

CHOCOLAY TOWNSHIP POLICE DEPARTMENT
OPERATING GUIDELINE MANUAL

EFFECTIVE DATE March 1, 2011	GUIDELINE NUMBER LE-35	TOTAL PAGES 2
REFERENCE	SPECIAL INSTRUCTIONS	RE-EVALUATION July 2015
SUBJECT <u>IN-CAR/PERSONAL DIGITAL VIDEO GUIDELINES</u>		

I. This policy will provide guidelines for the operation of the in-car/personal digital (VidMic, Digital Ally First Vu and Wolfcom) video recording equipment. These procedures are to insure the efficient operation of the in-car/personal digital system and will maintain evidential integrity and provide a chain of custody, which will ensure proper court presentation.

Recordings will be utilized in the interest of the officers' safety and that of the public, to facilitate conviction of arrestee/violators, and to review situations which result in personnel complaints.

All recordings (audio and video) generated by in-car and personal digital video recording equipment are the property of, and under the control of, the Chocolay Township Police Department, except when control is dictated by the judiciary system.

Any recordings related to an arrest, juvenile or incident in which the officer feels that has potential civil consequences shall be labeled with the incident complaint number, the individual's name and copied to department PC2 under the officer's name in the patrol video folder. These files will be treated as evidence and will be retained as such.

All other recordings will be downloaded on PC2 labeled in a folder under that officer's name, in a sub-folder labeled with the recording date and shall be retained for a minimum of 60 days.

PROCEDURE

1. Officers must review the instruction manual concerning the operation of the digital video system before using the system.
2. At the beginning of a shift, the officer will insure that the batteries are fully charged and there is enough recording time on the digital video card or personal digital video device before starting patrol.
3. The systems shall be inspected for proper operation before the start of each shift and shall be noted on the employee's daily log. Officers shall activate the system at the beginning of the shift. Any malfunction shall be reported to the supervisor ASAP.

4. Whenever the patrol unit is in operation, the system will be on but not in the record mode. Whenever the officer(s) have contact with the public (i.e. traffic stops, crashes, complaints, and prisoner transport) the officer shall initiate the recording.
5. Personal digital video systems will be tested at the beginning of the shift and **shall be activated when in contact with the public.**
6. Officers shall use only issued media and shall not erase, record over, or re-format the issued media unless directed to do so by a supervisor.
7. The patrol vehicle operator shall activate the in-vehicle video system and/or activate the body worn recorder (VidMic or Wolfcom). **One or both of the recording devices shall be in use whenever the officer(s) has contact with the public.**

MEDIA REPRODUCTION PROCEDURES:

1. Each officer is responsible for transferring digital files from an assigned patrol vehicle media card to department PC2.
2. Each officer or department administrator assistant is authorized to copy video/audio from the department PC2 on to a CD/DVD when requested by the prosecutor's office or proper FOIA request.

REQUESTS FOR COPIES OF AUDIO VIDEO FILES:

1. No copies of files shall be released without an approved FOIA request or a request from the prosecutor's office.
2. Where applicable, a remittance fee will be paid for the copy of the file. The fee shall be determined by the Chocolay Township Board policy.

POLICY HISTORY:

Effective: March 1, 2011

Revised: May 10, 2013

Reviewed:

GREGORY S. ZYBURT
Police Chief