

Attachment #64

Marine Police Department- PVRD Policy

[X] Policy Orders	[] General Procedures	Section IV State Equipment
[X] Rules and Regulations	[] Forms Procedure	Effective Date October 01, 2008
Subject: VIDEO EQUIPMENT AND DATA		Amends, Rescinds

PURPOSE

This policy is intended to provide Marine Police personnel with a guideline for the utilization, operations, and maintenance of the issued VieVU[®] video system.

POLICY

It is the policy of this Division that all personnel issued video recording devices will effectively and responsibly use them as a safeguard for the Division against false claims of misconduct and to ensure that all personnel are performing their duties to the highest standards of professional integrity.

PROCEDURES

1. Camera Deployment and Storage: While on patrol, Marine Police personnel who are issued a VieVU[®] PVR-LE video camera will wear the camera affixed to their uniform in a manner that properly secures the camera with either the alligator-clip backing or the pin-on backing. The camera should be worn in a manner and location on the uniform that is conducive to effective filming and evidence gathering, taking into consideration differences in body sizes and gender. When not on patrol, the camera should be stored in the hard case provided for Division issued Night Vision Devices (NVD), away from exposure to direct sunlight, moisture, or excessive heat and yet readily available to the officer if needed.
2. Camera Maintenance and Care: Routine maintenance and care of the video system is the responsibility of the individual officer the VieVU[®] PVR-LE is issued to. Each officer will ensure that the system is kept clean and in working order, that the rechargeable battery is fully charged when reporting for duty each work day, and the video files are regularly downloaded onto the Division-issued Panasonic Toughbook MDT computer to keep sufficient storage space available on the VieVU[®] PVR-LE itself. When files are downloaded to the Veripatrol[™] software, the date and time function will be checked for accuracy and any discrepancies reported to the District Supervisor immediately. Any malfunctions should be reported to the District Supervisor, who will coordinate any repairs deemed necessary with the Chief of Operations.
3. Video File Retention: It will be the responsibility of the individual officer to download video files to the Division-issued Panasonic Toughbook MDT computer or a Division-owned computer at one of the District Headquarters on a routine and regular basis. Veripatrol[™] will be the video file management system used to simplify the download, storage, and retrieval of video files recorded with the VieVU[®] PVR-LE video camera. Veripatrol[™] downloads the video files, and when completed, clears the VieVU[®] PVR-LE's memory so that it is ready to record again. All files are automatically secured by the software and no video file can be deleted within **21 days** of the recording. The IT Section in the Montgomery HQ will act as the designated system administrator for the Division and will assign specific cameras to officers along with a User ID

and password. The Enforcement Section Chief will also assign used IDs and passwords to the sergeants, lieutenants and captains from each district, as well as the HQ Command Staff, designating them with system administrator status. System administrator status will allow them to review and copy any video file filmed by the Division. Officers can securely retrieve their own video files for retention indefinitely, saving the files for on-going investigations or court use. All other videos are automatically deleted after 21 days to save storage space and to improve the ease and usability of the program.

ACTIONS REQUIRING MANDATORY RECORDING

1. Pursuits: All pursuits or chases involving persons attempting to elude an officer will be recorded. As soon as possible after the pursuit is ended, the District Supervisor will be notified and the video will be downloaded to the Division-issued Panasonic Toughbook MDT computer or a Division-owned computer via the Veripatrol™ software. The video will be reviewed by the Chief of Operations as soon as possible.
2. Accident Scenes: Whenever possible, officers will activate their VieVU® PVR-LE camera and begin filming when arriving at the scene of an accident, while interviewing witnesses, or interviewing persons involved in the accident. A note will be made in the accident report narrative that supplemental video of the scene is on file. This directive should not be interpreted to replace the taking of accident still photographs with the issued digital reflex camera.
3. Enforcement Contacts: All contacts with public involving law enforcement action will be recorded. In the case of a DUI violation, the officer should attempt to safely administer any field sobriety tests within the field of view of the camera. A note will be made on the Uniform Arrest Report or Uniform Incident/Offense Report narrative that video was taken of the scene and is on file.
4. Domestic Disputes: Domestic disputes in which adversarial parties are present at the scene will be recorded. A note will be made on the Uniform Arrest Report or Uniform Incident/Offense Report narrative that video was taken of the scene and is on file.
5. Emergency Response: When an officer responds to any call for service requiring the utilization of emergency lights and siren, activation of the VieVU® PVR-LE camera is required.
6. Distraught, Disorderly, Argumentative, or Angry Persons/Arrestees: When encountering these types of people, the officer will activate their VieVU® PVR-LE camera as soon as the tactical situation allows it to be safely accomplished. Every effort should be made to obtain accurate video and audio evidence.

GENERAL DIRECTIVE

All other contacts and activities are considered optional and may be recorded at the discretion of the individual officer. However, all personnel are expected to use good judgment. When in doubt regarding any situation the officer should opt to record. Under no circumstances will video cameras be utilized for anything other than official departmental business, unless permission has been obtained from the Chief of Operations or the Director.

The VieVU® PVR-LE camera, its ancillary equipment, and all video files are the property of the Marine Police Division and are to be used for official purposes only. They are provided as a tool to enhance operations and to protect officers and the Division from frivolous complaints. Video files are subject to review by supervisory personnel at all times and officers are reminded that the video camera documents both sides of any situation. As always the utmost in professionalism, courtesy, and service to the public is expected.