


PINE BLUFF POLICE DEPARTMENT POLICY/PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 0240
	DIGITAL MOBILE VIDEO RECORDING	ISSUE DATE 02/19/2008
	CHAPTER: PATROL	EFFECTIVE DATE 02/19/2008
	ISSUED By: Chief of Police John Howell	TOTAL PAGES 10

I. PURPOSE:

The purpose of this Policy is to establish guidelines related to the use of digital mobile video equipment during the transition from VHS tape to digital medium.

II. POLICY:

The Pine Bluff Police Department shall transition from VHS captured video images to digital medium and wireless transfer for mobile video systems in order to enhance officer safety, efficiency, and improve evidence retention.

III. DEFINITIONS: These definitions apply to terms used in this policy only.

- A. **MVR** – means Mobile Video Recorder and applies to all elements of mobile video/audio recording systems whether VHS or digital and regardless of transfer method for the recorded event. Wherever the operation of the MVR is referenced, such operation includes both the video and audio capabilities of this equipment (wireless body microphone, interior microphone, and video equipment). This term shall be interchangeable with MVS until the completion of the transition period.
- B. **Recording** – an authentic, unaltered, official copy of an event captured by an MVR system subsequently transferred by mechanical or electrical means to a medium for transporting or storing the recorded event.
- C. **Supervisor** means an officer’s immediate supervisor (sergeant or above). In the absence of the officer’s supervisor, this shall mean any supervisor holding the rank of sergeant or above.

IV. RESPONSIBILITIES:

A. The Deputy Chief of Patrol Division is responsible for implementation, operation, and maintenance of the MVR program. In addition to any other duties, the Deputy Chief of Patrol Division is responsible for the following:

1. Appointing a supervisor of the rank of Sergeant or greater to oversee the program.
2. Appointing system administrators as needed for the efficient management of the MVR program.
3. Designating a clerical person to maintain the MVR digital files, input data as required, retrieve evidence and perform other tasks as directed by the Deputy Chief of the Patrol Division or designees.
4. Providing a secure location for the MVR server and ensure its physical and data security.
5. Arranging for and issuing such equipment and supplies as necessary for the implementation and operation of the MVR program.

B. The program supervisor is responsible for:

1. To ensure that MVR equipment is installed, maintained, and repaired as necessary for operation. As well as inspecting and ensuring the cleaning each MVR system in the manner recommended by the manufacturer
2. Designating a location for vehicles with malfunctioning MVR systems to be parked while out of service.

C. Officers operating vehicles equipped with MVR systems are responsible for the following:

1. Inspecting, maintaining, operating, and using the MVR system in accordance with training.
2. Logging into the system in a manner consistent with training prior to operating the vehicle.
3. Officers shall ensure that the MVR system is not bypassed, modified, or altered in any fashion so as to impede its operation.
4. Officers may not operate a unit when the MVR equipment is malfunctioning other than to arrange for service. Malfunctions will be recorded on the vehicle's Video Maintenance Request and the vehicle will be immediately removed from service. Vehicles with malfunctioning MVR systems will be parked in a designated area until repaired and returned to service.

- D. The Mobile Video Clerk, in addition to any other duties, shall be responsible for:
 - 1. Maintaining, securing, and operating the MVR server under the direction of a designated supervisor.
 - 2. Maintain an electronic database log, to serve as chain of custody for evidence that reflects the distribution of DVDs, who obtained them, the date/time, and purpose.
- E. Deputy Chief of the Patrol Division, through the chain of command, will be responsible for administering the release of recorded events to entities other than law enforcement and prosecution.

V. OPERATION and DOCUMENTATION:

- A. MVR equipment is installed so the video and microphones create an event automatically whenever the vehicle's emergency equipment is activated. Additionally:
 - 1. The MVR system may be set to activate at a predetermined speed and activates in the event of a collision.
 - 2. The MVR system maintains a brief rolling history that becomes a part of any event generated.
- B. Prior to duty, officers will verbally confirm automatic MVR activation and verify the wireless microphone is activated and records.
- C. Officers will ensure that the unit functions and the proper alignment, focusing, and positioning of MVR equipment is in place to provide quality documentation.
- D. Officers will log in at the beginning of their shift using the issued flash drive. Officers will log out at the end of each shift.
- E. Prior to responding to a call, officers will activate the MVR and announce the type of call to which they are responding. This is to be accomplished whether the officer is dispatched or the event is self-initiated.
 - 1. MVR equipment, including the wireless microphone, will be activated during all citizen contacts and en-route to calls, to include dispatched or self-initiated, traffic stops, pursuits, domestic violence calls, and enforcement actions.
 - 2. Officers shall also record other notable events, situations, and circumstances. These may include but are not limited to citizen contacts, armed encounters, acts of physical violence, and unusual conduct.
 - 3. The officer will ensure the wireless microphone remains activated at all times during the duration of any call to provide narration with the video.

