The Hollywood Partnership
Video Network Usage Policies & Procedures
(Adopted December 14, 2023 / Last Modified October 15, 2026)

Purpose of System

The purpose of The Hollywood Partnership Video Network (the "Network") is to enhance public safety in Hollywood for visitors, businesses, residents, and employees through networked surveillance of key public space areas. The primary purpose of the Network is to allow retrospective investigation and evidentiary use of recordings in conjunction with crimes committed within public space or when the perpetrator has fled into public space.

This document outlines the general policies and procedures for usage of the Network.

Change of Usage Policy Terms

The Hollywood Partnership ("THP") reserves the right to modify or change these policies at any time, with or without notice.

General Information

A. Cameras belonging to private property owners, businesses, and others are currently installed around Hollywood. These cameras overlook the public spaces in and around the Hollywood Entertainment District (the "District"). In the future, additional cameras may be added to other public spaces in the district, including but not limited to sidewalks, alleys, public plazas, and parks, and may become part of the network described herein.

B. The following signage (or signage similar in nature) should be posted in or near areas that are under surveillance to inform the public that they may be recorded:

"THIS AREA MAY BE SUBJECT TO VIDEO RECORDING"

C. Cameras are not intended to specifically protect private properties within the district and are not intended to record activity in areas where the public might have a reasonable expectation of privacy (e.g., public restrooms). The Network will not use covert cameras or "dummy" or fake cameras, though there is no guarantee that any camera will be functional at any particular time. The Network should also neither record any sounds or voices, nor use any biometric or other monitoring software.

D. The Network is not intended to be actively or continuously monitored. However, a monitoring station has been or will be set up at Hollywood Partnership Community Dispatch Center ("HPCDC") and will be operated by Block by Block ("BBB") at 6562 Hollywood Boulevard, Los Angeles, CA 90028. The dispatcher(s) on duty may monitor the live feed from time to time and may have the ability to control some of the cameras. HPCDC usually operates 7 days a week and 24 hours a day.

E. The general public and THP stakeholders should not have an expectation that they are under continuous surveillance when they are within the range of a camera. For example, a crime victim should not expect someone to come to their rescue merely because they are in front of a camera; they should still contact law enforcement and/or emergency services immediately.

F. The general public and THP stakeholders should not have an expectation that the Network has cameras covering more than a small fraction of the public space within the District, or that such camera coverage as does exist will provide the level of detail necessary to identify suspicious activity or criminals.

G. The system is managed by THP and its contractors, Axon Enterprise, Inc. d.b.a. FUSUS ("FUSUS") and BBB. Ownership of the system equipment and its content belongs to the camera owner who shall, via license agreement, authorize camera access and distribution of related recordings by THP or its designee in accordance with the policies set forth herein.

Sec. 1 - Video Usage and Privacy

A. The general purpose of the networked video system described in and subject to the policies set forth herein is to deter crime, assist in protecting the safety and property of persons and businesses within the District, and assist in the apprehension of persons who have committed crimes. The system is not intended to aid in the resolution of civil matters. Use of the system for other purposes or in any manner inconsistent with these policies is prohibited.

B. Use of the system described herein for the purposes identified in these policies will be conducted in a professional, ethical, and legal manner.

C. Use of the system described herein for the purposes identified in these policies will be conducted in a manner that does not violate reasonable expectations of privacy as defined by law.

D. To maintain an informed public community and to further the goals of reducing crime and criminal activity in the district, video footage may be released from time to time, including to appropriate law enforcement and/or other public safety agencies and/or legal counsel in a criminal matter, at the discretion of THP to ensure that this policy's goals are continuously being met and as otherwise set forth in these policies.

E. System Users (defined below) will operate the system in a manner that relies on suspicious behavior or reports of specific incidents or threats, and not individual characteristics, including race, gender, ethnicity, sexual orientation, or disability.

F. System Users will not seek out or continuously view private offices, living areas, private spaces, or places of public accommodation not otherwise visible without technological assistance.

G. System Users will not seek out or continuously view people being intimate in public areas.

H. All recorded and archived video images, clips, or footage are subject to these policies set forth under this section.

Sec. 2 - Video Surveillance Recordings and Retrieval

A. All camera content may be recorded continuously by a digital video recording system. Recorded video may be used exclusively for legitimate security and/or public safety purposes, including the prevention, detection, documentation, and investigation of public safety and/or criminal incidents, as well as for the resolution of operational issues related to THP's scope and responsibility. Recorded video shall not be used for the investigation of civil matters, private disputes, insurance claims, personal injury claims, employment matters, restraining orders, immigration enforcement, or other matters not directly related to public safety and/or criminal incidents. Use of the network for any purpose not expressly permitted by the policies and procedures established herein shall be deemed to be prohibited.

