

	Greenville, SC Police Department <b>GENERAL ORDER</b>		
	<b>Subject</b> Mobile Video/Audio Recording Equipment (MVR)	<b>Number</b> 212A3	<b>Type</b> Operational
<b>Effective Date</b> October 22, 2012	<b>Amends/ Rescinds</b> 212A2	<b>Pages</b> 1 of 5	<b>Re-evaluation</b> Annual-March
<b>References</b> CALEA 41.3.8			<b>Notes</b> Section 4.5 and 4.6- Use of recording equipment

## 1.0 POLICY

Mobile video/audio recording (MVR) equipment is a valuable resource for prosecuting traffic violations, evaluating officer performance, training, and in internal investigations. Greenville Police officers issued an MVR:

- Use the MVR to gather evidence for criminal prosecution;
- Use the MVR to record interaction between the officer and the motorist or suspect;
- Use the MVR to record crime scenes, search and seizure actions, and other related law enforcement tasks.

## 2.0 DEFINITIONS

**Mobile Video/Audio Recording Equipment (MVR):** Any equipment, permanently mounted and/or portable, used by a police officer to record the actions of a violator and the officer. MVR is typically in the form of a video recording camera, either tape or digital based, mounted on the dashboard of a vehicle and includes a portable audio recording device worn by the officer. MVR systems also may include microphones mounted inside the vehicle to record audio inside the vehicle. MVR's may also be worn on the officer's person as a standalone system capable of capturing video and audio simultaneously.

**MVR Media:** Recording media for the MVR system.

## 3.0 OBJECTIVES

- 3.1 Accurate documentation of events, actions, conditions, and statements made during arrests and critical incidents so as to enhance field reports, collection of evidence, and testimony in court; and

- 3.2 Enhancement of the Greenville Police Department's ability to review probable cause for arrest, arrest procedures, officer and suspect interaction, as well as for personnel evaluation and training.

#### 4.0 OPERATING PROCEDURES

- 4.1 Officers are responsible for ensuring MVR equipment installed in the assigned agency vehicle or issued to the officer is maintained according to the manufacturer's recommendations and operating properly.
- 4.2 Officers will ensure MVR equipment is working properly prior to beginning each shift and will bring any problems to the attention of their immediate supervisor as soon as possible.
- 4.3 MVR equipment installed in department vehicles will automatically activate when the vehicle's emergency warning devices are in operation. The equipment may be manually deactivated during non-enforcement activities such as when protecting accident scenes from other vehicular traffic.
- 4.4 MVR equipment worn by members of the department will be manually activated by the officer. A body worn MVR may be used to supplemental a vehicle based system or as a standalone unit when operating a vehicle without a fixed system.
- 4.5 Where possible, officers will ensure that MVR equipment is operating in order to record traffic stops or other enforcement actions. In so doing they should ensure that:
- 4.5.1 The video recorder is positioned and adjusted to record events;
  - 4.5.2 The MVR is not deactivated until the enforcement action is completed; and
  - 4.5.3 The wireless microphone is activated in order to provide narration with the video recording and to ensure communication between the officer and other individuals is recorded for documentation purposes;
  - 4.5.4 Officers are not to deactivate or disable any component of the MVR system in any way that will prevent the system from fully recording interactions between the officer and individuals during enforcement actions.
- 4.6 Where possible, officers will also use their MVR equipment to record:



- 4.6.1 The actions of suspects during interviews, when undergoing sobriety checks or when placed in custody if the recording would prove useful in judicial proceedings;
  - 4.6.2 The circumstances at crime and collision scenes or other events such as documentation of evidence or contraband.
  - 4.6.3 Collect evidence of erratic driving for Driving Under the Influence or other types of cases.
  - 4.6.4 Any time the officer feels that the actions of an individual, or individuals, are unusual, belligerent or suspicious enough to warrant documentation.
- 4.7 Officers should ensure that they are equipped with an adequate amount of recording media to complete their tour of duty.
- 4.7.1 Officers will not erase or in any manner alter MVR media.
  - 4.7.2 All completed recordings will be properly labeled and identified prior to being turned in.
  - 4.7.3 Officers will only use MVR Media issued by the police department.
- 4.8 Officers are encouraged to inform their supervisors of any recorded sequences that may be of value for training purposes.
- 4.9 Officers will note in incident, arrest, and related reports when video/audio recordings were made during an incident.
- 4.10 MVR recordings are the property of the Greenville Police Department and are to be used only for legitimate and official purposes. Officers must have supervisory permission to obtain and/or use MVR recordings for any non-official purpose. Officers may not copy or record MVR recordings or MVR media without supervisory approval.
- 5.0 MVR MEDIA CONTROL AND MANGEMENT**
- 5.1 MVR recordings containing information that may be of value for case prosecution or in any criminal or civil adversarial proceeding will be safeguarded as other forms of evidence. As such, these recordings will:



- 5.1.1 Be subject to the same security restrictions and chain of evidence safeguards as detailed in police department policy;
- 5.1.2 Not be released to another criminal justice agency for trial or other reasons without having a duplicate copy made and returned to safe storage.
- 5.2 Recordings not scheduled for court proceedings or other adversarial or agency uses will be maintained for a minimum period of (30) days. All recordings will be stored in a secure manner and maintained in a manner that allows efficient identification and retrieval.
- 5.3 Digital MVR Operations:
  - 5.3.1 Patrol Officers will download MVR data into the MVR server at least once every two weeks. Traffic Officers, due to the high volume of traffic stops conducted, will download MVR data according to Standard Operating Procedures as set forth for by the Traffic Unit.
  - 5.3.2 Officers will download MVR data upon request of any Greenville Police Department supervisor.
  - 5.3.3 When an officer is aware that an MVR recording will likely be needed as evidence for prosecution the officer will complete and submit a request form to have a copy of the recording made. The recording will then be made by a system administrator and the recording will be forwarded to the officer. The officer will then be responsible for placing the recording into Property and Evidence for future use.
  - 5.3.4 When an officer believes that a MVR recording is important for reasons other than prosecution (training, vehicle collision, anticipated citizen complaint, and so forth) the officer will inform a supervisor so that the supervisor may make arrangements to have the recording saved or copied.
  - 5.3.5 Supervisors will make arrangements to save any recordings that they believe may be important for administrative reasons. Supervisors may contact a systems administrator to have a recording held within the system or they may request a copy of the recording made to ensure that the recording is preserved.



## 6.0 SUPERVISORY RESPONSIBILITIES

- 6.1 Supervisors will ensure that all officers follow established procedures for use and maintenance of MVR equipment, handling of video/audio recordings, and the completion of MVR documentation;
- 6.2 Supervisors will ensure that repairs and replacement of damaged or non-functional MVR equipment is performed as needed.
- 6.3 In the coincidence that an MVR is dysfunctional and circumstances would require recording as outlined above, Supervisors will ensure that other officers or vehicles equipped with MVR are deployed so as to meet the requirements of this policy.

---

Terri Wilfong, Chief of Police

---

Date

