



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

Office - 916-354-3700 * Fax - 916-354-2082

SECURITY COMMITTEE

(Directors Les Clark and Tim Maybee)

Regular Meeting

October 10, 2019 at 10:00 a.m.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

AGENDA

1. **Call to Order**
2. **Comments from the Public**
3. **Monthly Updates**
 - + Operations
 - + Incidents of Note
 - + RMA Citations/Admonishments
 - + RMA Compliance/Grievance/Safety Committee/Disposition Report
 - + Contract Security
4. **Body Camera Policy Update**
5. **ABDI Patrol Software Update**
6. **Joint Security Committee Update**
7. **Director and Staff Comments/Suggestions [no action]**
8. **Adjournment**

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is October , 2019. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

MEMORANDUM

Date: September 30, 2019
To: Security Committee
From: Jeffery Werblun, Security Chief
Subject: Security Update Report for the Month of September 2019

OPERATIONS UPDATES

The revision for the Body Camera Policy was completed and submitted to the Security Committee. The action will be held over to the October meeting to give the Committee members time to review it.

We are now publishing the Security Daily Shift Summary Reports on the CSD's website. The reports will be published weekly and will contain a week's worth of reports. We have placed a link on the District's main web page that will take readers directly to the reports. This menu option is found to the right of the main web page rotating slideshow. We felt there was a need to fill a void left with the loss of the Ranchomurieta.com who regularly provided these reports online. Now we are able to direct readers to our website if they have an interest in reading the Security Logs.

Earlier in the month, I met with Barb, the Manager at the Village. She had nothing to report other than being pleased with the service Security was providing.

Volunteers have spent approximately 44 hours year to date on graffiti clean-up around the community. There have been no recent incidents reported.

INCIDENTS OF NOTE

Summerfest had no issues that involved patrol. The North Gate experienced periods of traffic delays on Friday and Saturday. On Saturday, in addition to the Summerfest traffic, there was a lot of visitor traffic due to a wedding at the Country Club and several private parties on the North. A Patrol Officer had to work the second lane for a period of time to move the traffic line along. I have approached Mike Martel with the Summerfest Committee for next year for them to hire an additional Gate Officer to work the middle lane for traffic flow. The plan would be as we did on July 4th where the middle lane was designated for Summerfest ticket holders. We are also going to push for the use of the Fastpass system for any visitors that day as well.

September 14, 2019 at 4:40 am, patrol responded to a vehicle burglary on Guadalupe Dr. Two suspects approximately 12-14 years old were seen getting into the victim's vehicle. The suspects were scared off and were last seen running onto the golf course near the 14th hole. Sacramento Sheriff was notified. No property was taken from the vehicle. The vehicle had been left unlocked.

RANCHO MURIETA ASSOCIATION COMPLIANCE MEETING

My appearance was canceled this month by the Chairperson.

MONTHLY MEETING WITH RMA COMPLIANCE STAFF

Danise Hetland and I met. Nothing to report this month.

CONTRACT SECURITY

We are still using PDF on a limited basis for the gate.

JOINT SECURITY MEETING

No meeting has been requested by the other parties of the Joint Security Committee. We are prepared to release a summary report of the responses we received from the community on their top security concerns. We are waiting at RMA's responses to their new survey of residents.

2019 RMA Rule Violations Enforcement by CSD

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Back Area w/o Resident				1	2	1	1		1				6
Basketball Standard													
Barking Dog	14	10	9	12	6	5	11	10	16				93
Open Garage Doors		1	6	8	8	8	1	12	3				47
Curfew							1	1					2
Driveway Parking									1				1
Fishing License/Fish & Wildlife				2									2
Guest Parking								1	1				2
Loose/Off Leash Dog	8	4	13	2	3	7	4	6	8				55
Motorcycle North Streets				1									1
Overloaded Golf Cart													
Overnight Street Parking			3					1					4
Park Hours	1			3	16	8	4	2	4				38
Speeding	12		5	4	3	1	1	4	6				36
Stop Sign	3	1	1						1				6
Unauthorized Vehicle													
Unlicensed Driver	1	2	1	1		2		1	4				12
Unsafe Driving	5	2	5	2	1	4	5		2				26
Intereference									1				1
Gate Refusals	16	47	29	43	66	59	75	39	23				397
Total	60	67	72	79	105	95	103	77	71				729

