



Camera Loan Program

The Camera Loan Program is designed to provide surveillance cameras to eligible organizations in Pennsylvania to help capture evidence at active, illegal dumpsites. Keep Pennsylvania Beautiful (KPB) will loan three high quality surveillance cameras and provide training and assistance to selected applicants. Grant recipients will work with local enforcement agencies to ultimately reduce illegal dumping through public education and enforcement.

Grant Criteria

- Eligible organizations include municipalities, townships, boroughs, cities, counties as well as non-profit organizations within the Commonwealth of Pennsylvania. Private property owners or individuals are not eligible.
- Each grant recipient will receive the use of three surveillance cameras to capture evidence of illegal dumping at an active dumpsite.
- Applicants can submit only one application, but may list one or more potential sites.
- Recipients must agree to install and maintain surveillance cameras. Recipients must pledge to collect evidence of illegal dumping and follow through with prosecutions, partnering with local and state enforcement agencies as applicable. Recipients will work with local media and KPB to educate the public about the costs of illegal dumping to their community by publicizing prosecutions and cleanup details.
- Recipients must submit the Permission to Enter Form signed by the property owner prior to the distribution of cameras or training. Award letters are valid pending signed permission.
- Applicants are required to submit at least four photos per site (photos should be sent electronically in a jpg format) of their targeted site. Photos must clearly show the relative size of the dumpsite, site contents, surrounding landscape/terrain, and be from more than one angle.
- Applications will be accepted on a rolling basis as long as funds permit. All applications will be evaluated by a review committee and awarded 2-4 weeks after receipt and as cameras are available.
- Upon receiving the award letter, recipients will contact the local Magisterial District Judge and introduce the program and educate them through materials provided by KPB. Forward name, phone number, and contact date to KPB. (requirement prior to receiving the cameras.)
- Surveillance cameras and training will be provided as soon as possible after grant award.
- Surveillance cameras may be utilized at the site until sufficient evidence is collected to pursue prosecution of the illegal dumper or dumpers, or until KPB and the municipality or organization agree to remove them. The anticipated loan period is approximately 3 months, depending on site activity.
- Recipients will inform Keep Pennsylvania Beautiful on a regular basis of successful evidence collection, ongoing prosecutions, and sentencing details. Submit Progress Report Form to KPB every two weeks.
- Any additional batteries needed for the cameras will be supplied by the recipient during camera use. Recipients must use only Energizer Ultimate Lithium 9X batteries.
- Keep Pennsylvania Beautiful will activate and maintain wireless communication on selected camera.
- At the conclusion of the project a completed final report, including successful evidence photos, prosecution details and media coverage, must be submitted to KPB on the Camera Final Report Form. Photos are required (photos should be sent electronically in a .jpg format).



Camera Loan Program

(PRINT all information & sign at bottom.)

Contact Information

Organization Name _____ Tax-Exempt # _____
Contact Name _____ Title (if applicable) _____
Street Address _____
City _____ State _____ Zip _____
County _____ Phone _____ Fax _____
E-mail _____ Cell _____

Site Information

Site Name _____ Signed Permission to Enter Form
Property Owner's Name _____ Phone _____
 Public Property or Private Property Before Photos (*Required in .jpg format*)
Site Latitude _____ Longitude _____ (*Preferably in decimal degrees*)
Municipality Name _____ Phone _____

(Additional sites may be listed on a separate page.)

Please answer the following questions keeping answers to a maximum of two pages.

1. Briefly describe the history of the site i.e., age, activity, previous cleanups, evidence gathered, etc.
2. Briefly describe the site including current contents, estimated tonnage, number of tires and terrain.
3. List partnering enforcement agencies, i.e., Game Commission, Fish & Boat Commission, local police, etc. Indicate if you have already discussed using cameras with them. Provide name, phone number, and contact date to KP.B. (requirement for grant consideration.)
4. List your community partners for this project and their involvement.
5. List your local District Justice or Magistrate. Indicate if you have worked with them previously.
6. List local media contacts that you will partner with afterwards to publicize the program.
7. Briefly describe cleanup & deterrent plans for site after camera use.

By signing this application, the applicant verifies that he or she has reviewed and will comply with all required tasks listed on this application. The applicant agrees to keep confidential the actual surveillance camera placements and take appropriate steps to keep the cameras safe and secure. The applicant agrees to provide Keep Pennsylvania Beautiful a completed final report and submit photographs and documentation as required.

