



Business Security Camera Program Guidelines

City of Philadelphia, Department of Commerce

Program Description

The purpose of the Business Security Camera Program is to encourage businesses and property owners within the City of Philadelphia to install surveillance cameras, making areas safer for shoppers and the community while growing their vitality and economic performance. The program awards up to 50% of the total cost of eligible improvements. The camera security system must be installed on the outside of your building providing surveillance for your business and the public space.

Eligible Applicants

Applicants must be one of the following:

- The owner of a commercially occupied property. (Unoccupied properties may be considered but must be occupied or have a signed lease agreement with a commercial tenant to receive reimbursement).
- An operating tenant business with approval of the property owner.
- An established business association or community based organization.

All applicants must be operating legally, properly registered, licensed with the City of Philadelphia and current with all City obligations, including but not limited to taxes, licenses, water revenue billings, as well as Business/Neighborhood Improvement District assessments, if applicable.

Award Amounts

The program reimburses up to 50% of the total cost of eligible improvements (including cameras providing surveillance in the public space, video recording device, and installation). The maximum award for a single commercial property is \$3,000. There is no maximum for business associations or community-based organizations installing multiple cameras in a business district.

Eligible Equipment

All surveillance system equipment shall be subject to review and approval by the Philadelphia Police Department and requirements may vary by business property type and location. Below are the minimum specifications required for a Business Security Camera Program award.

SafeCam Registration

Program Participants must register their system with the Philadelphia Police Department SafeCam program (<https://safecam.phillypolice.com/registration>). SafeCam registers camera locations with the Police so that when a crime has been committed, Police can quickly determine if a camera located nearby may have footage.

CAMERAS

1. Minimum resolution of (1280 X 720) 720P. Minimum 1/3" image sensor size. Models equipped with digital zoom must have the feature disabled in settings.
2. Nighttime recording through adequate light or infrared illumination as required by conditions.
3. IR sensitive cameras must be "True" Day/Night and equipped with an IR cut filter (ICR).
4. IP66 Rated – Weather Resistant.
5. Vandal Resistant.
6. Exterior wiring not to be exposed.
7. Exterior cameras must be mounted at 10' minimum heights (no more than 14 ft is recommended).
8. Maximum 16 feet of coverage per 90 degree field of vision at 720P.
9. Maximum 24 feet of coverage per 90 degree field of vision at 1080P.

CAMERA SPECIFICATIONS cont'd

10. Minimum sensor illumination 1.5 lux or lower for color image sensor rated below 2 lux for color.
11. Have a clear and unobstructed view of outside areas of desired coverage.

NETWORK VIDEO RECORDER (NVR)/ DIGITAL VIDEO RECORDER (DVR)

1. The recorder must have the ability to export video in both native and open file format.
2. Possess the ability to view and retrieve data while the system remains in operation.
3. Have sufficient memory to retain data from all cameras for a period of at least 15 days, Max quality and resolution setting at a minimum of 15 frames per second.
4. Be placed in a locked and secured location to prevent destruction or tampering.
5. Be secured by user name and password.
6. System must provide a date/time/camera stamp on recorded video for each device.
7. System should support a minimum frame rate of 15 FPS for each individual camera (30 being optimal).
8. Compression should be done with h.264/265 main or higher profile.
9. DVR/NVR may be replaced by edge storage if system meets other specifications.
10. Have the ability to be accessed through a network

Application Process

1. Contact Dept of Commerce at 215-683-2172 to request an application. The application will require:
 - a. Photos of your building clearly showing where surveillance camera will be located, and at least one photo showing the entire front façade of your building.
 - b. Estimates from two (2) licensed contractors detailing camera specifications.
 - c. A letter from building owner (if this is not you) granting permission for the proposed work.
2. Completed applications should be delivered to Linda Lawrence, Dept. of Commerce, 1515 Arch Street, 12th floor, Phila, PA 19102 or Linda.Lawrence@phila.gov. The applicant will be notified that the application has been received and whether anything is missing. Incomplete applications will not be considered.
3. Philadelphia Department of Commerce will send an award letter, specifying amount of reimbursement.
4. Once received, the applicant can proceed with application for electrical permit (if required), purchase and installation.
5. Once the cameras are installed they must be registered with the Philadelphia Police Department SafeCam crime prevention and investigating tool. <https://safecam.phillypolice.com/registration>
6. When registration is complete, submit copies of invoices, proof of payment, any required permit/inspection certificate, color photos of the installed cameras, a screenshot of all camera views, and a copy of SafeCam registration. After review, a reimbursement check will be mailed out.

Additional Program Requirements

- Economic Opportunity:* As part of Mayor Nutter's Strategic Plan for this Administration, a goal to create and retain jobs by fostering an improved business environment has been established. One of the strategies designed to achieve this end is strengthening supports to minority, women, and disabled residents and businesses. All applicants certify to make "best and good faith efforts" to include businesses owned and controlled by minority persons (MBEs), women (WBEs) and disabled persons (DSBEs) in their projects. In exercise of "best and good faith efforts" applicants for this program must solicit MBEs, WBEs and DSBEs for participation in the project. Potential M/W/DSBE project participants can be found in the City of Philadelphia's Office of Economic Opportunity Directory of Certified Firms. Contact OEO at 215-686-6232 or review the online directory at <http://oeo.phila.gov/directory.asp> or the Pennsylvania Unified Certification Program's Directory of Disadvantaged Business Enterprises at <http://www.paucp.com>.
- The amount that this program is able to approve for reimbursement may not always be equal to 50% of the eligible costs or the maximum amount due to availability of funds and restrictions in how program funds can be spent.
- Projects within areas with special design controls or within historic districts must comply with those requirements.