


<b>PROCEDURAL INSTRUCTION</b>		<b>NO. PP22</b>
<b>DATE OF ISSUE</b> September 1, 1998	<b>EFFECTIVE DATE</b> September 1, 1998	
<b>SUBJECT</b> <b>IN-CAR &amp; BODY WORN AUDIO/VISUAL RECORDING</b>	<b>AMENDED</b> January 10, 2013; April 10, 2014	
<b>BY ORDER OF CHIEF OF POLICE</b>  Signatures  Date 4/10/14	<b>RESCINDS</b>	

## I. PURPOSE

The purpose of this policy is to establish the guidelines and procedures for the use of in-car digital video/audio recording systems and body worn video systems. Control and storage of information obtained on the recordings is for the Burlington Police Department.

## II. DEFINITIONS

- A. **CLASSIFICATION:** Recordings are classified by the officer at the time the recording is stopped. The selected classification indicates how long the system will retain the recording.
- B. **DVR:** Digital Video Recorder
- C. **DVR STORAGE COMPUTER:** A designated department computer used to store all transferred recordings from the DVR.
- D. **TRIGGER EVENT:** An event that caused the DVR to begin saving video/audio recordings. Events include activation of the following: emergency light/siren, vehicle speed exceeds preset threshold setting, and manual activation of the DVR system. The recordings end when the officer presses the stop button, and the trigger event is no longer active.
- E. **PRE-EVENT RECORDING:** The DVR system will retain the video recording made prior to a trigger event, up to 60 seconds, depending on system settings. Audio is not recorded until the trigger event occurs.
- F. **VIDEO CAMERA:** Digital video camera.
- G. **WIRELESS MICROPHONE:** Each camera unit is equipped with a compatible wireless microphone unit. The wireless microphone's audio channel is initially set by the installer specifically for that vehicle's mobile video system; no two units will be set with the same audio frequency.
- H. **BWV:** Body worn video recording equipment.

### III. POLICY

The In-Car Video Cameras and audio equipment, and BWV's primary purpose is to collect and preserve evidence for use in prosecuting individuals who violate the law. Other purposes may include the following:

1. Officers may wish to review recorded events prior to trial.
2. Recorded information may be subpoenaed as court testimony in civil and criminal cases.
3. Material recorded may be used for training purposes.
4. When the showing of a portion of a recording serves the law enforcement interests of the Burlington Police Department.

### IV. PROCEDURES

- A. At the beginning of the shift, officers operating departmental vehicles equipped with a DVR system shall ensure that the correct date, time and officer's name is displayed on the screen, Officers need to make sure the DVR system and BWV is working properly, and immediately report any problems or malfunctions to the shift commander. At the end of shift, officers will return the wireless microphone unit and BWV to the charging units located inside of the police department. Microphone units and BWV will not be left inside the squad cars.
- B. Officers will ensure that DVR equipment (both video and audio) is activated and the video recorder is positioned and adjusted to record events in the following circumstances:
  1. Traffic Stops
  2. Pursuits (even if not actively involved)
  3. Emergency Response
  4. Transporting Prisoners or civilians
  5. Calls for service
  6. Contact with citizens, as needed
- C. Officers will ensure that the BWV is activated, positioned and adjusted properly to record events in the following circumstances:
  1. Traffic Stops and calls for service when out of range/sight of DVR audio/video equipment.
  2. When squad car is not equipped with DVR equipment.
  3. Contact with citizens, as needed
  4. Tactical activities such as building searches, searches of suspects, search warrants.
- D. Officers will wear the microphone transmitter and BWV during the entire shift.

