

General Orders Cleveland Police Department

11-K

Wearable Video Recorders (MVR)

Chief David Bishop

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Revised:

POLICY

Wearable Video Recorders (WVR) will be used to assist department personnel in the performance of their duties. WVR's provide an accurate and unbiased recorded account of an incident. Additionally, to maximize effectiveness of the WVR and maintain integrity of evidence and related documentation, all personnel assigned the use of these devices will adhere to the procedures outlined within this policy.

PURPOSE

The purpose of this policy is to set forth guidelines for the use, management, storage, and retrieval of audio-visual media recorded by wearable video recorders (WVR's).

CONFIDENTIALITY

All recorded media, images, and audio are property of the Cleveland Police Department and will not be copied, released, or disseminated in any form or manner outside the parameters of this policy without the expressed written consent of the Chief of Police or designee. Under no circumstances will any member of the Cleveland Police Department make a personal copy of any recorded event without prior written permission of the Chief of Police.

PROCEDURE

A. Equipment

The Cleveland Police Department will utilize WatchGuard's CopVu Wearable Video Recorder. Department issued WVR's are intended for official Departmental use only and are not to be used for frivolous or personal activities. Intentional misuse or abuse of the units will result in disciplinary action.

1. Officers will use only those WVR's issued and approved by the Department. The wearing of personal video recorders **is not** authorized; however, officers that have not received a Department issued WVR, may wear their personal WVR. Video that is collected while on duty will be considered evidence and property of the Cleveland Police Department. All recorded evidence will be copied to a disc and placed into Evidence.
2. The issuance of each WVR will be documented and maintained by the Department's Quartermaster.

B. Officer Responsibility

1. Prior to beginning a shift, officers assigned a WVR will ensure its readiness by conducting an operational inspection.
 - a. Any problems preventing the use of the unit during the shift will be reported to the immediate supervisor.



b. Problems that cannot be remedied will be reported to the Quartermaster.

2. Officers will activate the unit to record during each citizen encounter related to a call for service, enforcement action, traffic stop, and/or police service. Additionally, tactical activities such as, building searches, searches for suspects, and building checks at alarms will be recorded.
3. Officers will upload video to a secured server frequently as to limit the amount of time needed for the upload. Officers will be able to upload the data from various sources to include: MDTs, Supervisor's Computer or Sergeant's Computer. Each officer will also have a designated folder on the secured server for the data to be saved. Officers will flag or bookmark any video related to a criminal or traffic case, or that may be useful to the Department for training purposes.
4. When video footage is captured involving any part of an arrest, the letters "WVR" will be typed in all capital letters at the end of the report to signify that the video is available for the case.

C. Supervisor Responsibility

1. It is incumbent on supervisors to ensure officers utilize WVR's according to policy guidelines.
2. Supervisors will conduct random weekly reviews of selected recordings in order to assess officer performance as well as flag videos that may be appropriate for training purposes.
3. If a complaint is associated with a recorded event, or an officer believes an incident may generate a complaint, the supervisor will flag the video for indefinite retention.

D. Video Evidence

Videos needed for evidence in court must be requested through the Department's Evidence Clerk. Refer to Policy 11-M, Section 6-B for procedures on obtaining copies for court.

E. Video Purge

Videos will be purged from the server no earlier than twelve (12) months from the date of download. The only exception will be that video which has been flagged by the officer or supervisor for indefinite retention.

END OF POLICY