Applicant Signature

Date

**LOAN OF KPB SURVEILLANCE CAMERAS
TO BE USED IN COMBATING ILLEGAL DUMPING**

1. **PARTIES.** This agreement is made and entered into this ____ day of _____, 201__, by and between Keep Pennsylvania Beautiful, hereinafter referred to as the "KPB", having its principal place of business at 105 W. Fourth Street, Greensburg, PA, 15601 and _____ (organization), a governmental or non-profit organization, hereinafter referred to as the "Borrower".
2. **LOAN OF EQUIPMENT.** For and in consideration of the covenants and agreements hereinafter contained, to be kept and performed by the Borrower, KPB will loan to the Borrower the personal property known and described as follows:
Camera set(s), hereinafter designated as "equipment", to have and to hold the same by the Borrower for the period of three (3) months, unless a different date is set forth here _____.
3. **USE OF EQUIPMENT.** Equipment borrowed through this loan program may only be used for activities to enforce laws and regulations pertaining to littering and illegal dumping, and may not be used for other code enforcement or law enforcement activities, or for any kind of personal use.
4. **DELIVERY AND RETURN OF PROPERTY.** Borrower shall receive the equipment as agreed to by both parties. At the end of the term, Borrower shall return equipment to KPB in as good condition as exists at the commencement of the term, reasonable wear and tear in respect excepted.
5. **PAYMENT.** No payment is required for use of the equipment within the period stated in this agreement.
6. **OPERATIONAL ITEMS.** Operational items and materials including, but not limited to the following, must be supplied by the Borrower: additional batteries and additional SD cards, as needed. Borrower must only use Energizer Ultimate Lithium AA 9X batteries and SanDisk Class 4 SDHC Cards or higher quality.
7. **REPORTING.** Borrower shall submit a progress report to KPB every 2 weeks. The Borrower must submit a Final Results Report to KPB within 3 weeks of the conclusion of the equipment loan period. Legal cases pending after 3 weeks shall be reported to KPB upon conclusion. If the Borrower fails to submit a required report KPB may deny future loans of the equipment until reports are submitted.
8. **PHOTOS.** All photos taken by the KPB surveillance cameras, while the cameras are in possession of the Borrower, are the property of the Borrower. The Borrower agrees to send copies of all prosecution-worthy, illegal dumping-related photos to KPB and to grant an unrestricted license to KPB to use the photos as KPB deems fit. The Borrower agrees to responsibly and professionally handle all photos. The Borrower shall work with their law enforcement partner to process photos capturing activity of a sensitive or illegal nature.
9. **EVIDENCE.** Borrower shall provide to KPB copies of all evidence and legal documents pertaining to each illegal dumping incident pursued including citations, docket sheets, court records, etc. and all details of each prosecution and conviction in a timely manner. KPB will use this information as KPB deems fit.
10. **CARE OF PROPERTY AND EQUIPMENT.** A chain of custody log will be filled out indicating all equipment assigned to Borrower. Employees of Borrower shall sign and date acknowledging receipt of equipment and noting any deficiencies in equipment's condition.



KPB Illegal Dump Surveillance Camera Loan Program Progress Report

(Submit to KPB every two weeks)

Date: _____

Applicant:
Contact:
Phone:
Email:
Dates of use:

Reporting Parameter	Details
Number of days cameras used	
Has there been new dumping at the site?	
If yes, did the cameras capture usable evidence?	
If yes, have you found other evidence in the trash?	
Have you involved your enforcement partner?	
Are you receiving regular transmissions from the wireless camera?	
Are you having difficulties with any of the cameras?	
Total number of violators identified	
Comments:	



KPB Illegal Dump Surveillance Camera Loan Program Results Report

(Submit to KPB within 3 weeks of returning the cameras)

Applicant:	
Contact:	Date:
Phone:	
Email:	
Dates of use:	

Reporting Parameter	Results - be specific and include details
Number of days cameras used	
Total number of illegal dumping sites investigated	
Number of investigations by Local Police	
Number of investigations by State Police	
Number of investigations by PA Game Commission	
Number of investigations by PA Fish & Boat	
Number of investigations by PA DEP	
Number of investigations by other law enforcement agencies - list agency	
Total number of violators identified	
Total number of fines issued	
Total amount of fines collected	
Total number of illegal dumping sites cleaned up and details, i.e., use of public funds, fines, etc.	
Total amount of waste removed from illegal dumping sites [in pounds]	
Disposition of Investigations	
Total number of cases forwarded to Magisterial District Judges or higher	
Total number of cases forwarded to criminal court	

Comments:	
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Illegal Dump Free PA Camera Loan Program



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Frequently Asked Questions

➤ How do the cameras work?

Each set consists of three different cameras that together can effectively monitor one dumpsite. One captures license plates and another captures the overall scene, day or night, while the third will send instant messages of site activity to cell phones and email addresses. Correct positioning is critical to capturing usable evidence. For more information on the entire program go to www.illegaldumpfreepa.org.

➤ How do we borrow the cameras?

Applicants must complete, sign and submit the Illegal Dump Free PA Camera Loan Program Application to Keep Pennsylvania Beautiful (KPB). All applicants will be evaluated by a review committee and successful applicants will receive an award letter. The borrower will contact the KPB office to determine method of delivery or KPB staff training and installation.

➤ What is the camera loan time?

A camera set may be utilized at an active dumpsite until sufficient evidence is collected to pursue prosecution or until KPB and the borrower agree to remove them. The anticipated loan period is approximately 3 months, depending on site activity.

➤ How many camera sets can we borrow at one time?

Multiple sets may only be borrowed if there is no waiting list. Camera sets are loaned out on a first come first serve basis to eligible applicants. If there is a wait list returning applicants will be placed on the bottom of the list.

➤ Do the cameras come with everything needed and/or is there a cost to the borrower?

Camera sets come complete, ready to be installed and turned on. The borrower's cell numbers and/or email addresses will already be programmed into the wireless camera. All components needed to attach, secure and position each camera are included. All batteries, battery life is approximately 2 months, depending on activity and weather, and 2 – 8GB, high quality SD cards per camera are included. Additional batteries and SD cards will be the borrower's responsibility. Please note that only Energizer 1.5V AA Ultimate Lithium 9X batteries and SanDisk Class 4 SDHC SD cards (4GB – 8GB preferred) should be used for optimum function and to comply with warranty.

➤ Is there ongoing technical assistance?

Yes, as long as funding permits. Most technical difficulties can be solved thru email or by phone. On-site assistance is available, if needed, again – as long as funding permits.

➤ Are the cameras available to buy?

Yes, new camera sets and individual cameras are available for sale on the KPB website - <https://www.z2systems.com/no/clients/pacw/giftstore.iso>. Used cameras will be available for sale and cost will be determined at that time.