- F. MVR equipment may also be utilized to document crime scenes, accident scenes, where evidence or contraband is collected, or document a suspect's actions.
- G. Officers will activate MVR equipment whenever instructed to do so by any supervisor.
- H. Officers must be aware that even though the video record may be unrevealing, an audio record is transmitted from the wireless body microphone and interior microphone whenever the MVR equipment is activated.
 - 1. While in the vehicle, officers may use the interior microphone, but when officers exit their vehicle they shall activate the wireless audio system.
 - 2. The vehicle should be parked with the camera adjusted toward the citizen so a visual record may result.
 - 3. Officers shall not deactivate the MVR equipment until the recorded contact is complete.
- I. When an Officer is ceasing recording at the end of an event they will be prompted to input a priority code between one and five. An officer may designate any event as evidence by completing a case creation form on the event. Officers will use the following categories for selecting the appropriate priority code.
 - 1. **ALL OTHER EVENTS** – All other events that are recorded by the system but don't appear to have immediate need for retention.
 - 2. **NOTABLE EVENT** – All events that an officer may deem significant enough to require retention. Examples of such events may include field interviews, civil unrest, demonstration, events that may generate complaints, hazardous conditions, etc
 - 3. **TRAFFIC** – Traffic stops where a traffic citation is issued or no other action is necessary.
 - 4. **DRIVING WHILE INTOXICATED** – All DWI related contacts and arrests including events leading up to a suspected DWI stop.
 - 5. **ARREST** – All arrests regardless of charge or court jurisdiction except DWI related offenses.

- J. **DOCUMENTATION** – For each event or arrest where the recorded event is evidence, an officer will complete a case creation form and submit the form to the Mobile Video Clerk's box **not later than the end of his or her tour of duty.**
1. If an arrest event doesn't contain evidence a case creation form is not necessary
 2. If a member wishes to designate other events as evidence a case creation form may be submitted on the event.
 3. The case creation form contains tag boxes created by the department to assist in sorting and locating recorded events. Officers shall check each one that applies when completing the form.
 4. When an event has been tagged as evidence, the member shall note on their report the existence of the event.
- K. Officers must carefully consider when to cease recording an event and be prepared to justify the action in the event that an incident occurs while MVR equipment is not recording.
1. The intentional stopping of recording during incidents where the use of the MVR equipment is required by this order may be cause for disciplinary action. Obstructing, shielding, or any act of interfering with the MVR equipment is not permitted.
 2. Officers will not cease recording of an event, situation, or other circumstances solely at the demand of anyone other than a supervisor. Officers will inform those who ask that video/audio recording equipment is in use.
 3. Officers will verbally confirm their intention to stop recording an event on the audio portion of the system prior to it being deactivated each time.
 4. Also, officers may be subject to disciplinary action if they activate the MVR system intermittently or continually between necessary recordable events to intentionally fill up the memory storage in contravention to this policy.
- L. Remote microphones are assigned to each unit. Officers operating each unit are responsible for ensuring the remote microphones are properly charged and functional.
- M. In the event of a critical incident that disables an officer, the event may be reviewed by responding officers at the scene to obtain investigative and safety information.

- VI. **REVIEW GUIDELINES** – MVR event data will be routinely reviewed for quality of service, evidence review, training, and to ensure efficient operation. Supervisors are expected to randomly review events of officers under their command to determine whether MVR equipment is being fully and properly utilized.
- A. Review for cause may occur whenever an officer is involved in a high-visibility event, a civilian complaint is lodged against an officer, or a supervisor articulates a reason to suspect an officer is involved in activity contrary to the mandates of the Administrative Manual.
 - B. The supervisor of the primary vehicle involved in a pursuit will review all video events of the pursuit and include findings based upon the review.
 - C. **Evidentiary Review** – Video events prioritized as potential evidence will be treated as such and review is limited to those investigating the event, including Internal Affairs, the Management Team, or others designated by the Chief of Police.
 - D. Quality of Service Review – Reviews for quality of service will be conducted as follows.
 - 1. The academy staff will review events upon request.
 - 2. Each Patrol Shift Lieutenant will conduct a quality control review of ten events each month from officers assigned to their shift. The Lieutenant or their designee will review the selected events.
 - E. Any review that shows the need for training, supervisory, corrective, or punitive action will be identified and the appropriate entity notified. Additional video events may be reviewed to determine the extent of the problem.
 - F. A report of randomly reviewed events will be included in each monthly report to the Deputy Chief of Patrol Division. The information to be reported will include officers' names, dates of reviewed events, the reviewing supervisor's name, findings, and actions taken.
 - G. Supervisors will ensure events are noted in supervisory review files such as pursuits and use of force, even if they are not to be utilized as evidence. Those events will have a case created and be tagged as evidence.
 - H. Unusual or exceptional incidents related to law enforcement activities generate the interest of many individuals. However, officers shall not allow unauthorized persons access any portion of any event without prior authorization of the Chief of Police or designee.

