



Metropolitan Police Department
 CCTV Business Partnership Program
 Command Information Center
 300 Indiana Avenue, NW
 Washington, DC 20001

What You Should Know If a Suspected Crime Is Caught On Your Video System

- » Do not work or operate the recording device to determine if it actually recorded the crime. Once officers are on the scene, we can work with video recovery specialists to ensure any evidence is maintained.
- » If your system is analog (e.g., videotape/VCR), stop the tape and remove it from the machine to preserve the video.
- » If your system is digital, ensure that either an employee or contractor/technician is available to assist in downloading the video.
- » Change tapes routinely so the tape quality doesn't wear out. Analog systems that record over themselves often deteriorate the video tapes and lessen the quality or even fail to record.
- » Do not show the video to anyone other than the police, and do not make copies of it.
- » If you have a security company managing your recording system that uses an off-site recording technology, contact them after notifying the police. Tell them that steps need to be taken to secure and provide a recording to police.
- » Call the police to respond and retrieve the evidence or ensure the officers/detectives on the scene are aware of the camera system records.
- » Always have at least one employee available with access to the machine to assist the police in reviewing and/or retrieving copies of the videos.
- » Do not allow person(s) who do not have knowledge of the equipment to operate it or attempt to download the information as it may erase the video.
- » Have a routine in place to make sure that the cameras are operational and recording properly. Ensure your employees are familiar with the system.
- » Do not disconnect or remove power from any recording system.

If you believe your system has captured any suspicious activity or crime, we will work with your security company or insurance company to retrieve the footage. Please understand that the recording may be considered evidence in a criminal proceeding.

Please note that the MPD does not endorse or make recommendations regarding specific surveillance equipment or technologies.

Submitting Your Notification Form
 Please place this form in an envelope and provide to the station personnel at your nearest police district station (a list is provided on the back panel) or mail to the address below. Thank you for your participation.



Get Involved!

No one individual or agency working alone can prevent crime. It takes police and citizens working in partnership. The District of Columbia's community policing strategy provides many ways for police and communities to work together to prevent crime and build safer neighborhoods. These include regular Police Service Area meetings in your community, citizen patrols and more. To learn more about community policing activities in your neighborhood, call your local police district:

1st District	Main:(202) 698-0555.....	TTY: 727-8506
	Substation:(202) 698-0068.....	TTY: 543-2352
2nd District	Main:(202) 715-7300.....	TTY: 364-3961
3rd District	Main:(202) 673-6815.....	TTY: 518-0008
	Substation:(202) 576-8222.....	TTY: 576-9640
4th District	Main:(202) 715-7400.....	TTY: 722-1791
5th District	Main:(202) 698-0150.....	TTY: 727-5437
6th District	Main:(202) 698-0880.....	TTY: 398-5397
	Substation:(202) 698-2088.....	TTY: 281-3945
7th District	Main:(202) 698-1500.....	TTY: 889-3574

Know Something About a Crime? Don't Keep It a Secret

If you have important information to share with the police, the Anonymous Crime Tip Line and Text Tip Line enables you to give MPD vital information anonymously. Just dial (888) 919-2746 (CRIME) or text to 50411 24 hours a day, seven days a week. Your name will not be used, only the information you provide. Your information could lead to a cash reward. For more details, see www.mpd.dc.gov/tipline.



Have information for police?
CALL (888) 919-CRIME
TEXT TO 50-411



GOVERNMENT OF THE DISTRICT OF COLUMBIA
 Metropolitan Police Department
 300 Indiana Avenue, NW
 Washington, DC 20001

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FOR YOUR SAFETY



Help the Police to Protect Your Business and Solve Crimes

Learn how to prevent and help police solve crime in your neighborhood



Deter crime around your business and help the police hold offenders accountable.

By raising awareness of and telling the Metropolitan Police Department your closed-circuit TV or other video system, you can deter crime and help catch perpetrators of serious crimes in your community.

MPD's CCTV Deployment

The Metropolitan Police Department operates a network of closed-circuit television (CCTV) cameras in neighborhoods throughout the District of Columbia to help combat crime. Although many factors help to drive down crime, data indicate that the areas with CCTV crime cameras outperformed—or had a greater reduction in violent crime than—the city as a whole. In addition, video from the cameras can be used to help identify suspects and develop leads after an event has occurred.

How You Can Help

Let the Community Know You Have a Camera

Cameras can only help prevent crime if people know they are there. If you have a CCTV or other camera system in your business, you are encouraged to post a sign in a conspicuous place indicating that a CCTV or other surveillance system is in operation at your place business and that you will share recordings of suspicious activity with the police. One is available for download from MPD's website at www.mpdcc.gov/cctv/business.

Tell Us About Your System

In addition, you can help support criminal investigations by notifying us about your system. This can help accelerate the investigations if a crime occurs near your place of business, helping the police to quickly identify suspects and witnesses.

Your participation is entirely voluntary and costs nothing. The benefit to you is the knowledge that you will be helping the police prevent and deter crime.

How Do I Notify You of My Equipment?

You can notify us about your equipment in several ways: (1) by filling out and detaching the form enclosed in this brochure and mailing it to the address included; (2) by emailing the information about your system to cctv.programs@dc.gov; or (3) by bringing the form to your local police district.

What Will Happen Next?

The information you provide will be used by police to help us identify security cameras around the city. If a crime takes place near your business, the police may contact the business representative provided on your notification form to arrange the transfer of the video from your establishment to the police department. The videotape or digital file may assist detectives in their investigation and it could become evidence in a criminal trial.

What Legal Ramifications Are There?

No additional legal responsibility will be placed on you as a result of notifying us of your camera system. This is simply a voluntary notice to the police that you have a video security system. In the event of a crime, video from your camera system may be used as evidence or to assist detectives in gathering leads.



What Should I Do if I Know Something Has Happened or Might Happen?

If you are aware of a crime that may have occurred at or near your business, you should call the police — by dialing 9-1-1 — to alert us to the activity. If you think something suspicious may be taking place but have not witnessed or seen the results of a crime, you are encouraged to call the police, but do not take any action on your own. Be sure to mention the camera to the responding officer.

Get More Safety Tips

For tips on other ways to stay safe from crime in your daily life, see the other brochures in this series, available from our Website at www.mpdcc.gov/safety. Or visit your local police district. To find the one nearest you, visit www.mpdcc.gov/districts.

CCTV Camera Notification Form

I'd like to notify the Metropolitan Police Department about my CCTV camera system.

Please complete the form below with the information requested. If you have questions about the process or require assistance, please call (202) 727-9099.

Business Name

Number Street Suite/Room

Business Phone Alternate Phone

Contact Person Title

Business Phone Cell Phone

Email Address

System Make/Model Type (Analog/Digital)

Number of Cameras

Software Maker/Version No. Video File Format

Locations (Describe internal/external placements)

Recording Media (Digital, VHS, MiniDV, etc.)