- E. Officers will ensure that the DVR and BWV have an adequate amount of free recording space to complete their shift.
- F. DVR equipment is automatically activated when the vehicle's emergency warning devices are in operation or the vehicle exceeds a preset speed. When the event ends, the officer should manually stop the recording.
- G. After an incident has ended, and the officer has stopped the recording on the DVR, the type of incident is manually classified by the officer selecting one of the preset events listed below:
  - 1. No Citation
  - 2. Citation
  - 3. OWI
  - 4. Arrest
  - 5. Other
- H. If the officer does not properly classify the recording, the officer shall, prior to the end of shift, make the correction once the recording has been uploaded to the DVR storage computer.
- I. Under no circumstances will any cables associated with the DVR camera be unplugged, altered or tampered with in any way except by an authorized maintenance person or shift command.
- J. Officers will note in reports when video/audio recordings and BWV were made and placed into evidence.
- K. Body worn video recording equipment (BWV) must be manually turned on and off with each use.
- L. It is the officer's responsibility to download video from the BWV to the DVR storage computer at the end of their shift.

#### V. RECORDING CONTROL AND MANAGEMENT

- A. Recordings may be duplicated for court, investigative, training, or other purposes authorized by the Chief of Police or their designee.
- B. The CID commander or their designee only will make duplicate recordings.
- C. A back up copy will be recorded onto a DVD prior to it being erased from the DVR/BWV system.
- D. The DVR/BWV system automatically erases recordings from the DVR system when the retention period for that recording segment has elapsed. The retention period is set by the system according to how the recording has been classified in the vehicle by the officer or by an authorized user of the DVR/BWV system.

#### VI. INSPECTIONS


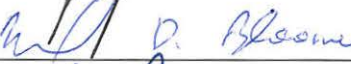





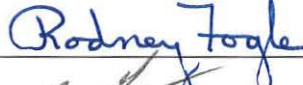




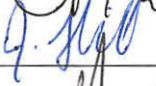




It is the responsibility of the shift commander to monitor the activities of their personnel and to periodically review a sampling of DVR/BWV recordings of traffic stops, citizen contacts, and other incidents and activities.




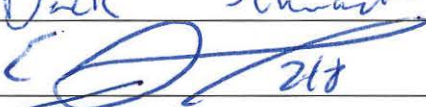

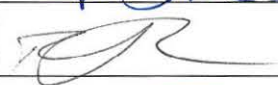




**BURLINGTON POLICE DEPARTMENT  
MEMORANDUM**

To: All Sworn Officers  
 From: Chief Beaird  
 Date: April 10, 2014

Please review the attached and return after everyone has signed.

- Policy & Procedure: UP 22: In-Car and Body Worn Audio/Visual Recording  
 Rules & Regulation:

Officer	Signature	Date
G. Allen		04/15/14
M. Bloomer		4-25-14
B. Cameron		04/16/14
B. Carper		4/15/14
C. Chiprez		04-16-14
K. Corrick		4.16.14
T. Falat		4-16-14
R. Fogle		4-18-14
R. Gerdner		4-16-14
D. Grimshaw		5/13/14
T. Hall		4-18-14
C. Hastings		4-15-14
J. Hill		4/15/14
G. Hillyer		04-21-14
G. Hoffer		4-17-14
J. Klein		04-15-14
D. Kramer		04-18-14

L. Kramer	L. Kramer #228	4-18-14
L. Langer		04/15/14
J. Larkins		4/21/14
T. Merryman	Tim Merryman	04/18/14
M. Moret		04-30-14
L. Peterson	Lucas Peterson	4/16/14
R. Rohrer	R. Rohrer	4/29/14
J. Ruberg	J. Ruberg	4-28-14
A. Schaefer	Alexander T. Schaefer	04-15-14
D. Schwandt	Derek Schwandt	04-15-14
E. Short	 218	5/7/14
J. Smith		04-16-14
R. Smith		5/11/14
J. Stirn		4-22-14
W. Thomson	W. Thomson	04-15-14
J. Tripp	 #253	04/29/14
W. Venvertloh	Wm Venvertloh	04/25/14
J. Webster	J. Webb #230	4/18/14
D. Wyatt		4-21-14
C. Zahn		4/15/14
K. Zahner	K. Zahner	4-16-14