

DEPARTMENT OF PUBLIC SAFETY  
STANDARD OPERATING PROCEDURE



Title: RECORDABLE MEDIA		Code Number: PSP.300.01
Functional Category POLICE SERVICES	Issuing Department: PUBLIC SAFETY	Effective Date: 02/28/2014

1.0 PURPOSE

1.1 This policy provides guidance in the use of recordable media devices other than CCTV that document the activities and responses to events by law enforcement officers. Recordable media devices, including the Mobile Audio Video System (MAVS), body-mounted recorders (BMR), tablets and cellular telephones. Devices are used to document citizen contacts, law enforcement events or other instances deemed appropriate for recording.

2.0 DEPARTMENTS / PERSONS AFFECTED

2.1 Police Services

3.0 POLICY

3.1 **Recordable Media General Information.**

3.1.1 Transactions documented by department recordable media devices can be recalled from their respective data storage systems.

3.1.2 Data contained in the devices may be subject to the public information request and administrative review.

3.1.3 The use of recordable media by officers is restricted to official purposes only.

3.1.4 Officers will maintain a standard of professionalism when communicating, recording, and utilizing recordable media devices in the field.

3.1.5 Recorded media, except MCR video, not submitted as evidence is retained in electronic format for 90 days then automatically deleted from storage. MCR video is retained for 30 days.

3.1.6 Only the recording officer, detectives, and department supervisors may access stored media recorded by the Mobile Audio Video System or Body-Mounted Recorders.

3.1.7 **Mobile Audio Video (MAVS) System.**

3.1.7.1 MAVS is essential to maintaining reporting and compliance with state law prohibiting racial profiling.

3.1.7.2 The in-car microphone should remain off unless a suspect or prisoner is in the vehicle. The car's AM/FM radio, as well as other non-law enforcement audio devices, should be turned off while recording.

3.1.7.3 Whenever practicable a recording of pedestrian and vehicles stops will be made.

3.1.8 **Body-Mounted Recorders (BMR).**

3.1.8.1 Officers will utilize the BMR system for recording contact with the public and events in response to calls for service.

- 3.1.8.2 Officers initiating contact with persons for the purpose of conducting official law enforcement business should record that contact.
- 3.1.8.3 It is not necessary to record events that involve "stand by". This would include waiting for an assisting specialized unit while no citizen interaction is taking place.
- 3.1.8.4 Officers will use the BMR to provide a fair and accurate representation of a contact with the public or an incident.
- 3.1.9 **Department Cellular Telephones/Tablets.**
  - 3.1.9.1 Cell phones and tablet computers can be effective public safety tools. A cell phone or tablet may be used to distribute pictures involving law enforcement related incidents to authorized personnel.
- 3.2 **Administrative Use.**
  - 3.2.1 DPS recorded media is for law enforcement purposes unless approved by an Assistant Police Chief or the Chief of Police.
  - 3.2.2 Officers may play back their video to assist in report writing or other department purpose.
  - 3.2.3 Officers will not play back, or make available any portion of a recorded event to an arrestee or suspect unless it contributes to the investigation.
  - 3.2.4 Officers are prohibited from publicizing the recording of any information concerning an arrest, an ongoing investigation, reported law violation, or any pending police action captured with recordable media for non-law enforcement purpose.
  - 3.2.5 All requests to view law enforcement images or video recordings by non-law enforcement personnel must be referred to the Airport Legal Department.
  - 3.2.6 Supervisory review of Mobile Audio Video System and Body-Mounted Recorders is permitted for the following purpose:
    - 3.2.6.1 Ensure proper function and compliance with the law and department policy and procedure.
    - 3.2.6.2 Training, with the approval of an Assistant Police Chief or the Chief of Police.
    - 3.2.6.3 Review relevant recordings related to a complaint against an officer.

## 4.0 PROCEDURE

- 4.1 **Mobile Audio Video Systems (MAVS).**
  - 4.1.1 The MAVS unit, and its microphone(s), will be inspected at the beginning of each shift. Officers will ensure the video and audio are functioning. Discrepancies will be logged on the patrol vehicle checkout sheet and reported to a shift supervisor.
  - 4.1.2 Officers will log in to the MAVS system at the beginning and log out at the end of their shift.
  - 4.1.3 The MAVS system is activated under several conditions.
    - 4.1.3.1 Manually starting a recording.
    - 4.1.3.2 Turning on emergency lights.
    - 4.1.3.3 Exceeding 80 mph.
    - 4.1.3.4 The deployment of an air bag.

