

General Order	4.10	
Subject In Car Video System		
This Policy Supercedes All previously Issued Correspondence Relative To This Topic		
Effective Date	Approved	Chief of Police
January 4, 2007	<i>Chief W.C. Hester</i>	
Review Date	Approved	
Distribution	No. of Pages	
All Personnel	2	

Policy:

This policy will provide guidelines for the operation of the In-Car Video System Equipment. These *procedures are* to ensure the efficient operation of the In-Car Video System, maintain evidential integrity, and provide a chain of custody, which will facilitate proper court presentation.. In order to maximize the utilization of this equipment in these and related areas, officers shall follow the procedures for the In ear Video Equipment use as set fourth i n this policy.

Recordings will be utilized in the interest of officer safety, to facilitate the conviction of an arrestee and/or violators, and to review situations that result in alleged personnel complaints. The recordings will not be routinely reviewed to monitor an officer's performance.

PROCEDURE

- A. Qualified Department personnel will specifically train officers i n the operation of the systems.
- B. Prior to each shift, Officers shall determine whether their In-Car Video Equipment is working properly, and shall report any malfunctions or related problems to a command officer as soon as possible.
- C. The In-Car Video equipment shall be activated when emergency lights are activated.
- D. It shall be the responsibility of each officer to place a new videotape cartridge in their units at the begging of each shift. At the conclusion of each shift the *officer* will place the tape in the appropriate evidence locker. Unless held for evidentiary purposes, tapes will be rotated in sequential order. If tapes are needed for evidentiary purposes the officer will tag and then place the tape into an evidence bag, and then place into the evidence locker for the property officer.
- E. A supply of transmitter batteries will be kept in the squad room Officers shall monitor the transmitter to assure that it is powered and replace the battery when necessary.

- F. The microphone shall be worn by the vehicle operator. The audio shall be activated whenever the officer is making citizen contact and the video equipment is being utilized. Audio transmitters shall *not* be activated while the officer is in the station unless with a
-- prisoner.
- G. Prior to the end of their shift, officers shall inform their command officer of any recorded sequence that may have that may have value for training, evidence, or litigation protection purpose_
- H. No one shall erase or in any manner alter the In-Car Recording Tapes with out authorization of a command officer.
- I. Officers shall only use tapes issued and approved by this agency.
- J. All completed tapes shall be properly labeled and identified prior to being submitted at the end of the officer's shift.

TAPE CONTROL & MANAGEMENT

- A. Each tape and storage case will have a sequential number.
- B. In-Car Videotapes containing information that may be of value for case prosecution or in any criminal or civil proceeding shall be safeguarded as other forms of evidence. As such, these videotapes will:
- 1_ Be subject to the same security restrictions and chain of evidence safeguards as detailed in this agencies evidence control policy.
 2. Not be released outside the Police Department without the prior approval of the Chief of Police or his designee. This would include Freedom of Information Act Requests.
 - 3_ Not be released to another criminal justice agency for trial or other reasons without having a duplicate copy made and returned to safe storage_
- C. Tapes not scheduled for court proceedings or other Department uses shall be maintained for a reasonable time as determined by the Chief of Police. All tapes shall be maintained in a manner that allows efficient identification and retrieval.
- D. No videotapes shall be reissued for operation use unless completely erased by designated personnel in this agency.