B. THP and its contractors, FUSUS and BBB, as designated by THP in its sole discretion, are responsible for the management of the system. Ownership of the system equipment and its content belongs to the camera owner unless and until a recording is created by THP or its designee in accordance with the policies set forth herein.

C. Recorded video will be made directly available to the general public only to the extent required by law. THP will also comply with all provisions in its contract(s) with the City and County of Los Angeles related to THP records. In the event of a crime or security incident in the area where video surveillance coverage may be available, individuals should report the

crime to the appropriate law enforcement agency. The law enforcement agency can then request the appropriate video from HPCDC. If relevant video is available, a permanent video clip of the incident may be produced and made available to the law enforcement agency (or other approved representative) in accordance with the policies set forth herein. All requests for video recordings by law enforcement agencies shall be coordinated by HPCDC. THP and its designees will cooperate fully with all court orders or subpoenas for video recordings, to the extent required by law or by THP's reasonable understanding thereof. THP, BBB and FUSUS are not crime investigators and, to the extent permitted by law, will not provide real-time camera access or video recordings, or conduct system searches, for general non-specific inquiries. Video recordings will be provided in response to requests reasonably describing the desired recordings with detailed specificity and in accordance with the criteria and procedures set forth herein.

D. THP will not comply with requests for access to the camera network or to recorded video footage from the Immigration and Customs Enforcement (ICE) or Customs and Border Patrol (CBP) agencies of the United States Department of Homeland Security, nor other agencies which may be existent or established for the purpose of immigration enforcement. However, THP acknowledges that recorded video, once released to an approved law enforcement agency, may be further distributed by such law enforcement agencies to such immigration enforcement agencies in the due course of investigation of public safety threats and/or criminal incidents.

E. All requests for real-time video surveillance, review of recorded video footage, and/or copies of recorded video footage will generally be evaluated in accordance with the following policies:

		REQUESTING ENTITY		
		General Public, Stakeholder, & Media	Law Enforcement Agencies & Public Safety Officials (Excluding Legal Counsel)	Legal Counsel (Prosecution or Defense) in a Criminal Matter
NATUR	Request to Observe Real-Time Video Surveillance	Restricted and not subject to requirements set forth by the California Public Records	Will be evaluated on a case-by-case basis.	Restricted and not subject to requirements set forth by the California Public Records

E O F		Act. Evaluated on a case-by-case basis.		Act. Evaluated on a case-by-case basis.
R E Q U E S T	Request to View Stored Recorded Video Footage and/or for Copies of Recorded Video Footage	Will be evaluated subject to requirements set forth by the California Public Records Act.	Will be approved, barring other applicable legal or policy restrictions.	Will be approved, barring other applicable legal or policy restrictions.

F. Final decision-making authority to evaluate and determine THP's response to requests for real-time video surveillance, review of recorded video footage, and/or copies of recorded video footage will be vested in program staff (or their designee, in the case of extended absence) in accordance with the following policies:

		REQUESTING ENTITY		
		General Public, Stakeholder, & Media	Public Safety & Government Officials (Excluding Legal Counsel)	Legal Counsel (Prosecution or Defense)
N A T U R E	Request to Observe Real-Time Video Surveillance	N/A - Restricted	THP President & Chief Executive Officer	N/A - Restricted

O F R E Q U E S T	Request to View Stored Recorded Video Footage and/or for Copies of Recorded Video Footage	Highest Ranking THP Staff Member on Matters of Public Safety, as Designated by President & CEO AND Highest Ranking THP Staff Member on Matters of Public Relations as Designated by President & CEO	BBB Dispatch Center Team Lead	BBB Dispatch Center Team Lead

G. Recorded video is generally stored for a period of 14 days. On the 15th day, recorded video footage is generally deleted, erased, or destroyed in the absence of a request or internal determination to store same for longer or otherwise in accordance with the policies and procedures contained herein. Any video associated with a relevant incident or requiring further evaluation in accordance with the policies set forth herein is generally converted into a permanent video clip and may be stored by THP for up to 180 days.

Sec. 3 - Process for Requests for Video Surveillance, Video Footage Review, and Copies of Records

A. This THP policy does not guarantee provision of records upon request.

B. All internal and external requests for footage review and copies of records are to be documented using THP Request for Video Retrieval Form, attached as Exhibit B, or an electronic equivalent thereof which may be posted to THP's website and other communication channels and may be modified from time to time in THP's sole discretion. The form is also to be used to document progress of the video retrieval process and is designed to help measure and improve system performance and operating procedures.