2019 RMA Rule Violation Citations by CSD

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Back Area w/o Resident				1			1						2
Basketball Standard								8	4				12
Commercial Vehicle Signage								2	2				4
Construction Hours/Days													
Curfew						1							1
Driveway Parking	30	5	2		20	24	8	60	30				179
Fishing License/Fish & Wildlife													
Guest Parking													
Loose/Off Leash Dog		1						1					2
Motorcycle North Streets													
Overloaded Golf Cart													
Overnight Street Parking	7	9			4	19	5	29	7				80
Park Hours					2	6	6	8	15				37
Speeding	39	39	5	4	7	16	17		13				140
Stop Sign	6	7	1	1	1			2	6				24
Unauthorized Vehicle								1					1
Unlicensed Driver							1	1					2
Unsafe Driving	1				2	2							5
Intereference													
Parking Citations			12	13	3		1		2				31
Warning Notice							2		4				6
Total	83	61	20	19	39	68	41	112	83				526



Rancho Murieta Community Services District

RMA Rule Violation Sections Enforced by RMCS Security Department

RULE I SECTION 5: IDENTIFICATION

RULE I SECTION 6: INTERFERENCE WITH CSD/RMA EMPLOYEE

RULE II SECTION 1: USE OF STREETS

RULE II SECTION 2: UNLICENSED DRIVER

RULE II SECTION 3: SPEED LIMIT VIOLATION

RULE II SECTION 4: ENHANCED SPEED

RULE II SECTION 5: STOP SIGN VIOLATION

RULE II SECTION 6: BUS STOP

RULE II SECTION 8: NO BARCODE

RULE II SECTION 9: TRAILERS AND COMMERCIAL VEHICLE PARKING

RULE II SECTION 10: OVERNIGHT STREET PARKING

RULE II SECTION 11: STORING OF VEHICLES

RULE II SECTION 12: MOTOR VEHICLE REPAIRS

RULE II SECTION 14: CARRYING OF PASSENGERS

RULE II SECTION 15: UNAUTHORIZED VEHICLES, NO 24 HR. PASS

RULE III SECTION 2: UNLEASHED PETS

RULE III SECTION 5: PET NOISE

RULE VI SECTION 1: COMMERCIAL SIGNAGE

RULE VII SECTION 6: BASKET BALL STANDARDS

RULE VII SECTION 9: NOXIOUS ACTIVITIES

RULE IX SECTION 1: GUEST WITHOUT RESIDENT

RULE IX SECTION 2: SWIMMING IN CHESBRO/CALERO

RULE IX SECTION 3: PARK HOURS

RULE IX SECTION 5: FISHING VIOLATIONS

RULE IX SECTION 6: FIREWORKS

RULE IX SECTION 8: SKATEBOARDING/SCOOTERS

RULE IX SECTION 9: CURFEW

RULE IX SECTION 10: VANDALISM

RULE XIII SECTION 1: DRIVEWAY PARKING

ARTICLE VII SECTION 12(B): GUEST PARKING

ARTICLE VII SECTION 13: BON FIRE

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Security	Policy # 2019-
Title:	Body-Worn Cameras and Related Video Systems	

PURPOSE

To provide the Rancho Murieta Community Services District's (District) Security Patrol Officers (Patrol Officers) and Security Department with the necessary procedures, policies, and responsibilities for the use of the body-worn camera systems as well as the management, storage, and retrieval of audio/video material recorded by body-worn cameras. Recorded data serves a dual purpose to the District by protecting both Patrol Officers and citizens. Body-worn cameras provide accountability and transparency to the public and will provide a recording of an incident that may supplement an employee's report, conduct, investigation and enforcement activity.