- 4.1.4 Once the unit is activated, it should remain on until the triggering event terminates or:
    - 4.1.4.1 The officer receives an order from a supervisor to stop recording.
    - 4.1.4.2 The officer is directing traffic or assisting in some other type of traffic control.
    - 4.1.4.3 The officer is parked waiting for a wrecker.
    - 4.1.4.4 The officer is providing a non-emergency escort (AOA, funeral, dignitary, etc.)
    - 4.1.4.5 The officer is driving on the AOA in a non-emergency capacity.
  - 4.1.5 Audio may be muted for discussions with another member of the department not in the presence of a witness, suspect, victim or other member of the public
  - 4.1.6 At the conclusion of a recorded incident, Officers will end the recording and select the disposition most accurately describing the incident
- 4.2 **Body-Mounted Recorders (BMR).**
- 4.2.1 The equipment will be inspected at the beginning of each shift and discrepancies reported to a shift supervisor.
  - 4.2.2 Once the BMR is activated, it should remain on until the response to the event is terminated, or in one of the following circumstances:
    - 4.2.2.1 The officer receives an order from a supervisor to stop a recording.
    - 4.2.2.2 The officer is no longer engaged in a law enforcement action, a response to a security violation or other emergency.
    - 4.2.2.3 There is a prolonged "stand by" time at a secured scene. This may include waiting for investigative units including canine or crime scene.
  - 4.2.3 Audio may be muted for discussions with another member of the department not in the presence of a witness, suspect, victim or other member of the public.
  - 4.2.4 At the conclusion of a recorded event, officers will deactivate the "FLEX Controller."
  - 4.2.5 Officers may label and/or flag a notable, significant or important BMR recording by using the system's paired smart device and assigning a Title, Category and Case ID number.
- 4.3 **Cellular Telephones/Tablets.**
- 4.3.1 Assigned department cell phones/tablets will accompany the officer while they are on duty. Prior to each shift officers will inspect the phones for damage and check to see if the phone is functioning properly. Any discrepancies will be reported to an on shift supervisor.
  - 4.3.2 The use of cell phones and tablets should be limited to department related business.
- 4.4 **Media Storage.**
- 4.4.1 **Mobile Audio Video System.** Recordings are transferred wirelessly when the unit is parked at DPS Headquarters or vehicle maintenance. If a unit fails to automatically download Officers should notify their supervisor.
  - 4.4.2 **Body-Mounted Recorder.** Recordings are transferred via the secure Evidence Transfer Manager (ETM). Officers should dock their assigned BMR camera in the ETM to initiate a video upload before the conclusion of their

shift, when the recording contains evidence or at the request of a supervisor.

#### 4.5 Evidence.

4.5.1 Police Officers submitting evidence are responsible for ensuring the evidence copy is a complete copy of the recorded events.

#### 4.5.2 Mobile Audio Video System/Body-Mounted Recorder.

4.5.2.1 The officer will utilize software to burn a copy of the video recordings containing evidence to a DVD using the automated system. This first generation recording will be submitted as evidence and the original MAVS/BMR recording will remain on the MAVS/BMR server.

4.5.2.2 Once a video is burned to DVD and submitted as evidence, the evidence DVD will be considered the record copy.

4.5.2.3 Any duplicate copies or any video remaining on the server is considered a convenience or working copy.

4.5.2.4 If a failure is encountered while attempting to burn an evidence DVD, the Police Officer will notify a supervisor for assistance.

#### 4.5.3 Cellular Telephones/Tablets.

4.5.3.1 Send the recorded picture/video from the department device to their assigned DFW Airport email account.

4.5.3.2 The officer will then save the emailed picture/video to a folder on a department computer.

4.5.3.3 The folder will then be used to make an evidentiary copy on a DVD.

4.5.3.4 Once the officer has verified the picture/video has been saved onto the CD/DVD, the officer will immediately delete the recorded picture/video from the device and the department computer.

## 5.0 RESPONSIBILITIES

### 5.1 Officers.

5.1.1 Will download and process all MAVS recordings and Body-Mounted Recorder video and audio as evidence in the event an arrest above a Class C Misdemeanor is made.

### 5.2 Investigators.

5.2.1 Will download and process all MAVS recordings, Body-Mounted Recorder video, and any other recordable media as evidence for cases where it was not processed as evidence by officers and where the case is expected to be filed.

5.2.2 Will coordinate with Support Services for other recordable media (including but not limited to 911 calls, jail telephone recordings, etc) needed for cases that will be submitted to the District Attorney for prosecution.

## 6.0 DEFINITIONS

- 6.1 **BMR.** Body-Mounted Recorder.
- 6.2 **ETM.** Evidence Transfer Manager used to upload data from the BMR camera and recharge the BMR controller.
- 6.3 **MAVS.** Mobile Audio Video System.
- 6.4 **Recordable Media.** Images, video recordings, and audio recordings captured by data storage devices.

## 7.0 APPROVAL / REVISION HISTORY

- 7.1 12/15/2003 Original document.
- 7.2 12/15/2003 Revised.
- 7.3 12/23/2007 Revised.
- 7.4 05/01/2009 Revised.
- 7.5 02/28/2014 Revised.