

110.019 - USE OF DEPARTMENT ISSUED DIGITAL AUDIO/VIDEO RECORDER

I. PURPOSE

To establish policy and procedures that protect the officer from false complaints and to ensure that officers interact with the citizens in a professional manner while performing their duties. Further, to establish procedures for the disposition of digital recordings.

II. POLICY

A pocket size digital recorder, also called pocket recorder, will be utilized by all sworn police personnel. Additionally, personal digital audio/video devices, also referred to as video recorders, will be issued to uniformed personnel as available (if available video recorders shall be used instead of audio only devices). ~~A small number of video recorders will be issued to investigative supervisors for use by investigative personnel.~~ It is the policy of the department that all traffic stops be recorded with both in car video and digital pocket recorders (video recorders shall be used in place of digital pocket recorders if available). Any other contact listed below should be recorded by either pocket audio recorder or video recorder in place of audio recorder if available.

← Body
CAMS

III. PROCEDURES

A. What to record

1. All traffic stops
2. Pedestrian stops
3. Investigative stops
4. All family violence calls
5. All calls that officer believes could become controversial.
6. Interviews
7. Interrogations

B. When to begin recording

1. Officers should activate recorders prior to approaching potential violators.
2. Recorders may be deactivated during administrative activities while processing citations.
3. Officers should activate recorders prior to arriving at a family violence call. This will prevent failure to record activities due to officer's attention being diverted to violator/witness/victim contact upon arrival at scene.
4. Officers should activate the recorder anytime a Miranda warning is administered and/or an oral statement is taken from a suspect or witness. In order to maintain the admissibility of the statement, Officers taking oral statements shall do so in accordance with CCP Art. 38.22.
5. Officers should activate recorders during an interview of an extremely emotional disturbed complainant.

C. Disposition of daily audio recordings

1. Officers are responsible for downloading their digital recordings daily to the patrol computers. The files will be stored in "DSS" format for ninety days from the date of the last recording. Officers will adhere to the following process.

- a. The Officer will follow the published instructions for downloading digital information from the pocket recorder to one of the patrol computers. The instructions will be made available to each Officer and will be posted in the report writing room.
- b. Daily digital audio recordings that are not evidentiary in nature will be saved into the "Daily Audio" Folder located on any one of the patrol computers. Each Officer will be responsible for doing so at the end of each watch. The files will be saved in "DSS" format. All recordings will be consolidated into a single folder named by the date, followed by the Officer's last name (i.e. 022104 Smith).
- c. These files will be collected from the shared folder daily by the Property/Evidence Officer and placed on the server (with the exception being weekends and holidays) where they will be stored for a minimum length of 90 days. Periodically, the Property/Evidence Officer will purge folders that are older than 90 days from the server.

D. Disposition of evidentiary audio recordings

1. Officers are responsible for preserving audio recordings that are evidentiary in nature. These files will be downloaded into the Photo/Audio Evidence Folder located on any one of the patrol computers. Officers will adhere to the following process.
 - a. The Officer will follow the published instructions for downloading digital information from the pocket recorder to one of the patrol computers. The instructions will be made available to each Officer and will be posted in the report writing room.
 - b. Audio recordings that are evidentiary in nature will be saved into the "Photo/Audio Evidence" Folder located on any one of the patrol computers. Files saved to this folder will be saved in the "DSS" format.
 - c. The Primary Officer taking the initial report shall be responsible for gathering all other recordings from other Officers that have evidentiary value and contain information relevant to the case. The Primary Officer will save all of the recordings, in accordance with the published instructions, into a single folder, as outlined above. All Officers recordings will be "renamed" by adding their last name to the self generated file name the pocket recorder provides (i.e. DM-10016 Smith). This will avoid duplicate file names and make finding a specific recording easier.

E. Disposition of daily video recordings

1. Officers are responsible for preserving their video recordings. The video recorders will only hold approximately 4 hours worth of video and must be downloaded at the end of each shift if not sooner. On occasion it may become necessary to download the video recorder multiple times during a shift depending on circumstances.
2. The video recorders will be downloaded via the patrol desktop computers in the station. Officers should consult the download guide located at each computer for detailed instructions for download. The downloads will be stored by camera number on the server and will be automatically disposed of after 90 days via the camera software.
3. In the event an officer wished to preserve a recording for evidence, the officer will copy the event to CD/DVD using the detailed guide and submit the disk as evidence to the property room following all procedures and regulations.
4. All stored video recordings can be accessed and reviewed by supervisory personnel as needed. Supervisors are encouraged to review recordings on a frequent basis and discuss their findings with the individual officer.