POLICY STATEMENT

The use of body-worn camera systems provides persuasive documentary evidence and helps defend against civil litigation and allegations of officer misconduct. Patrol Officers assigned the use of body-worn camera and video systems will adhere to the operational objectives, policies, responsibilities, and procedures outlined in this policy to maximize the effectiveness and utility for the body-worn camera system and the integrity of evidence and related video documentation. District employees who violate this policy will be subject to disciplinary action, up to and including termination.

OBJECTIVES

The District's Security Department has adopted the use of body-worn camera systems to accomplish the following objectives:

1. To enhance Patrol Officer safety and accountability.
2. To accurately capture statements and events during the course of an incident.
3. To enhance the Patrol Officer's ability to document and review statements and actions for both internal reporting requirements and investigations.
4. To provide an impartial measurement for self-critique, evaluation, performance, and professionalism.
5. To capture visual and audio evidence/information for use in current and future investigations and proceedings and to protect against false accusations.

DISTRICT RESPONSIBILITIES

1. The District shall provide one personal body-worn camera for each Patrol Officer. Patrol Officers will use only District-owned and issued body-worn camera systems.
2. The District will provide Patrol Officers and Sergeants with training on the use of body-worn cameras and video systems.

3. The District will approve media viewing and duplication devices.

OFFICER RESPONSIBILITIES

1. Patrol Officers will wear the body-worn camera when on patrol. The camera shall be worn and used in the manner specified in training and per this policy.

Unless it is unsafe or impractical to do so, or mechanical issues impede the use of the camera, Patrol Officers shall activate the camera prior to making contact in any of the following incidents: (a) enforcement encounter when there is a reasonable suspicion that the person is or was involved in criminal activity, a violation of law, or other misconduct; (b) when responding to a dispatched call; (c) when investigating any incident, claim, violation or wrongdoing; (d) when responding to a traffic collision; and (e) when contact with a person becomes adversarial after the initial contact (not covered by the above categories) is made; (f) for any activity where video and/or audio recording could be needed for safety and documentation purposes. Patrol Officers will not record anything relating to an HOA covenants, conditions and restrictions (CCRs) violation, unless the situation becomes adversarial.

The camera will not be activated (a) in private places such as a restroom, locker room, or dressing room, and (b) when an individual is partially or completely unclothed. A Patrol Officer may choose not to activate the camera when interviewing witnesses and members of the community who wish to anonymously report or discuss criminal activity or other wrongdoing in their neighborhood, or when having a casual non-enforcement conversation with a member of the public.

If a Patrol Officer is in doubt about whether to activate the camera, the officer should record the incident. Patrol Officers should consider using the body-worn camera as a means of documenting all citizen contact, except as otherwise provided above.

2. When the body-worn camera system is activated to document an incident, it will not be deactivated until the incident or encounter has been concluded, the officer has left the scene, or a supervisor has authorized (on camera) that a recording may cease unless:
 - a. The incident or event is of such duration that the body-worn camera system may be deactivated to conserve recording times;
 - b. The Patrol Officer does not reasonably believe that deactivation will result in the loss of critical information; and
 - c. The intention to stop recording shall be noted by the Patrol Officer verbally on camera before deactivation.
3. If a Patrol Officer fails to activate the camera when he or she should have, fails to record the entire incident, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated. Submitting a report and explanation will not necessarily avoid discipline if it appears that the officer violated this policy.
4. When necessary to help ensure the accuracy and consistency of accounts for written reports, Patrol Officers may contact the Patrol Sergeant or the Security Chief and

request to review the recording.

5. Patrol Officers will not erase, alter, reuse, modify, edit, duplicate, share, distribute, or tamper with any body-worn camera system, recording or storage device without prior written authorization from the Security Chief.
6. Patrol Officers will notify the Patrol Sergeant or Security Chief when the body-worn camera system has captured a felony, DUI, any event requested as evidence by a peace officer or any other significant incident.
7. Patrol Officers shall operate the body-worn cameras and video systems in accordance with the manufacturer's guidelines, departmental policy, and training.
8. Patrol Officers shall inspect the body-worn camera and video system at the beginning of each shift to ensure that the equipment is functioning according to the manufacturer's guidelines. The equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning.
9. Patrol Officers shall immediately report any malfunction, damage or theft of the body-worn camera system to the Patrol Sergeant or Security Chief so that a repair or replacement unit may be provided.
10. To reduce the risk of damage, original recordings shall not be viewed in any equipment other than the equipment authorized by the Security Chief.
11. Body-worn cameras and systems will be stored in the area designated by the Security Chief and will not be left inside an unattended patrol vehicle.
12. Each Patrol Officer is responsible for his/her District assigned body-worn camera system. There shall be no borrowing of equipment between Patrol Officers.
13. Body-worn cameras shall be used only in conjunction with patrol-related duties, and they shall not be used to record communications with other CSD personnel (except with the permission of the Patrol Sergeant or Security Chief) or when on break or otherwise engaged in personal activities.

