



Surveillance Use Policy

Smart Glasses San Diego Police Department

PURPOSE

The San Diego Police Department (SDPD) utilizes Smart Glasses as an authorized Department technology to improve officer safety, operational effectiveness, and training through hands-free photographic and video documentation.

Smart Glasses provide authorized personnel with the ability to discreetly capture photographs and video while maintaining situational awareness and keeping both hands available for officer safety. This capability reduces the need to utilize handheld cameras or cellular telephones during authorized operations, thereby reducing the likelihood of compromising an operation or unnecessarily exposing personnel to danger.

The glasses may also be utilized during approved Department training to capture an operator's perspective for instructional purposes, tactical evaluation, and after-action review.

Smart Glasses are intended to serve as tools for operational planning and Department training. Unlike Department-issued Body Worn Cameras, the glasses are not intended to record routine enforcement contacts or constantly document interactions between officers and the public. The Smart Glasses are not meant to replace Department-issued Body Worn Cameras or other approved recording systems.

DEFINITIONS

- **Authorized Personnel** – Department personnel who have successfully completed Department-approved training and have been authorized by their Unit Commanding Officer or designee to utilize Smart Glasses.
- **Department-Approved Storage** – Department-managed electronic storage systems approved by the Information Technology Division that comply with applicable Criminal Justice Information Services (CJIS) security requirements.
- **Digital Media** – Photographs, video recordings, audio recordings (if applicable), and associated data created using Smart Glasses.
- **Operational Recording** – Digital media created during an authorized law enforcement operation for operational planning, tactical reconnaissance, documentation, or investigative purposes.
- **Training Recording** – Digital media created solely during Department-approved training for instructional, evaluation, scenario documentation, or after-action review purposes.

USE

Only Authorized Personnel who have successfully completed Department-approved training and whose use has been authorized by their Unit Commanding Officer or designee may utilize Smart Glasses for training or operational planning purposes.

Each Department unit utilizing Smart Glasses shall maintain an inventory of assigned devices and designate a sergeant responsible for the administration, maintenance, and accountability of the equipment in accordance with this policy.



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Smart Glasses shall only be used for official Department purposes and in accordance with this policy, Department Procedure 9.02- – *Obedience to Rules Policy*, and all applicable federal, state, and local laws.

Authorized uses include, but are not limited to:

Operational Use

Smart Glasses may be used during authorized law enforcement operations to document:

- Operational planning, tactical reconnaissance, or operational documentation.
- High-risk warrant locations.
- Search warrant locations.
- Critical incidents.
- Pre-operational reconnaissance.
- Site assessments.
- Hazard assessments.
- Special event security planning.
- Operational approach routes.
- Structural layouts.
- Environmental conditions.
- Other official law enforcement activities where current visual documentation enhances officer safety, operational planning, or investigative objectives.

Authorized Personnel shall only capture photographs or videos reasonably necessary to accomplish the authorized law enforcement objective.

Authorized Personnel shall utilize the Smart Glasses only in locations where they are lawfully authorized to observe or record, and in compliance with all applicable federal, state, and local laws.

Training Use

Smart Glasses may be utilized during Department-approved training exercises for instructional, evaluation, scenario documentation, and after-action review purposes.

The use of Smart Glasses during training shall only occur with the approval of the respective training cadre or lead instructor responsible for the training event.

Participants should be advised that approved training exercises may be photographed or recorded for official Department training purposes.

Authorized recordings may include:

- Individual officer perspective.



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- Tactical movement.
- Team communication.
- Decision-making.
- Scenario-based exercises.
- Role players portraying suspects, witnesses, victims, hostages, or bystanders.
- Instructor evaluations.
- After-action reviews.

Training recordings shall be used solely for official Department training, evaluation, lesson development, and operational improvement. Any distribution or use of training recordings outside these purposes shall require approval from the respective Unit Lieutenant or higher authority through the chain of command.

