

III. DEFINITIONS

In-Car audio/video recording equipment consists of; a camera, recorder, flashcard and LCD Display. These units are within the vehicle. A remote voice link device is carried by the officer.

IV. PROCEDURES

The use of in-car video and audio equipment will allow officers to collect evidence for use in the prosecution of those charged with a violation. Other appropriate uses of the recorded information include but are not limited to:

- A. review of an incident prior to a court appearance;
- B. recorded information may be used or subpoenaed into court for civil and/or criminal cases;
- C. provide documentation of incidents which do not result in charges;
- D. assist in the report writing process;
- E. recorded material may be used in or provide the basis for training.

The Commander of Field Operations or his/her designee will supervise the use, storage, duplication and erasing of the material recorded by members of this department.

If an officer notices that there is a problem with the equipment, he/she shall notify a watch supervisor. The watch supervisor will forward notification of the problem or malfunction to the Commander of Field Operations or his/her designee. Only persons trained in the servicing of audio/visual equipment will service the equipment. Any defective unit will not be used, and when practical, will be removed from the vehicle until repaired.

If an officer who is not trained in the use of the equipment is assigned to a vehicle containing the apparatus and it is employed, they should notify a supervisor at the conclusion of the assignment. The supervisor then is able to assign identity to that portion of the video not identified.

Officers are not required to inform person(s) that the recording equipment is in use, but shall disclose its use upon inquiry.

USE OF EQUIPMENT FOR OFFICERS TRAINED IN THE OPERATION OF THE RECORDING APPARATUS

In-car audio/visual recording units will be installed such that they are activated when:

1. turning on emergency lights
2. turning on siren
3. manual activation by pushing the ® record button
4. manual activation by remote voice link button

5. excessive speed with no lights or siren

All traffic stops shall be recorded in their entirety. Officers should, to the extent possible, use the recording equipment to document the administration of field sobriety tests, remembering that safety is the first priority.

In addition to traffic stops, officers shall manually activate the recording equipment on calls for service and on self initiated field activity. This may be done from the car or via the remote voice link. The remote voice link device shall be carried by officers and utilized to record audio information outside the range of the vehicle microphones. Officers, if able, shall activate the system immediately upon being involved in a motor vehicle crash. It is recommended that officers give consideration to activating the system when responding to calls for service where video capture of persons/vehicles leaving the scene of incidents has investigative value. Once a recording unit has been activated it shall only be stopped when the incident in question is concluded. When the recording is stopped, the system will allow a priority to be set. The following priorities are available:

- Priority 1 = normal recordings, traffic stops etc
- Priority 2 = officer marking for personal review
- Priority 3 = file to be saved as evidence
- Priority 4 = OWI
- Priority 5 = for supervisor review

Flash Card Control

Videos are captured on flash cards on a recorder located in each vehicle. The flashcards are secured within the recorder to which only supervisors have access via key. Spare flashcards and keys to the recorders are available only to supervisors. The recorder activates a warning for the operator when the flashcard is nearing capacity. A supervisor shall be notified who will then replace the flashcard. The flashcard is then uploaded to the server by the supervisor. Once the upload is complete the files are automatically erased from the card. The newly formatted flashcard is then available for re-use.

If the video contains documentation of a use of force, the fact that there is a video and the date it was recorded should be included in the Use of Force Report form. In instances where there is a citizen complaint against a member of the department, the supervisor receiving the complaint shall ascertain if the action being complained about was recorded.

Video files are stored on the server located within the Police Department. Backup DVD's are created automatically when there is enough data to fill a disk, all data is backed up to DVD. Files that are tagged as evidence or for review will be kept live and accessible on the server for a period of 1 year. Files not tagged are kept on the server for a minimum of 90 days. If a video is needed after the 90 day period, it must be re-activated from the backup DVD. All backup disks are stored in the evidence room and under the control of the evidence technician. **Only the evidence technician, the Commander of Administrative Services and the Commander of Field Operations are authorized to remove disks from the storage area.**

The watch supervisor should select at random at least two videos per officer per year for review. The purpose of this review is to ensure the recording equipment is being operated in accordance with departmental policies.

Samuel Hargadine, Chief of Police

WARNING

This directive is for departmental use only and does not apply in any criminal or civil proceeding. The department policy should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third-party claims. Violations of this directive will only form the basis for departmental administrative sanctions.