

<b>EFFECTIVE DATE</b> March 30, 2004	<b>GUIDELINE NUMBER</b> LE-34	<b>TOTAL PAGES</b> 3
<b>REFERENCE</b>	<b>SPECIAL INSTRUCTIONS</b>	<b>RE-EVALUATION</b> March 10, 2014
<b>SUBJECT</b> <b><u>IN-CAR/PERSONAL DIGITAL VIDEO GUIDELINES</u></b>		

I. This policy will provide guidelines for the operation of the in-car/personal worn digital video recording equipment. These procedures are to insure the efficient operation of the in-car/personal digital system and will maintain evidential integrity and provide a chain of custody, which will ensure proper court presentation.

Recordings will be utilized in the interest of the officers' safety and that of the public, to facilitate conviction of arrestee/violators, and to review situations, which result in personnel complaints.

All recordings (audio and video) generated by in-car and personal digital video recording equipment are the property of, and under the control of the Marquette County Sheriff's Office, except when control is dictated by the judiciary system.

Any recordings destroyed or erased, except as outlined in this policy, will be considered a violation of policy. Tampering with any recording shall be cause for disciplinary action.

### **PROCEDURE**

1. Officers must review the instruction manual concerning the operation of the digital video system before using the system.
2. At the beginning of a shift, the officer will insure that there is enough recording time on the digital video card or personal digital video device before starting patrol.
3. The systems shall be inspected for proper operation before the start of each shift. Officers shall activate the system at the beginning of the shift. Any malfunction shall be reported to the supervisor as soon as possible.
4. Whenever the patrol unit is in operation, the visual portion of the system will have a pre-designated pre-event recording time. The system will be on but not in the record mode. Whenever the officer(s) have contact with the public (i.e. traffic stops, crashes, complaints, and prisoner transport) the system should be activated.

5. Personal digital video systems will be tested at the beginning of the shift and **should be activated when answering complaints or conducting investigations.**
6. Officers shall use only issued media and shall not erase record over, or re-format the issued media unless directed to do so by a supervisor.
7. The patrol vehicle operator shall wear the microphone and the **microphone should be in use as stated in paragraph 4.**

**MEDIA REPRODUCTION PROCEDURES:**

1. The Captain, Sergeants or Corporals may be responsible for transferring digital files from an assigned patrol vehicle media Card on to a department external hard drive.
2. The Captain or his/her designee will be responsible for transferring personal digital device files.
3. The Captain or his/her designee is only authorized to “burn” a DVD file from that card when requested by the prosecutor’s office or proper FOIA request.

**STORAGE OF DIGITAL MEDIA FILES:**

1. All digital media files will be downloaded to an external hard drive and retained in storage in accordance with LE-28.

**REQUESTS FOR COPIES OF AUDIO VIDEO FILES:**

1. No copies of files shall be released without an approved FOIA request.
2. Where applicable, a remittance fee will be paid for the copy of the file. The fee shall be determined, by the County FOIA Policy.

POLICY HISTORY:

Effective: March 30, 2004

Revised: August 24, 2010  
March 10, 2014

Reviewed:

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MICHAEL H. LOVELACE  
Sheriff