

**CITY OF AUBURN HILLS
POLICE DEPARTMENT
GENERAL ORDER #9**

SUBJECT: Mobile Video Recording		NUMBER: G.O. 9
EFFECTIVE DATE: March 26, 2007	REEVALUATION DATE: 01/02/2008	
AMENDS: OM #3 Video Recording System	DISTRIBUTION: All Personnel	NUMBER OF PAGES: 4

This order rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

I. PURPOSE

This policy will provide guidelines for the use, management, storage, and retrieval of the mobile video recordings and equipment. These procedures will ensure the efficient operation of the equipment and will maintain evidential integrity and provide a chain of custody which will ensure proper court presentation.

II. POLICY

The use of a mobile recording system can provide powerful evidence of criminal activity and traffic violations. The mobile recording system has also proven to be a valuable tool for law enforcement practitioners by documenting their honesty, integrity, and professionalism. By virtue of their authority, law enforcement personnel are held to a higher degree of accountability by the community and must continuously strive to ensure that this contract is not violated. Therefore, by keeping this trust and maximizing the effectiveness of this valuable tool, the following procedures for mobile recording system equipment use are set forth. **Officers shall use this system to document their activity while serving this Community to the fullest extent possible.**

III. INTRODUCTION OF THE IN-CAR DIGITAL RECORDING SYSTEM

A. Recorder

The system utilizes a central processing unit (CPU) which records to two (2) redundant 40 MB Hard drives. This system also records three (3) minutes of running video and audio (if microphone activated) in a buffer. When the system is activated to record, this buffer is automatically recorded to the hard drive.

B. Video Monitor/Control Panel

The system is connected to the vehicles Mobile Data Computer and utilizes the monitor and touch screen activations of the recorder, cameras, microphones, pan in, and other features. The system is also activated by the switch for the emergency lighting.

C. Cameras

The front camera has auto focus and auto iris features. The rear seat compartment camera is a miniaturized camera that is fixed focused in the rear seat.

D. Microphones

The system has a 900 MHz microphone, which with a rechargeable battery supply, and does not require a separate antennae or microphone if worn appropriately. Officers should test various placements of the unit to best record the audio portion of an incident.

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A second microphone is covertly mounted in the rear seat of the vehicle for recording persons within the rear passenger area.

E. Storage

The archival storage of the recordings is to a Storage Area Network (SAN). The download from the in-car system is via Ethernet cable or wireless antennae to the SAN. Recordings will be archived for 90 days at which time the files will be overwritten. Retrieval will be available through any Department computer with the appropriate software.

IV. PROCEDURES

60MYS

- A. *Mobile recordings are considered an official Department record and subject to Department policy and Michigan law. Any theft, intentional misplacement, alteration, sabotage, editing or distribution of any recording device or recording without the consent of the Office of the Chief will be considered a falsification of an official police record, evidence tampering or other applicable violation that will result in disciplinary action up to and including dismissal or criminal prosecution.***

No personnel shall make copies of video/audio for any non law enforcement purpose. No Departmental video/audio will be used for demonstration, presentation, or released to third parties, including other enforcement agencies, without specific permission of the Chief of Police or designee.

- B. Officers shall be specifically trained in the operation of the system by qualified Department personnel.**
- X **C. The system shall be checked for proper operation at the beginning of each shift and the condition shall be logged on the officer's daily log. Officers shall activate the system and record by voice the time, date, and officer's name. The Officer will review this action to verify the system is recording. If the system fails to operate properly, the Officer shall report to the shift supervisor immediately who shall notify the **Mobile Video Recording Supervisor in Charge**.**
- D. Officers shall utilize the camera installed in the unit on every shift unless permission is granted not to do so by the Shift Commander. If the Shift Commander has approved the officer not to use the system, the officer shall note that on his/her activity log indicating the name of the supervisor making the approval.**
- E. When going off-duty, the audio transmitter shall be placed in the charging unit located in the equipment room. Officers will monitor the red light on the transmitter to assure it is functioning properly. The shift supervisor will be advised if there are any problems with the audio transmitter.**
- F. The audio transmitter shall be worn by the vehicle operator at all times. The audio shall be turned on whenever the officer is making a citizen contact. It is understood that when the car is turned off the recording function is also off.**
- G. Audio transmitters shall not be on while in the station unless a specific incident is being documented. (i.e. OUIL, interrogations) The system shall not be used to surreptitiously record co workers.**
- H. The mobile recording system shall remain in the record mode for all patrol activities including citizen contacts. The record mode must be activated for any type of traffic enforcement encounters even if emergency lighting is not activated.**