PROHIBITED USE

Smart Glasses shall not be used:

- For personal use.
- For non-work-related recording.
- To record Department personnel outside approved operational or training activities without authorization.
- For unauthorized intelligence gathering.
- To conduct prolonged or indiscriminate surveillance unrelated to an authorized law enforcement purpose or operational objective.
- To utilize facial recognition, biometric identification, or artificial intelligence to identify individuals or independently analyze recordings.
- In any manner inconsistent with state or federal law, or constitutional protections.

Personnel shall not live stream or otherwise transmit recordings except through Department-approved systems for official Department purposes.

DATA COLLECTION

Smart Glasses can capture digital photographs and video.

Personnel shall only collect recordings reasonably necessary for the authorized operational or training objective.

Personnel shall avoid recording information unrelated to the authorized law enforcement or training objective whenever practical.

Recording should begin immediately prior to the authorized activity whenever practical and conclude once the objective has been completed.



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If Smart Glasses inadvertently capture digital media unrelated to the authorized operational or training objective, personnel shall discontinue recording as soon as practical. The incident shall be reported to the employee's immediate supervisor as soon as practical. The supervisor shall review the circumstances of the inadvertent recording and ensure the digital media is handled in accordance with this policy, applicable Department Procedures, records retention requirements, and any legal obligations.

Digital media that is inadvertently collected and is not required for evidentiary, investigative, administrative, training, or other official Department purposes shall be deleted as soon as practical in accordance with applicable Department records retention requirements. Digital media that is required to be retained by law or Department policy shall be securely maintained with access limited to personnel with an official need to know. Unauthorized viewing, copying, dissemination, or use of inadvertently collected digital media is prohibited.

DATA ACCESS

All photographs and videos captured using Smart Glasses are official Department records and are intended solely for official law enforcement purposes.

Access shall be limited to Authorized Personnel with an official need to know.

Unauthorized copying, downloading, forwarding, editing, or release of recordings is prohibited.

Public release of digital media shall occur only in accordance with applicable federal and state law, the California Public Records Act (Government Code § 7920 et seq.), and established San Diego Police Department Policies and Procedures. Any digital media designated as evidence shall be handled in accordance with Department Procedure 3.02 – *Impound, Release, and Disposal of Property, Evidence, and Articles Missing Identification Marks*. Public release of digital media is prohibited unless approved by the Chief of Police or designee in accordance with Department Procedure 1.49 – *Axon Body Worn Cameras* and Department Order OR 19-22 – *Body Worn Camera Recordings*, as applicable.

DATA PROTECTION

Department-issued Smart Glasses shall be utilized only by Authorized Personnel.

Operational planning and training recordings shall be uploaded as soon as practical to the respective Department-approved storage system that comply with applicable Criminal Justice Information Services (CJIS) Security Policy requirements. Access to these recordings shall be restricted to authorized personnel with an official need to know, including unit personnel, supervisors, training cadre, and Unit Commanding Officers or their designees.

If a recording is determined to contain evidence related to a criminal investigation, it shall be transferred to the Department's approved digital evidence management system and impounded in



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accordance with Department Procedure 3.02 – *Impound, Release, and Disposal of Property, Evidence, and Articles Missing Identification Marks*. Recordings associated with administrative investigations or personnel complaints shall be handled in accordance with Department Procedure 1.10 – *Citizen Complaints, Officer-Involved Shootings, and In-Custody Deaths*, and any applicable Internal Affairs procedures.

All digital media shall be stored only on Department-approved storage systems that comply with applicable Criminal Justice Information Services (CJIS) Security Policy requirements and applicable San Diego Police Department Policies and Procedures. Department-approved storage solutions shall utilize appropriate user authentication, role-based access controls, encryption where applicable, and other Department information security measures to protect digital media from unauthorized access, alteration, disclosure, or destruction. Digital media shall be managed in accordance with Department Procedure 1.49 – *Axon Body Worn Cameras*, Department Procedure 1.15 – *Confidentiality of Security Procedures*, Department Procedure 3.02 – *Impound, Release, and Disposal of Property, Evidence, and Articles Missing Identification Marks* when applicable, and all Department information security requirements.

