

PATROL

MOBILE VIDEO RECORDING EQUIPMENT

Purpose: This directive aims to establish procedures for the use of mobile video recording systems and the storage and retrieval of video footage. [CALEA 41.3.8a]

Policy Statement: Mobile video recording equipment (MVR) has been demonstrated to be of value in the prosecution of traffic violations and armed encounters, acts of physical violence, and other felonious acts. They help evaluate officer performance, resolve, reduce, and, most importantly, refute complaints and serve as a training tool. To maximize the use of this equipment in these and related areas, officers will follow the procedures outlined in this policy.

Summary of Changes:

Definitions:

WatchGuard Video System: The WatchGuard Video System is an in-car video system that works as one integrated system to capture an incident and store the video on a hard drive or other digital storage devices.

Procedure:

1. General

- 1.1 MVR equipment is the responsibility of the officer to which it is assigned. Any required maintenance or repairs will be the responsibility of Information Technology (IT) personnel. [CALEA 41.3.8e]
- 1.2 The IT Department will maintain MVR equipment following the manufacturers' recommendations.
 - 1.2.1 The department utilizes the WatchGuard Video System in most patrol vehicles approved for patrol function.
- 1.3 Training on the use of WatchGuard equipment will be given by IT Department personnel to officers individually on an as-needed basis. The IT Department personnel will also train supervisors in the same manner on operating the WatchGuard Video System. [CALEA 41.3.8f]
- 1.4 At the beginning of each shift, officers will ensure that the WatchGuard equipment functions properly. [CALEA 41.3.8e]
 - 1.4.1 Officers will immediately report any malfunctions or missing equipment to their supervisor.
- 1.5 WatchGuard equipment is set to begin recording once an officer has activated the police vehicle's emergency equipment. [CALEA 41.3.8b]
 - 1.5.1 WatchGuard equipment may be manually activated, using the interior controls or activating the body microphone. Officers should record any contact they feel is becoming controversial, dangerous, or needed for evidentiary purposes.
 - 1.5.2 WatchGuard equipment will also activate when the patrol vehicle reaches a speed of eighty-five miles per hour (85mph) or high G-force is detected.
- 1.6 An officer may deactivate the WatchGuard equipment during non-enforcement activities, such as when protecting accident scenes. [CALEA 41.3.8b]
 - 1.6.1 When WatchGuard equipment is deactivated, officers will title the video via the WatchGuard video listing.
- 1.7 When recording an event, officers should position the camera at the most advantageous position to capture the image.
 - 1.7.1 Officers will document the recording of the event in the associated report and Arrest Disposition Report (ADR).
- 1.8 An officer will activate the wireless microphone during an event to provide an audio recording.
- 1.9 Officers are not required to discontinue recording at the request of any person.

2. Procedures

- 2.1 As soon as it is known an officer may need the recording for evidentiary purposes, the officer will request a recording copy. The request may be through a supervisor if downloaded at an access point or via IT Department if needed from the vehicle.
 - 2.1.1 The supervisor or member of the IT Department will access the mobile video server and record the incident on either a CD or DVD.

2.1.2 The supervisor or member of the IT Department will give the officer the CD/DVD to be submitted to the Property Room. [CALEA 41.3.8c]

3. Administration

3.1 The department currently uses wireless access points to automatically download audio/video from the WatchGuard-equipped patrol units to a centralized server.

3.1.1 Access points are currently located at these locations:

3.1.1.1 Headquarters;

3.1.1.2 City Compound - Refueling Pumps;

3.1.1.3 Levy Substation; and

3.1.1.4 Downtown Substation.

3.1.2 When at one of these locations and if time allows, officers should remain in place to enable video to download.

3.1.2.1 The download status indicator will display when the download is completed.

3.1.3 Should the video not download at one of these points, and the video is needed immediately, the officer should take the vehicle to IT for manual download.

3.1.3.1 Otherwise, the officer should report the failure to a supervisor.

3.1.3.2 The supervisor will be responsible for notifying IT of the failure.

3.2 Video files will be stored on the video server for 90 days before they are purged. [CALEA 41.3.8d]

3.2.1 It is the officer's responsibility to ensure they have retrieved any footage from the server before the expiration of the 90-day storage limit.

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