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- I. Officers are encouraged to provide a narration with the video recording preparatory to traffic stops. The intent of this narration is to assist in necessary written documentation and to assist the officer in supporting probable cause for the stop.
- J. When transporting any person, including prisoners, the officer shall record using the rear camera and microphone pursuant to **General Order #13 "Transportation of Prisoners."**
- K. At the end of each shift the vehicle operator shall connect to the Storage Area Network via the computer cable or wireless connection for downloading of the digital recordings from the vehicle's hard drive. The officer will monitor this process on the screen of the mobile data computer (MDC). Wireless downloading does not require monitoring during the process. Officers will advise the Shift Supervisor of any problems.
- L. All criminal, serious injury, or damage incidents will be recorded; the video/audio recording will be copied by the officer and burned to a DVD or CD-R. The officer shall mark the DVD or CD with a permanent marker to identify it with the case number, date and as "original." The "original" shall be forwarded with all other paperwork to the case folder in Records. **All recordings that could possibly have pertinence to a criminal matter shall be placed in to evidence for review by the Prosecutor.** There is no need for officers to review recordings for the purpose of determining the evidentiary value. **All recordings of the incident are pertinent.**
- M. Officers may burn an incident to CD-R OR DVD to document a specific non-criminal contact with a citizen or a particular incident and include it with the Call for Service or Case File following the procedure detailed above.
- N. Any abuse, misuse, alteration, sabotage, or intentional destruction of the mobile recording equipment will result in disciplinary action up to and including dismissal.

V. Freedom of Information Act Requests

- A. Any request for copies of mobile recordings will be made under the City's FOIA Policy.¹
- B. Records Bureau personnel receiving a request shall first check the original case folder for the original copy of the recorded incident. If the recorded incident is in the folder, Records personnel shall duplicate that DVD or CD to satisfy the FOIA request.
 - a. If the case file does not contain a recording the Records personnel shall make 2 copies: one copy shall be forwarded to the officer for his/her review to assure that the incident is correctly recorded. Following the review the officer shall return his/her copy to Records. One of the copies shall be marked "Original" and one "Copy" with permanent marker. The copy shall be forwarded to the FOIA requester and the original maintained in the case file.

VI. SUPERVISOR RESPONSIBILITIES

- A. It shall be each Shift Commander's responsibility to periodically inspect the mobile video equipment for damage and operability. Any and all damage will require a damaged police property report. Maintenance problems will require an email notification to the Operations

¹ O:\all\foia\FOIA POLICY 2.doc

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Commander and shall be acted upon as soon as possible. The **Mobile Video Recording Supervisor in Charge** shall maintain a file by unit and shall place any repair notifications in the corresponding unit's file for warranty documentation.

B. Shift Commanders will insure the downloading procedures promulgated in this order are followed and that deviations are handled immediately.

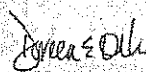
C. MOBILE RECORDING SUPERVISOR-IN-CHARGE

1. The Operations Commander will assign a sergeant as the **Mobile Video Supervisor in Charge**. The duties of the position:

- a. Inspect each unit monthly for proper operation
- b. Perform routine repair or create checklists for troubleshooting problems with equipment
- c. Bi-monthly, review the download history to insure the systems are downloading and monitor compliance by personnel to record activity.
- d. Liaison with repair personnel for the purpose of reducing service calls and on-going communication for status of the system.
- e. Prepare any necessary budget recommendations for this equipment during each budget preparation cycle.
- f. Handle all training involving the use of the system. Consult with personnel on issues related to the system.
- g. Recommend changes in policy and procedure in the use or maintenance of the system through the chain of command.

IX REVISION RESPONSIBILITY

Revision responsibility shall rest with the Operations Division Commander.


Doreen E. Olko
Chief of Police

Digitally signed by Olko, Doreen
DN: cn=Olko, Doreen, ou=City, dc=local
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I have read and understand this General Order.

Signature

Date

Witness

Date