Department-issued Smart Glasses shall not be synchronized with personal user accounts, personal cloud storage, or other non-Department-approved storage services. Personnel shall not store Department recordings on personal computers, personal mobile devices, personal cloud accounts, removable storage media, or any other non-approved storage location.

Access to recordings shall be limited to Department personnel and authorized third parties with an official need to know, meaning those whose official duties require access for an authorized law enforcement, investigative, prosecutorial, administrative, training, auditing, legal, or other official Department purpose. Access shall be limited to the minimum information necessary to accomplish the authorized purpose. Unauthorized viewing, copying, downloading, forwarding, editing, dissemination, or release of recordings is strictly prohibited.

Smart Glasses shall be stored in a secure Department facility when not in use. Each Department unit shall maintain accountability for assigned devices. Lost, stolen, or damaged devices shall be reported immediately through the chain of command.

DATA RETENTION

Digital media created using Smart Glasses shall be retained and managed in accordance with applicable federal and state law, the California Public Records Act (Government Code § 7920 et seq.), the City of San Diego Records Retention Schedule, and applicable San Diego Police Department Policies and Procedures, including Department Procedure 3.02 – *Impound, Release, and Disposal of Property, Evidence, and Articles Missing Identification Marks*, Department Procedure 1.49 – *Axon Body Worn Cameras*, and other Department records management procedures, as applicable.



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Operational recordings associated with a criminal investigation, arrest, search warrant, use of force, administrative investigation, personnel complaint, litigation, or other official Department purpose shall be transferred to the Department's approved digital evidence management system (NETRMS) when appropriate and retained in accordance with applicable Department Policies and Procedures and established records retention schedules.

Recordings created solely for operational planning, pre-operational reconnaissance, or documentation of high-risk warrant locations that are not associated with a criminal investigation, evidentiary purpose, administrative investigation, personnel complaint, litigation, public records request, litigation hold, or other legal or official Department requirement shall be deleted from the respective Department-approved storage systems that comply with applicable Criminal Justice Information Services (CJIS) Security Policy requirements as soon as practical after the associated warrant or operation has been successfully completed and no longer serve an official Department purpose.

Training recordings shall be retained on the respective Department-approved storage systems that comply with applicable Criminal Justice Information Services (CJIS) Security Policy requirements only as long as necessary to support Department-approved training, evaluation, instructional development, or administrative review. The respective training cadre shall periodically review training recordings and ensure recordings that no longer serve an official Department purpose are deleted in accordance with applicable records retention requirements.

Digital media shall be appropriately categorized, managed, retained, and disposed of in accordance with applicable Department records management procedures and the City of San Diego Records Retention Schedule.

Recordings associated with criminal investigations, administrative investigations, personnel complaints, litigation, or other legal requirements shall be preserved and shall not be altered or deleted except in accordance with applicable law, Department Policies, Department Procedure 3.02, Department Procedure 1.49, and any applicable litigation hold or records preservation requirement.

PUBLIC ACCESS

Disclosure of Department records involving photographs and video recordings captured using Smart Glasses shall be governed by applicable federal and state law, the California Public Records Act (Government Code § 7920 et seq.), the San Diego City Charter, and applicable Department policies.

Photographs and video recordings created using Smart Glasses are Department records; however, they may not constitute public records subject to disclosure. Depending on the circumstances, recordings may contain tactical planning information, law enforcement sensitive information,



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confidential investigative material, or security-related information that is exempt from public disclosure under applicable law.

Recordings created during authorized operational planning, tactical operations, search warrant operations, critical incidents, or other law enforcement activities may be withheld or redacted to the extent permitted by law in order to protect ongoing investigations, confidential investigative techniques, officer safety, tactical capabilities, or the privacy rights of individuals.

Training recordings created for instructional, evaluation, or after-action review purposes may also be exempt from public disclosure when authorized by law (Government Code § 7923.600).

