

Attachment #69

Owasso Police Department- PVRD Policy

Owasso Police Department Policy & Procedure Manual

Policy Title	Policy Number	Effective Date
Mobile Video/Audio Recording & Personal Video Cameras	OPS 21.3	05-29-2008
Chief of Police- Dan M. Yancey	OACP Accreditation Standard (s) N/A	Last Revision Date 05-18-2011
City Attorney- Julie Lombardi	City Manager- Rodney J. Ray	

The policy statement and the procedures hereunder are intended for the Police Department only. The policies, procedures and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

POLICY STATEMENT:

Mobile video/audio recording equipment and personal video cameras has have proven to be a valuable law enforcement tools. The Owasso Police Department has instituted the use of in-car video/audio recording systems and personal video cameras in order to collect evidence to be used in the prosecution of those who violate the law, for officer evaluation and training, and to provide accurate documentation of police and citizen interaction. Throughout this policy all procedures related to in-car mobile video recording shall apply to the use of personal video cameras unless the language specifically references procedures for the personal video camera.

PURPOSE STATEMENT:

The purpose of this policy is to establish guidelines for the use of personal video cameras and mobile video/audio recording equipment.

DEFINITIONS:

Mobile Video/Audio Recorder: Video/audio recording equipment designed for fixed installation in patrol vehicles.

Personal video camera: A video camera that is worn on an officer's body.

Wireless microphone: A device worn by the officer so that conversations between the officer and citizens can be transmitted to the recording unit.

PROCEDURES

I. Training Requirements

Officers using mobile video/audio recording equipment will be properly trained by designated personnel in its use and maintenance prior to operation.

II. General Procedures

- A. Prior to each shift, officers driving a vehicle equipped with mobile video/audio recording equipment will ensure that the mobile video/audio recorder and wireless microphone are working properly. Any problems with the equipment will be immediately reported to a supervisor. Officers equipped with personal video cameras will ensure that the batteries are fully charged prior to beginning a shift or a special assignment.

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- B. Mobile video/audio recording equipment will automatically activate when the vehicle's emergency warning devices are in operation, when officers are involved in a collision, and when vehicle speeds exceed 90 mph. Audio & video may also be manually activated by the officer. **Personal video cameras are activated manually by the officer.**
- C. Officers are required to record with video and audio the following incidents:
1. All calls for service ~~involving a reported crime~~ in which a citizen contact is made;
 2. All pursuits;
 3. All traffic stops;
 4. All citizen transports regardless of custody status (excludes authorized ride alongs);
 5. All investigatory stops (stops involving the detainment of citizens);
 5. Other incidents the officer reasonably believes should be recorded for law enforcement purposes.
- D. Officers will make every reasonable effort to ensure that the mobile video/audio recording equipment is accurately capturing events. A reasonable effort includes:
1. Beginning the video/audio recording as soon as possible;
 2. If possible, positioning and adjusting the video camera to record events;
 3. Ensuring the wireless microphone is activated in order to provide narration with the video recording.
- E. Once initiated, video and audio recording should not be terminated until the event is complete with the exception that the recorder may be deactivated during a prolonged investigation or traffic control. In the event the recorder is deactivated, the officer will document the reason in any related incident reports.
- F. Officers will note in incident, arrest and related reports when video/audio recordings were made during the incident in question.
- G. **Officers equipped with both the mobile video camera and personal video camera will activate both systems as required by policy unless emergency circumstances would make it unsafe to do so. If driving, mobile video cameras will be activated first. In all other situations personal video cameras will be activated first, followed by activation of the mobile video camera; this does not apply to circumstances in which the mobile video camera activates automatically.**
- H. **Officers assigned personal video cameras will wear them at all times while on duty in any type of uniform. Personal video cameras will be worn on the front of the officer's body in the mid to upper torso region. Exceptions include officers wearing the Honor Guard Uniform and officers that could have their safety compromised by visibly wearing the camera during an undercover operation.**

III. Media Control and Management

- A. The original digital files from mobile video/audio recorders will be downloaded and stored on a designated network server to prevent destruction. **Officers will make every reasonable attempt to**

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download video and audio files before the end of each shift. All audio and video files shall be downloaded before going on days off.

- B. Non-evidentiary video and audio recordings will be maintained in the network server for a minimum of 30 days after their creation. Due to the limitations of data storage there is no guarantee that citizens or officers will be able to access non-evidentiary recordings after 30 days.
- C. Video/audio recordings containing information that may be of value for case prosecution or in any criminal or civil proceeding shall be copied to a DVD or other media and handled as other forms of evidence.
 - 1. This media will be subject to the same security restrictions and chain of evidence safeguards as detailed in the agency's evidence control procedure.
 - 2. Media will not be released to another criminal justice agency for trial or other reasons without having a duplicate copy made and returned to safe evidence storage.
- D. All recording media, recorded images and audio recordings are the property of the Owasso Police Department. Dissemination outside the agency is strictly prohibited without specific authorization of the Chief of Police or designee. Malicious destruction or deletion of video and audio files is prohibited.
- E. All digital video and audio files are subject to open records requests as allowed by law.
- F. Data recordings that are the subject of a denied open records request must be maintained until the dispute between the department and the person or entity requesting the recordings is resolved.
- G. Detective Division personnel may release mobile video or personal body camera video to the District Attorney for discovery requests or to support prosecution efforts.