

# Calera Police Department DIRECTIVES MANUAL

## D-1.4 Video Recorders (In-Car & Body-Cameras)

**Date:** February 17, 2015

**Purpose:** To establish policy and procedure for the use of video and audio recorders. Video recorders are issued for the purpose of capturing officer and suspect actions during encounters with the public.

- A. Employees are prohibited from secretly recording other employees of the city of Calera, unless approved by the Chief of Police, or his designee.
- B. Photographs, Video and audio recordings obtained by employees while working for the Calera Police Department, belongs to the Calera Police Department and shall not be released, or made available to anyone outside of the department. Photographs, video and audio recordings may be copied and released to the courts, city prosecutor, District Attorney's Office or by subpoena. Video obtained by the recording officer can be used within the department for the purpose of self-critiquing or training, but shall not be made available to the public, unless approved by the Chief of Police, or his designee. The Calera Police Department will maintain the original recordings.
- C. Officers must complete a work order and submit it through their chain-of-command, if their recording devices do not operate as indicated in this policy.

### Section 1. In-Car Video Recorder

- D. All patrol vehicles are equipped with in-car video recorders. The in-car video recorders are programmed to automatically power-on when the vehicles are started. The unit is programmed to power-off after a set time when the vehicle is turned off.
- E. Only at the end of shift, or when a vehicle will be left parked for more than 30-minutes, should an officer manually turn off an in-car camera.
- F. At the beginning of each shift, or each time an officer uses a patrol vehicle, the officer will:
  - 1) Ensure the camera automatically powers-on. If the unit does not automatically power-on, the officer will manually power the camera on.
  - 2) Ensure the in-car camera is operating properly.
  - 3) Ensure the in-car camera has sufficient storage space available on the DVD, or removable storage device (as equipped).

## **Calera Police Department DIRECTIVES MANUAL**

- 4) Ensure the wireless “mic pack” is charged, working and affixed to the officer.
  - 5) Ensure the officer’s name is selected as the officer on the recordings.
  - 6) Ensure the cameras are positioned to adequately capture events in front of the vehicle, and in the cabin of the vehicle.
- G. The in-car cameras are programmed to automatically activate and start recording whenever the officer activates the emergency equipment or wireless remote mic-pack. If the in-car camera does not automatically activate, the officer must manually start the recording.
- H. At the end of an event, the officer will stop and properly label the recording event.
- I. When the removable media is full, or when video is needed from the camera, the officer will remove the media and;
- 1) DVD video will be labeled with the officer’s name and the start and finish date of the recordings. The DVD will be submitted to their supervisor who will properly secure the video in the officer’s video evidence file.
  - 2) Removable storage devices will be removed and turned over to the supervisor, who will properly secure the video evidence by transferring the video to the officer’s video evidence folder on the evidence computer.
- J. Officers will immediately notify their supervisor of any problem that limits or prohibits the use of their in-car video system, followed by submitting a work order.
- K. Supervisors will ensure that work orders are submitted to the equipment officer and will follow up on resolving any issue that limits or prohibits the function of the in-car video system.

### **Section 2. Body-Cameras**

- A. Officers issued the body-cameras will ensure they are fully charged and worn when reporting for patrol duties, details, functions or events.
- B. Officers will read the operation manual and make themselves familiar with the function and operations of their assigned body-camera.

## **Calera Police Department DIRECTIVES MANUAL**

- C. It is understood that it's not always practical for an officer to just stop and activate a camera. There will be times when an officer must simply react to violence or situations that do not provide a reasonable opportunity for an officer to turn on their camera. Whenever reasonably possible, officers will record the following event types
  - 1) Traffic stops, whenever their in-car camera has malfunctioned or is un-operational.
  - 2) Acts of aggression or violence
  - 3) In responses to resistance / Use of Force
  - 4) Domestic
  - 5) Robberies in progress
  - 6) Burglaries in progress (Building or house searches)
  - 7) Shots fired or suspected armed suspects
  - 8) Foot pursuits
  - 9) Interviewing suspects of known crimes
  - 10) Complaints against the officer, other officers or the department
  - 11) Anytime the officer believes it will help in the prosecution of suspects or in the defense of the officer's actions.
- D. Officers will submit their body-camera to their supervisor at least once a week, or if the storage is full, or following any type serious event.
- E. Supervisors will attach the submitted cameras to the evidence computer and open the body-camera program to transfer the video to the officer's video evidence folder.
- F. Recordings of serious events or cases where it is known that the video will be needed in the prosecution of a crime will be copied to a DVD and will be placed in the case file.

### **Section 3. Building Security Cameras**

The Calera police department monitors security cameras for the police department and various other city facilities. The police department's video cameras are located throughout the building in common areas, or areas of increased liability. The cameras record video and some audio and employees, the public or inmates do not have an expectation of privacy in these areas.

- A. Dispatch will routinely monitor security cameras in the following areas;
  - 1. Jail cells

## Calera Police Department DIRECTIVES MANUAL

2. Jail Overview
  3. Booking room
  4. Courtroom when in use
  5. Parking lots
  6. Exterior Building Doors
  7. City Hall
  8. Park
- B. Employees will not require inmates to change clothes in front of security cameras. A room without video has been designated for changing prisoners. Inmates **can be** changed in front of cameras when they are suspected of hiding something under their clothes.
- C. Physical searches of prisoners should be done in front of cameras.
- D. Dispatch may view other cameras; however the listed cameras in sec. (A) take priority to other video cameras that may be available.
- E. Employees shall not distribute photographs, video or audio recordings from the security cameras, unless approved by the Chief of Police, or his designee