

10.03
CRAIG POLICE DEPARTMENT
Office of Chief of Police
General Order

Date Issued: May 24, 2000
Subject: In-Car Video Equipment
To: All Officers

Revision Date: April 1, 2009
Reference: CACP STD

I. Policy:

The Craig Police Department will provide mobile video/audio recording (MVR) equipment in selected patrol vehicles for purposes of providing evidence in the prosecution of traffic violations and other offenses, to enhance officer safety, to help resolve citizen complaints and verify officer actions, the evaluation of officer performance as well as in determining training needs. In order to maximize the utility of this equipment in these and related areas, officers shall follow the procedures for MVR equipment use as set forth in this general order.

II. Procedure:

A. Program Objectives

1. Accurate documentation of events, actions, conditions and statements made during arrests and critical incidents, so as to enhance officer reports, collection of evidence and testimony in court; and
2. The enhancement of this agency's ability to review probable cause for arrest, arrest procedures, officer interaction with the public and suspects, and evidence for investigative purposes, as well as for officer evaluation and training.

B. Operating Procedures

1. MVR equipment installed in vehicles is the responsibility of the officer assigned to that vehicle and will be maintained according to manufacturer's recommendations.
2. Prior to each shift, officers shall determine whether their MVR equipment is working satisfactorily and shall bring any problems at this or other times to the attention of their immediate supervisor as soon as possible.
3. MVR equipment will automatically activate when the vehicle's emergency warning devices are in operation. The equipment may be manually deactivated during non-enforcement activities such as when protecting accident scenes from other vehicular traffic.
4. Whenever equipment is manually deactivated, officers shall properly document the reasons for this action on the video prior to deactivation.
5. At all times when the unit is on, either the built in or wireless microphone will be activated to record the audio portion of the incident.

6. The officer is responsible for ensuring that equipment is operating in order to record traffic stops or other enforcement actions. In so doing they will ensure that
 - a. The video recorder is positioned and adjusted to record events;
 - b. The MVR shall not be deactivated until the enforcement action is completed and the offender vehicle has pulled away, and
 - c. Their wireless microphone is activated in order to provide narration with the video recording to explain the reason for their current or planned enforcement action.
7. Where possible, officers shall also use their MVR equipment to record
 - a. All traffic stops; and
 - b. Document crime and accident scenes or other circumstances at events such as the confiscation and documentation of evidence or contraband; and
 - c. The actions of suspects during interviews, when undergoing sobriety checks, when following a suspected DUI offender prior to conducting the traffic stop, or when placed in custody if the recording would prove useful in later judicial proceedings
 - d. Officers shall not turn off the MVR for any reason during a traffic stop.
 - e. Domestic Violence cases should be recorded (audio only) if the officer isn't using a Digital Voice Recorder (DVR).
8. Officers shall not erase, reuse or in any manner alter MVR data/recording or in any way interfere with the recording system, or intentionally cause the unit to malfunction.
9. Officers shall ensure that they are equipped with a DVR at the beginning of their tour of duty.
10. Devices with less than 20 minutes of record time remaining shall be replaced with a new one.
11. All completed recordings/data shall be properly labeled with the officer's name and dates of use (from – to) prior to being submitted for routine review by a supervisor.
12. Officers are encouraged to inform their supervisor of any video sequences that may be of value for training purposes.
13. Officers will note in incident, arrest and related reports when video/audio recordings were made during the incident in question, and the tape shall be booked into property as evidence.
14. Officers shall only use data storage devices as issued and approved by this agency.

C. Video Control and Management

1. MVR containing information that may be of value for case prosecution or in any criminal or civil adversarial proceeding shall be safe-guarded as other forms of evidence. As such, these will:

- a. Be subject to the same security restrictions and chain of evidence safeguards as detailed in this agency's evidence control policy;
- b. Not be released to another criminal justice agency for trial or other reasons without having a duplicate copy made and returned to safe storage; and
- c. Will not be released to other than bona fide criminal justice agencies without prior approval of the designated command officer.

2. Videos not scheduled for court proceedings or other adversarial or departmental uses shall be maintained for thirty (30) days. Videos shall be maintained in a manner that allows efficient identification and retrieval.

D. Supervisory Responsibilities

Supervisory personnel who manage officers equipped with MVR equipment shall ensure that:

1. All officers follow established procedures for the use and maintenance of MVR equipment, handling of video/audio recordings and the completion of MVR documentation;
2. On at least a bimonthly basis, they randomly review recordings to assist in periodic assessment of officer performance, determine whether MVR equipment is being fully and properly used and to identify material that may be appropriate for training;
3. Repairs and replacement of damaged or non-functional MVR equipment is performed; and
4. All statistical reporting requirements are being completed as required to ensure adequate program evaluation.

E. Training

1. All officers will receive training, including written instructions, on camera equipment prior to use. This training will include the use of the body mike, tape insertion, controls, and activation of the unit.

Approved By:



Walter K. Vanatta
Chief of Police