VII. MANAGEMENT and DISSEMINATION OF EVENTS:


- A. Secure storage facilities, duplication equipment, and supply inventories will be established and maintained by the Patrol Division Deputy Chief.
 - 1. Each event is assigned identifying information during recording.
 - 2. Events are prioritized and downloaded from units in the following order.
 - a. A download hasn't occurred in the last 48 hours.
 - b. Home storage units.
 - c. Line units.
- B. All events will be prioritized either by officers upon stopping recording, on a case creation form, or defaulted to priority five.
- C. Events, other than evidence, will be retained for a period of at least sixty five (65) days.
- D. Video event information that may be of value for case prosecution in any criminal or civil proceeding shall be safeguarded as evidence, pursuant to Department Policy 900. Therefore dissemination will be limited.
- E. MVR events are to be considered departmental documents intended only to further the law enforcement and management functions of the department. Copies of events are the property of the Pine Bluff Police Department and may not be released to the public, the media, or any other entity outside of law enforcement without authorization from the Chief of Police. Copies may only be released following written request and authorization.
- F. Procedure for access to view or request recordings of events:
 - 1. Pine Bluff Police Patrol Officer:
 - a. May review – with a Sergeant's consent.
 - b. Recording for court other than subpoenaed – May be released to an officer by the video clerk following written request and supervisor approval. The recording must be provided to the prosecutor for court or returned to the video clerk. The recording may not be duplicated.
 - 2. Detectives, Office of Professional Standards, Supervisors, and the Public Information Office:
 - a. May be granted routine access to view by the Chief or his designee for investigations and department efficiency.
 - b. May obtain copies for investigative purposes or prosecution after approval from a detective supervisor and with written request.

3. Prosecution requests for recordings for in preparation for trial or as evidence.
 - a. Prosecutor must make the request through the court liaison or an authorized representative of the prosecutor's office.
 - b. The court liaison, or authorized representative, must retrieve the recording from the video clerk.
4. Requests for copies of events other than internal or prosecution will be administered by the Patrol Division, Records Unit.
5. Requests for events, other than those subpoenaed, must be made in writing on a form created by the Patrol Division
 - a. Requests by citizens, other law enforcement agencies, or governmental entities, for recordings of events shall be forwarded to the Chief of Police, or a designee, for consideration and response.
 - b. Defense counsel must request a copy through the Deputy Chief of Patrol Division and demonstrate representation to a party involved in a matter related to the event.
 - c. An administrative fee will be charged for each recording released to entities other than police or prosecution. The Records Office will collect the administrative fee.
 - d. The Records Office will arrange to obtain the recording from the video clerk
 - e. The Records Office will make available the recording to the entity to be picked-up during normal business hours which is 0800 to 1700 hours Monday through Friday.
 - f. Civilians will not be directed to the video clerk office or allowed to make phone contact with the clerk.
6. Subpoenaed copies of events, criminal or civil.
 - a. The Patrol Division will receive the subpoena.
 - b. The Records Office will obtain the recorded event and release the recording.
7. The video clerk upon request will provide recordings to the Records Office. Civilians are not allowed to pick up recordings from the video clerk.
8. Other requests for access will be directed to the Chief of Police. The Chief's Office may respond by denial, granting access for viewing only, or duplication of an event depending on the case status, evidentiary value, and officer safety issues.

9. The requesting person, agency, or entity will be responsible for the administrative cost of duplication.
10. Civilians will not be directed to the video clerk.
11. This order only applies to video events captured by Pine Bluff Police MVR units and stored on, or archived from, the MVR server.

Pine Bluff Police Department

Video Case Creation Request

<p>Pine Bluff Police Department Video Camera Support</p> <p>Patrol Secretary: 850-2450 850-2456</p>	
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72 BUSINESS HOURS NOTICE MUST BE GIVEN TO INSURE TIME FOR COPYING

PLEASE PRINT & COMPLETE ALL INFORMATION

Date: _____

Officer Requesting: _____ ID# _____

Car # _____ Shift: 1st 2nd 3rd

Date Video was taken: ____/____/20____ Time: ____:____ AM PM

Incident #: _____ Location: _____

1. Defendant Name: _____ DOB: _____
 Male Female Race: White Black Other: _____

2. Defendant Name: _____ DOB: _____
 Male Female Race: White Black Other: _____

Video Contents: Check all that apply:
 Traffic Stop – Vehicle Description : _____ LPN: _____
 Pursuit DWI Accident Use of Force Disturbance Code 1100 Homicide Scene
 Narcotics Other: _____

If there are multiple videos (i.e., pursuits or incidents with more than one unit) please list all officers and unit #'s involved:
Officer: _____ Unit # _____ Officer: _____ Unit # _____
Officer: _____ Unit # _____ Officer: _____ Unit # _____

of copies requested: _____ Copied to VHS Tape DVD/CD

Reason: Court - District Circuit Docket # _____
 Case File - Detective Office IAD
 Training Supervisor Request _____
 Other _____

SUPERVISOR ONLY: Approved Yes No
Signature: _____

TO BE COMPLETED BY VIDEO SUPPORT PERSONNEL

Date Completed: _____ Time: _____ AM PM

By: _____

of copies made: _____ Labeled Yes No

Received by: _____ Date: _____

VIDEOS WILL NOT BE COPIED FOR PERSONAL USE