If a recording is identified as evidence in a criminal, civil, or administrative proceeding, requests for disclosure shall be governed by applicable laws regarding discovery, evidentiary privilege, court orders, and prosecutorial obligations.

All requests for access to Smart Glasses recordings shall be processed through established Department Procedures, specifically Department Procedure 3.02 and Department Procedure 1.49, and reviewed by the appropriate Department personnel to ensure compliance with applicable laws and Department Policy 9.02.

THIRD PARTY DATA SHARING

Operational recordings may be shared with prosecutorial agencies, other law enforcement agencies, or governmental entities when authorized and required for official law enforcement purposes. Nothing in this policy shall be construed as creating an independent obligation to disclose or share recordings except as required by applicable federal or state law, court order, subpoena, prosecutorial discovery obligations, or other legal requirements.

Training recordings shall not be released outside the Department without approval from the Chief of Police or designee.

TRAINING

Personnel shall complete Department-approved training prior to utilizing Smart Glasses.

Training shall include:

- Device operation.
- Authorized and prohibited uses.
- Privacy considerations.
- Data management.
- Data upload and evidence handling procedures.
- Security requirements.
- Review of Department Policy 9.02.
- Review of Department Procedures 1.15, 1.49, and 3.02.



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- Applicable legal requirements.

Refresher training shall be provided as necessary.

AUDITING AND OVERSIGHT

Each Department unit utilizing Smart Glasses shall utilize the Department-approved Smart Glasses Tracking Log maintained by the Special Response Team Office to document all operational and training use of the devices. Each utilizing unit is responsible for accurately completing and maintaining its entries in the tracking log. At a minimum, the tracking log shall document the date of use, assigned user, purpose of the recording, associated operation or training event, storage location, and the disposition of the recording (e.g., retained, transferred, or deleted).

Sergeants and Detective Sergeants assigned to units utilizing Smart Glasses are responsible for conducting monthly inspections to ensure compliance with this policy. As part of the monthly inspection, supervisors shall review the unit's Smart Glasses Tracking Log to verify all recorded uses have been properly documented and managed.

The monthly inspections shall verify that:

- The Smart Glasses were used only for authorized Department purposes.
- All operational and training use of the Smart Glasses was accurately documented on the unit's Smart Glasses Tracking Log.
- Recordings were properly uploaded to Department-approved storage.
- Recordings were retained, transferred, categorized, or deleted in accordance with applicable Department Policies, records retention requirements, and legal obligations.
- Personnel complied with this policy, all related San Diego Police Department Policies and Procedures, including Department Procedures 1.49, 3.02, and 1.10 (when applicable), Department Policy 9.02, and all applicable federal, state, and local laws governing the use of Smart Glasses.
- Department-issued equipment is properly maintained, accounted for, and ready for deployment.

Any discrepancies identified during the monthly inspection shall be promptly corrected and documented. Misuse of the Smart Glasses, unauthorized access to or dissemination of digital media, failure to comply with this policy, or violations of applicable Department Policies and Procedures shall be addressed through established Department procedures. Violations of this policy may result in administrative investigation and disciplinary action in accordance with San Diego Police Department Policy 9.02 and other applicable Department Policies and Procedures. Nothing in this policy limits the Department's authority to pursue disciplinary, civil, or criminal action when authorized by law.



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MAINTENANCE

Each Department unit utilizing Smart Glasses shall designate an officer or sergeant responsible for the management and maintenance of the assigned equipment. The designated coordinator shall be responsible for:

- Maintaining assigned Smart Glasses and related accessories.
- Maintaining inventory records.
- Tracking equipment assignments.
- Conducting periodic inspections to verify equipment is operational.
- Ensuring devices remain fully charged and ready for deployment.
- Coordinating software and firmware updates.
- Arranging repairs or replacement of damaged equipment.
- Maintaining maintenance and repair records.
- Coordinating Department-approved training.
- Reporting lost, stolen, or damaged equipment through the chain of command.