

Laurel Police Department – General Order
Chapter V, Section 400, Order 402 – Wearable Video Recorder
March 17, 2013

5 / 402.05 POLICY

It is Department policy to employ the use of Wearable Video Recorders to insure an accurate and unbiased documentation of the interaction in law enforcement related incidents.

5 / 402.10 PURPOSE

The purpose of this General Order is to set forth guidelines for the use, management, storage, and retrieval of audio-visual media recorded by Wearable Video Recorders.

5 / 402.15 DEFINITIONS

WVR Wearable Video Recorder

5 / 402.20 PROCEDURES

A. GENERAL

1. Wearable Video Recorders will be used to assist Department personnel in the performance of their duties by providing an accurate and unbiased recorded account of an incident.
2. 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 general order.

B. CONFIDENTIALITY

1. All recording media, images, and audio are property of the Department and shall 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.
2. Under no circumstances shall any member of the Department make a personal copy of any recorded event without prior written permission of the Chief of Police.

C. EQUIPMENT

1. Department issued WVR's are intended for official Department use only and are not to be used for frivolous or personal activities.
 - a. Intentional misuse or abuse of the units will result in disciplinary action.
2. Sworn personnel shall use only those WVR's issued and approved by the Department.
 - a. The wearing of personal video recorders is not authorized.

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D. RESPONSIBILITY

1. Commanders may assign WVR's to individual officers as deemed appropriate, however all WVR's within a shift should be utilized.

2. Officer Responsibility
 - a. Prior to beginning a shift, officers will be assigned a WVR and ensure its readiness by conducting an operational inspection.
 - b. Officers will be responsible for the WVR.
 - 1) Any problems preventing the use of the unit during the shift will be reported to the immediate supervisor.
 - 2) Problems that cannot be remedied will be reported a designated management person.
 - c. Officers will activate the unit to record during each citizen encounter related to a call for service, enforcement action, traffic stop, search warrant execution and/or police service.
 - 1) Tactical activities such as, building searches, searches for suspects, and building checks at alarms will be recorded.
 - d. Officers will advise any driver of a traffic stop they are being audio and visually recorded.
 - e. Officers will advise any person in a building or residence that they are being recorded.
 - 1) Individuals being recorded must provide consent
 - a) If consent is not given the recording will cease.
 - f. Officers will dock the equipment at the end of their shift.
 - 1) Flag or bookmark any video related to a criminal or traffic case, or that may be useful to the Department for training purposes.
 - g. 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 to the State's Attorney that video is available for the case.
 - h. Prior to court, arrest videos will be placed into evidence and will remain as a part of the case file until destroyed in accordance with the guidelines set forth by the State of Maryland.

3. Supervisor Responsibility
 - a. It is incumbent on supervisors to ensure officers utilize WVR's according to policy guidelines.
 - b. If a complaint is associated with a recorded event, or an officer believes an incident may generate a complaint, the supervisor will notify a designated management and retention Officer that the video is flagged for indefinite retention.

E. VIDEO EVIDENCE

1. Videos needed for evidence in court must be requested through those responsible for video management and dissemination.

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F. VIDEO PURGE

1. The video will be purged from the server after 181 days from the date of download.
2. Video may be purged at the discretion of those responsible of video retention and management.
 - a. The only exception will be that video which has been flagged for indefinite retention.

G. TRAINING AND REVIEW

1. Designated management and retention Officers will conduct weekly reviews of videos for proper use and training issues.
2. Designated management and retention Officers will report any Officer safety issues to a Sergeant or Commander for remedial training.
3. WVR's may be used during in-service training for evaluations and documentation by Instructors.

5 / 402.25 LEGISLATION AND REFERENCES

Maryland Code, Courts and Judicial Proceedings, Title 10. Evidence, Subtitle 4. Wiretapping and Electronic Surveillance, Section 10-402, Subsection C (4) (i)
Maryland Code, Courts and Judicial Proceedings, Title 10. Evidence, Subtitle 4A. Stored Wire and Electronic Communications and Transactional Records Access, Subsection 10-4A-05
CALEA Standards 1.2.3 / 41.3.8 / 82.1.3 /83.2.2 /84.1.1 /84.1.7

5 / 402.30 ANNEX

None