SERGEANT RESPONSIBILITIES

1. When an incident arises that requires the immediate retrieval of the recording, the Patrol Sergeant, Security Chief or designee shall remove the memory card, when applicable, or body-worn camera from service. The Security Chief shall transfer the recording to the Security Chief's computer video storage file on the District's Security Server.
 - a. Upon downloading, the Security Chief or designee shall flag the entry as evidence to ensure that it will not be inadvertently deleted after the one-year retention period (per Government Code, Section 53160) for non-evidence or investigation related recordings.
2. Security Chief or Sergeant shall conduct periodic reviews to:

- a. Ensure the equipment is being used in accordance with policy and procedures.
 - b. Report and correct any Patrol Officer discrepancies in the use of the body-worn camera system.
 - c. Make recommendations for revision to the policy, procedures, officer training, or equipment needed.
 - d. Inspect for equipment damage, loss or misuse and to report and investigate the cause.
 - e. Assess Patrol Officer performance.
3. Minor Patrol Officer misconduct or infraction (non-criminal) discovered during a routine review of recorded material generally should be viewed as training and counseling opportunities and not as a cause for disciplinary action. However, should the behavior or action be serious or recur or become habitual after being previously addressed, the appropriate disciplinary or corrective action shall be implemented and documented against the appropriate personnel.

MEDIA DUPLICATION

1. All cameras, equipment, recorded media, recorded images, and audio/video recordings are the property of the District. Accessing, copying, distributing, using or releasing video or audio files outside of the District or for non-Security Department purposes is strictly prohibited without specific written authorization from the Security Chief or General Manager. The exception is the release of recorded video/audio to law enforcement agencies with authorization from the Security Chief.
2. Requests to review or copy video/audio recordings made under the Public Records Act shall be made through the Security Chief. Each request will be evaluated and responded to on a case-by-case basis. If a recording is to be released, only the incident or incidents specifically requested shall be duplicated. The District reserves the right to decline a request for the following records: investigatory or security files compiled by the District for law enforcement or licensing purposes; any record where, on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record; records concerning confidential crime victim, sexual assault or child abuse images or recordings; and, any other record exempt from disclosure under the Public Records Act.
3. To prevent damage to or the alteration of the original recorded media, it shall not be moved or copied to, viewed in, or otherwise inserted into any non-District approved computer or other devices.
4. When possible and practical, a copy of the original recorded media stored in evidence shall be used for viewing by investigators, staff, training personnel, etc., to preserve the original media in pristine condition.
5. At the conclusion of court proceedings or investigations or as otherwise authorized, all copies shall be submitted back to the Security Chief for retention.

6. A Patrol Officer may review video footage of an incident in which he or she was involved before making a statement or being interviewed or examined about the incident.

MEDIA STORAGE, RETENTION AND DESTRUCTION

1. Recorded data from the body-worn camera systems shall be retained in the Security Chief's office for a minimum of one year (as required by Government Code section 53160).
2. After one year, if the data is not needed for evidence, training, a pending disciplinary matter, pending criminal case, civil lawsuit, claim or other proceeding, other investigative or law enforcement purpose or pending citizen complaint, the General Manager is authorized to destroy and erase the data within the computer system in a manner consistent with current District Policy.
3. Recorded data from body-worn camera systems shall not be destroyed or erased without the General Manager's approval.

Approved by Rancho Murieta Community Services District's Board of Directors	
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