

RADFORD CITY POLICE DEPARTMENT		GENERAL ORDERS	
SUBJECT: PATROL VIDEO SYSTEMS		NUMBER: GO-54	
EFFECTIVE DATE: 10 MAR. 2015		REVIEW DATE: MARCH 2019	
AMENDS/SUPERSEDES: GO-54, 30 JAN. 2014		APPROVED: _____ Chief of Police	
VLEPSC STANDARDS: OPR.01.11			

I. POLICY:

The Department will provide audio/visual recording systems for police vehicles and body worn cameras for personnel whenever allowed by budgetary availability.

II. PURPOSE:

Establish procedures governing the use of the Patrol Video System (PVS) and Body Worn Camera (BWC) to assist uniformed officers in the performance of their duties.

III. PROCEDURES - Patrol Vehicle System:

- A. The PVS will be assigned to officers by the Fleet Manager.
- B. Officers will be trained in the use of the PVS by Field Training Officer with operations manuals available for referencing.
- C. All PVS equipment will be used as specified in the manufacturer's guidelines/instructions, and Department policies.
- D. The PVS will be used to document enforcement related activities, providing a pictorial and audio depiction of enforcement related events. The PVS will auto start

with blue light activation. Additionally, the PVS shall be used in the following situations:

1. Selective enforcement patrolling;
 2. Speed and Pedestrian Crosswalk monitoring;
 3. Any public contact where a person is irate or upset about any enforcement action initiated by the officer (i.e. investigative detention or stop);
 4. Transporting an arrestee; the PVS should be positioned to record to record activity of arrestee in the back seat;
 5. Transporting any hostile witness or complainant;
 6. Any other situation at the direction of the shift supervisor or when the officer feels it necessary.
- E. When using the PVS, officers shall be sure the microphone is on and shall make every effort to provide a brief narration of the events to supplement the recording.
- F. When recording field sobriety tests, the PVS should be positioned to the side of the vehicle with a clear view to record, with the suspect performing all tests safely out of danger from traffic and on a smooth flat surface suitable for such tests.
- G. PVS audio/visual recordings required for the prosecution of criminal charges may be requested using the A/V Recording Request form and submitted to the Administrative Lieutenant or designee. Copies of recordings used for prosecution are considered evidence and shall be treated as such.
- H. Officers shall notify the court two (2) days prior to any court date when an audio/visual recording may be used to enable the court to obtain the necessary equipment.
- I. All department audio/visual recordings are maintained on a secured server by the Administrative Lieutenant or

designee. Access capabilities are granted by electronic permission as designated by the Chief of Police.

- J. Only Shift Supervisors are authorized to replace audio visual media in the PVS.

IV. PROCEDURES - Body Worn Camcorders:

The use of BWC by officers is to document events, actions or statements made during arrests, interviews and critical incidents in order to enhance report preparation, investigations, performance reviews as well as training.

- A. Officers shall use the BWC to document interviewing suspects, field sobriety tests, traffic stops, arrests, establishing probable cause for pedestrian stops, detentions, critical incidents and any situation, condition, or event having the potential for loss of life, injury, damage to property.
- B. The BWC shall not be deactivated until enforcement action is completed;
- C. Use of the BWC for any purpose other than official law enforcement business is a violation of this policy, such activities include but are not limited to:
 - 1. Covertly recording any law enforcement personnel;
 - 2. Recording conversations with a supervisor, council member or other government employee;
 - 3. Personal use of the BWC; and
 - 4. Recording a conversation that the officer is not a party to;
- D. Officers **shall not** use the BWC to record a particular person based solely on the person's race, color, age, sex, marital status, sexual orientation, gender identity, creed religion, ancestry, national origin or physical condition.
- E. Officers **shall not** erase any data from the BWC;
- F. Under guidance of the on duty supervisor, the officer shall download BWC data to secured servers/computers operated and maintained by the Department prior to the end of shift.

V. PROCEDURES - DATA MANAGEMENT

- A. Officers will complete the Audio/Visual Recording Request and submit, as soon as possible, to the Administrative Lieutenant or designee for copies of any data deemed evidentiary;
- B. Non evidentiary audio/visual recordings will be retained for thirty (30) days from recording date and then erased following the Library of Virginia Guidelines.
- C. Requests for any audio/visual data will follow the Records Management Guidelines for records release as outlined in General Order #45

*****End*****