



General Order

Date of Issue		Effective Date	Number
December 22, 2005		22 DECEMBER 2005	05-04
Subject MOBILE AUDIO/VIDEO RECORDING SYSTEM		File Code	
Reference	Rescinds	Amends	Distribution

I. PURPOSE:

It is the purpose of this policy to provide officers with guidelines for the use and operation of a mobile audio/video recording system.

II. POLICY:

The policy of the Warren Police Department is to implement a mobile audio/video recording system. This system will be utilized in the interests of officer safety, to facilitate conviction of arrestees/violators, to monitor officers' performance and to review situations which result in personnel complaints.

Officers shall follow procedures for the mobile audio/video recording system use set forth in this order. These procedures are to ensure the efficient operation of the in-car system, to maintain evidentiary integrity and to provide a chain of custody which will ensure proper court presentation.

The policy of the Warren Police Department will be to maintain each tape for 45 days before it is placed back into use.

III. PROCEDURE:

- A. Uniformed officers will be trained in the operation of the mobile audio/video system and in-house software tracking system prior to engaging in the use of either system. Upon completion of this training, officers shall adhere to operation procedures to assure the equipment is used as designed.
- B. A numbered blank videotape and microphone receiver will be issued at the beginning of each shift for each operational unit. The videotape number shall appear on the officer's log sheet for that date.
- C. The officer shall check the mobile audio/video system for proper operation before the start of each shift. Any malfunctions or related problems shall be reported immediately to the Watch Commander. A repair slip shall be filled out and placed on the respective vehicle key hook.

- D. The video system shall remain on and maintained throughout the entire shift. The video unit shall be in the record mode except to review the videotape or to verify information for a report.
- E. The officer's wireless microphone shall be turned "ON" whenever the officer is making citizen contact.
- F. The officer shall also use the system to record:
 - 1. The actions of subjects during interviews, when undergoing sobriety checks or when placed in custody, since the recording would prove useful in later judicial proceedings.
 - 2. The actions of prisoners during transportation in department cars.
 - 3. The circumstances at crime and accident scenes or other events; such as, the confiscation and documentation of evidence or contraband.
 - 4. The pat-down or search of subjects of the opposite sex when an officer of the subject's sex is not available to conduct that search.
- G. Officers:

For purposes of videotape control and management:

- 1. Checkout Procedure:
 - a) All videotapes are to be checked out by a supervisor.
 - b) The tape number shall be assigned to an officer and appear on the daily schedule.
 - c) Corresponding microphones will be issued during assignment of the tapes.
- 2. Check-in procedure:
 - a) All videotapes will be checked in by the officer who was assigned the original tape.
 - b) All tapes will be rewound and placed in one of the approved drop boxes.
 - c) The officer may designate the tape to be routed to one of four sources as follows:
 - ◆ Return to rotation.
 - ◆ Hold for 90 days.
 - ◆ Hold as evidence.
 - ◆ Supervisor review.
- 3. Officers shall use only tapes issued by this department, and shall not erase or alter them in any manner.

4. Copies of videotapes shall be obtained ONLY through the Records Division.
5. Officers are encouraged to inform their supervisor of any videotaped sequences that might be of value for training purposes.

H. Property Officer:

1. Storage of all videotapes shall be the responsibility of the Property Officer, and no tape shall be reissued without being completely erased.
2. Videotapes shall be maintained for a minimum of 45 days.
3. The Property Officer shall note any missing tapes and inform the Platoon Commander of the status.
4. The Property Officer shall maintain all tapes marked for review or hold in a separate storage cabinet within the tape room. Access to this cabinet will be available to the Watch Commanders.
5. The Property Officer will be responsible for producing monthly VCR maintenance reports and any other queries requested by supervisors.
6. The Property Officer shall be responsible for ensuring that the storage cabinets and drop boxes are properly secured and locked.

I. Supervisor:

1. It shall be the supervisor's responsibility to issue the videotapes on their respective shifts.
2. It shall be the supervisor's responsibility to assure that any videotapes of evidentiary value are tagged and processed according to department policy.
3. The Platoon II shift supervisor in charge of the system is responsible for having the mobile audio/video systems checked and or repaired.
4. It shall be the Watch Commander's (designee's) responsibility to review the videotapes to verify proper use of the mobile audio/visual recording equipment. Review of videotapes shall be documented on the Platoon Assignment Register (Form #101).

James P. Vohs
CHIEF OF POLICE

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