more than one time per month.
8. It is the responsibility of the vendor to maintain all equipment, assure accuracy of time keeping, and log tape reuse and schedule immediate repair if necessary.

-OR-

C.Digital Surveillance Systems

- 1. The one **required** camera must be positioned to provide recording of persons (customers) at the customer entrance. This camera shall:
 - A. Record clear images in all lighting conditions
 - B. Record all persons entering the establishment filling at least 25% of the video image
 - C. Remain fixed in this location and **not** consisting of a panning camera
 - D. Record and store the image at the highest resolution native to the system
- 2. An accurate time and date stamp shall be recorded and viewable on the recorded images and shall not obscure important areas of the image.
- 3. Captured images shall be retained for a minimum of 30 days
- 4. It is the responsibility of the vendor to maintain the equipment, assure accuracy of time keeping, and schedule immediate repair if necessary.
- 5. Images captured on the systems hard drive shall be in a retrievable format and able to be reviewed on demand.
 - A. Stored Files must be able to be transferred to a removable media device.
 - B. Transferred images must retain highest resolution native to stored file.
 - C. Proprietary formats must have appropriate player software available to investigators. If a USB device is needed (such as a dongle key) to view the files, that device must be provided to the Minneapolis Police Department.
 - D. **Failure to comply with A, B, C will result in a temporary confiscation of capturing system, as it will be inventoried as evidence.**

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