

GENERAL ORDER #97-3

(IN-CAR VIDEO)

Revised April 13th 2005

Revised March 4th 2009

PURPOSE:

To establish a policy and procedure for the use and care of the In-Car Video equipment now installed in all patrol units. To provide an additional tool for officers to secure convictions on arrests and help ensure officer safety.

EQUIPMENT:

- I. Each patrol unit has been equipped with an Eye Witness Digital Video System.
- II. A Command Officer will change the hard drive media storage system in each patrol unit when necessary.
- III. Each officer has been assigned a Clear Comm 900 mhz transmitter and microphone for his use.
- IV. There are media docking stations available to Command for the purpose of viewing and making recordings of incident files from the hard drive media storage system.

RECORDING:

The Officer is responsible for insuring the transmitter has been synchronized with the car they are driving. The transmitter will be carried either in a shirt pocket, on the belt or epaulet in such a manner that the internal microphone is facing forward or the microphone cord is attached and fastened to the front of the uniform for audio recording. The camera system must be activated on any contact with a violator or suspect. The officer will always have the option of using the audio any other time they feel it would be beneficial to them.

If you are assigned a patrol unit in which the video is not working properly, park the unit, advise Command and take one that is working.

EVIDENCE:

Advise the Command Officer on duty, prior to getting off shift, that you need a file off the hard drive to be copied for evidence. A Command Officer will remove the hard drive and make two copies of the incident, the first copy is placed into evidence with proper documentation and the second copy is for review and

additional copies as needed.

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RESPONSIBILITY:

It will be the responsibility of the Shift commander to see that their officers utilize the video equipment in compliance with this general order.

REMINDER:

This equipment was obtained to provide officers with another tool with which to perform their duties. It can be a useful tool from an evidentiary prospective and it can add to the margin of safety for the officer.


Director of Public Safety