



# Police Department

Memorandum

Bloomfield Township

To: Department Personnel  
From: Lt. Phillips  
Subject: Vision Hawk In-Car Video  
Date: October 4, 2007

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## Vision Hawk In-Car Video Protocol

As an interim policy to establish guidelines for the use and management of the new cameras and video files, the following procedures have been created.

- Only those officers that have received training in the new system are to drive the Vision Hawk equipped patrol units.
- Personnel operating a vehicle equipped with the Vision Hawk system shall check the unit, including the microphone/audio capability, for proper operation at the start of the employee's shift. Malfunctions and/or damage shall be immediately reported to a shift supervisor and required documentation completed. Vehicles with malfunctioning recording systems shall be placed out of service, unless otherwise directed, until repairs are made.
- The recording system shall remain in the "on" position during the entire shift.
- At the end of shift, the audio transmitter shall be turned off and placed in the charging cradle.
- The audio/video recording unit shall not be turned off until the unit indicates it is uploading. Once the files begin to upload the system may be turned off.
- Should a copy of a video recording be required for evidentiary purposes, a written request must be completed and placed in the "Records" basket. The OIC must also complete a property tag for the recording and attach the property tag to the request form. Records will produce a video copy, attach the property tag, and forward to property.
- Officers submitting a request for a video recording will list the video recording as evidence in the Property section of their Case Report.

BLOOMFIELD TOWNSHIP POLICE  
VIDEO REQUEST FORM

DATE \_\_\_\_\_ TIME \_\_\_\_\_

COMPLAINT # \_\_\_\_\_ CHARGE \_\_\_\_\_

DEFENDANT \_\_\_\_\_

REQUESTING OFF/BADGE # \_\_\_\_\_

BACK UP OFF/BADGE # \_\_\_\_\_

COMMENTS \_\_\_\_\_

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