C. THP or its designees will typically respond to requests within 10 business days and provide any approved recordings as soon thereafter as possible.

D. THP staff or its designees will provide assistance to persons making Public Records Act requests as required by law, and may fill in and submit the form if the person does not wish to do so. Although preferable, the form need not be fully completed in order to initiate the request. THP shall respond to all requests for footage review and copies of records in the timeframes required by applicable laws and regulations.

E. All video footage review is to be carried out by and/or under direct supervision of authorized System User(s).

F. All copies of video records are to be made by authorized System User(s) only.

G. Copies of all video records and images made in accordance with these policies and procedures are to be retained by THP (or its designees) either on premises or on remote cloud servers for a period of 180 days or as otherwise set forth herein.

H. Copies of all request forms may be retained by THP or their designees.

I. Except to the extent prohibited by law, THP reserves the right to assess fees for requests for recorded video footage, including personnel costs for conducting a search for recorded video footage and/or images, and the actual costs of media storage devices.

Sec. 4 - Administrative Procedures and Processes

A. System Users

i. System Users are defined as those individuals and groups of individuals who have been authorized to have direct or remote access to live and/or archived video footage captured by THP cameras. Attached as Exhibit A is a User Rights Groups chart, identifying the primary user groups and each group's access rights within the system.

ii. All System Users are to have their own unique login name and password. All credentials are to be kept securely on file by THP or its designees.

B. System Administrators

System Administrators possess full administrative rights in the system permitting performance of any system function including all authorized System User functions. System Administrators have access to system settings and are able to add, modify, and delete System Users. System Administrator passwords are to be kept separately from the System Users credentials.

C. Individuals Authorized to Request Technical Support

All individuals who are authorized to request technical support assistance (all System Users) must attend user training and follow standard service request protocol per terms of support.

D. Network Viewing and Monitoring

   i. All System Users are to use their own unique username/password when accessing the Network and it is their responsibility to protect their username/password and not to share it with other individuals.

   ii. HPCDC System Users are to login at the beginning of their monitoring session and log out at the end of the session.

Appendix A - Video Network User Groups/User Rights Groups

Group	Group Rights	User Description
Group A (System Admins)	-Live Video Access -Archive Video Access -Export of Video &Images -PTZ Control -Camera Setup -System User Account Creation	-THP Chief Operating Officer (or equivalent as designated by President & CEO) -FUSUS
Group B	-Live Video Access -Archive Video On-Site Access -Video Export On-Site -PTZ Control	-HPCDC Authorized System Users (BBB Staff) -THP Vice President of Public Safety (or equivalent as designated by President & CEO) -THP Director of Public Space (or equivalent as designated by President & CEO)
Group C	-Live Video Access	-THP President & CEO -THP Vice President of Marketing & Comms. (or equivalent as designated by President & CEO)
Group D	-Remote Mobile Access	TBD on a case-by-case basis and limited to the individuals specific group rights.
Group E	-Live Video On-Site Access -Live Video Remote Access -Archive Video Access - Video Export On-Site - Video Export Remote - PTZ Controls - Camera Setup - System User Account Creation *User rights to be granted only for cameras owned / controlled by the designated user.	Property owners (or their designees) with ownership of both cameras enrolled in the program and the property on which they are installed. Tenants (or their designees) with ownership of cameras enrolled in the program and a lease for the property on which they are installed.

Appendix B - Video Network Request for Video Retrieval Form

REQUESTOR PROVIDED INFORMATION	
Submission Date	
Requestor Name	
Company/Organization	
Daytime Phone Number	
Email Address	
Approximate Start Date and Time of Video Requested	
Approximate End Date and Time of Video Requested	
Location and/or Cameras Requested	
General Description of Activity/Incident	
Purpose of Request	
Case/File # (if applicable)	
Requestor Signature and/or Terms Agreement	
THP STAFF USE ONLY	
Real-Time Viewing Approved	
Release of Recordings Approved	
Justification for Approval	
Camera(s) Exported (Use #s)	
Actual Export Start Date/Time	
Actual Export End Date/Time	

Completed by Authorized System User	
Video Export Procedure Successful (Y/N)	
Time Expended on this Search/Export	
Video Footage Archived	
Response to Submitter	
Days Elapsed	
Notice of Completion to Submitter	
Days Elapsed	
Materials Retrieved by Submitter	