

## DSI/SPPD - Camera Plan

220 Robert St. S. St. Paul, MN. 55107

### **Inspection/Review Completed:**

By Sgt. Charles Graupman, SPPD on 05/02/2024

### **Contact:**

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### **Camera System:**

Type: Indoor Fixed Cameras

### **Listed (9) Cameras & Angles:**

- ❖ Overview of Arlo cameras
- 1. Interior – Main entrance (Robert St)
- 2. Interior – Main entrance side (2)
- 3. Interior – 1<sup>st</sup> Floor Hallway (3)
- 4. Interior – Suite 101 (4)
- 5. Interior – Suite 101 (5)
- 6. Interior – 2<sup>nd</sup> Floor Hallway (6)
- 7. Interior – Suite 201 (7)
- 8. Interior – Suite 201 (8)
- 9. Interior – Back door entrance (9)

### **Recommendations: (Completed)**

1. Verification of DVR & 30-day retention period. (Include a written log of quarterly audits / checks by staff to ensure recordings are retained).
2. A “cheat sheet/policy” to be placed near the office area providing instructions to staff on expectations. (Specifically, when Police respond and request video, to include your contact information).
3. Designate or have staff member on site that is trained and proficient with accessing and providing video to SPPD upon request (significant incident).
4. Add camera front entry to Robert St. S.
5. Add camera to upper hallway.

### **Follow up inspection:**

1. N/A

### **Camera Views:**









