



**GUIDELINES FOR
CAMERA PERMITS**

LAND DEVELOPMENT DIVISION

GUIDELINES ON THE INSTALLATION AND USE OF CAMERAS IN LOS ANGELES COUNTY PUBLIC RIGHT-OF-WAY

Purpose

These guidelines are for the installation and use of cameras in the public right-of-way to ensure safety, security, and privacy for unincorporated area residents. It ensures that the use of still image and video data is consistent with legal standards, County Policy, and respects individual's rights.

Definitions

- **Authorized Entities:** Only Public Works Business Units and law enforcement are considered Authorized Entities. No private parties or private organizations may install cameras in the County's public right-of-way.
- **Director:** Refers to the Director of Los Angeles County Public Works.
- **Public Right-of-Way:** Includes Los Angeles County road Right-of-Way and Los Angeles County Flood Control District Right-of-Way, which covers areas such as streets, sidewalks, dirt shoulders, bike paths, channels, and drainage systems.
- **Camera(s):** Device used to capture a still image or video within the Public Right-of-Way.

This guideline applies to all Authorized Entities utilizing Cameras in the Public Right-of-Way, and other public areas maintained by Los Angeles County Public Works. All Camera installations in the Public Right-of-Way require authorization from the Director.

All requests for the installation of Cameras in the Public Right-of-Way shall first be submitted to the Director, or designee, for approval and shall include the following materials:

1. A written request prepared by the applicant, or co-applicant, describing the proposed request and the reason for the request. It must include the following:
 - i. Who is requesting the Camera.
 - ii. Contact information of the Authorized Entity.
 - iii. The purpose of the installation.
 1. Purpose must be for the public, such as improving neighborhood security, controlling illegal dumping, preventing graffiti, etc.
 2. Purpose must not be for personal gain, restraining orders, disputes between two or more parties, etc.
 - iv. How long will the Camera be installed and in operation.
 - v. Where will the Camera be installed.
 - vi. Who will the data be shared with.
 - vii. Who will be maintaining the equipment.
2. A site plan showing the location of the Camera and supporting structure relative to the edge of the roadway, or identifiable marker to the Public Right-of-Way, with dimensions.

3. A location map showing the Camera installation location in relation to the nearby major highways and city/community boundaries.

The Director will either approve the request, deny the request, or request additional information.

The Director will consider the following:

- a. The Camera installation is not detrimental to public health and safety and that the encroachment does not pose a hazard to vehicular traffic, pedestrians, or equestrians.
- b. Illuminating elements associated with and a part of the proposed Camera installation are configured in a manner that minimizes impacts to neighboring properties or vehicular traffic and prevents direct or indirect illumination of a property other than the Public Right-of-Way intended to be illuminated to enhance the nighttime use of the Camera.

If approved, applicant may proceed to apply for an encroachment permit in County Public Works' electronic permitting system, EPIC-LA, and pay all applicable fees and charges.

Encroachment Permit (EPIC-LA)

Issuance of an encroachment permit for Cameras shall be subject to the following conditions, and any other appropriate conditions necessary to protect the public health, safety, and welfare:

1. The permit application must include the approval determination from the Director and associated documentation and, if applicable, any other required permits.
2. A meeting with County Public Works Land Development Inspections Unit and Authorized Entity may be required to discuss the installation and assess the proposed locations.
3. Camera installations may be exempted from the base size and height limitations normally required for encroachments in the Public Right-of-Way with the approval of the Director.
4. If the Camera will be in the Public Right-of-Way longer than one year, the encroachment permit must be renewed annually.

Installation and Maintenance

1. Cameras must be clearly visible, and signage must be installed to inform the public of their presence. Signage shall say: "Public Safety Recording in Progress."
2. Camera recordings shall be image and/or video only, no audio recording.
3. Illuminating elements associated with and a part of the proposed Camera installation must be configured in a manner that minimizes impacts to neighboring properties or vehicular traffic and prevents direct or indirect illumination of a property other than the Public Right-of-Way intended to be illuminated to enhance the nighttime use of the Camera.
4. Cameras must be independently powered by battery and/or solar power. No hardwired connections will be allowed.
5. Where feasible, Cameras shall be attached to existing streetlights or utility poles. If the pole is not a Public Works owned pole proper permission must be obtained from the owner.

6. All Camera installations require an encroachment permit in EPIC-LA and are subject to the conditions outlined in the Encroachment Permit Section.
7. Maintenance is the full responsibility of the Authorized Entity and regular maintenance checks should be conducted to ensure Cameras are functioning properly.

Use of Still Image and Video Data

1. Use of still image and video data is to be used primarily for the prevention and investigation of crimes, traffic management, and ensuring public safety.
2. Access to photo and video data is restricted to authorized personnel only.
3. Data must be handled in accordance with all County data protection policies.

Data Retention and Storage

1. Still image and video data shall be retained by the Authorized Entity per their data retention policy unless required for an ongoing investigation or legal proceedings.
2. Secure storage systems in accordance with County data protection policy must be implemented to prevent unauthorized access, tampering, or data breaches.

Compliance and Accountability

1. All Camera activities must comply with relevant local, state, and federal laws.
2. Regular audits and reviews shall be conducted to ensure compliance with this policy.
3. Any misuse of Camera equipment or data will result in disciplinary actions.

Public Awareness and Engagement

1. The public must be informed about the purpose and scope of Camera installations in the Public Right-of-Way.
2. Prior to installation the Los Angeles County Board of Supervisors office in the area where the installation shall occur must be informed.
3. A phone number shall be provided on all signage for the public to call and ask questions about the installation.