

## **50.0 PORTABLE VIDEO RECORDING SYSTEM (PVRs)**

### **50.0 PURPOSE**

- A. To provide policy and procedures for use of the portable video recording system (PVRs), including both audio and video recording of field activity in the course of official police duties.
- B. The use of the portable video recording system provides documentary evidence for criminal investigations, internal or administrative investigations, and civil litigation. Officers shall utilize this device in accordance with the provisions in this policy to maximize the effectiveness of the audio/video documentation to achieve operational objectives and to ensure evidence integrity.

### **50.1 POLICY**

- A. Unauthorized use, duplication, and/or distribution of PVRs files are prohibited. Personnel shall not make copies of any PVRs file for their personal use and are prohibited from using a recording device such as a phone camera or secondary video camera to record PVRs files. All recorded media, images and audio are property of the Redding Police Department and shall not be copied, released, or disseminated in any form or manner outside the parameters of this policy without the expressed written consent of the Chief of Police.
- B. The PVRs shall not be used to record non work related activity and shall not be activated in places where a reasonable expectation of privacy exists, such as locker rooms, dressing rooms or restrooms.
- C. Personnel will use only the PVRs issued and approved by the Department. The wearing of any other personal video recorder is not authorized.
- D. Personnel shall not remove, dismantle or tamper with any hardware and/or software component or part of the PVRs.
- E. There are many situations where the use of the PVRs is appropriate. This policy is not intended to describe every possible circumstance. In addition to the required conditions, officers may activate the system any time they feel its use would be appropriate and/or valuable to document an incident. Unless it is unsafe or impractical to do so, officers shall activate their PVRs cameras prior to making contact in any of the following incidents:
  - 1) Enforcement encounters where there is a reasonable suspicion the person is involved in criminal activity or that an individual will be taken into custody or force used. This includes, but is not limited to dispatched calls as well as self initiated activities.
  - 2) Service of search or arrest warrant.

- 3) Vehicle Pursuits
  - 4) K9 Deployments
  - 5) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require taping.
  - 6) All planned spot checks or checkpoints where a PVRs trained officer is on duty or assigned and when there is any public contact during said event.
- F. Officers may activate the PVRs before or during any other incident at their discretion.
  - G. During a required activation, the recording shall not be intentionally terminated until the conclusion of the encounter.
  - H. Outside of an investigation, officers shall not use the PVRs recording functions to record any personal conversation of or between another department member or employee without the recorded members/employee's knowledge. The PVRs operator shall make every effort to inform other officers when recording is in progress. The phrase, "Code R" should be utilized to make said notifications.
  - I. Officers are not required to obtain consent from a private person to audio video tape the event.
  - J. Officers are encouraged to advise private persons they are recording if the advisement may gain compliance, assist in the investigation, and does not interfere with the investigation or officer safety.

### **50.3 RESPONSIBILITIES**

#### **A. System Administrator**

The System Administrator is designated by the Chief of Police and has oversight responsibilities to include, but not limited to, the following:

- 1. Operation and user administration of the system.
- 2. System evaluation.
- 3. Training.
- 4. Policy and procedure review and evaluation.
- 5. Coordination with IT regarding system related issues.
- 6. Ensure PVRs files of evidentiary value are secure and maintained .

**B. Supervisory**

1. Supervisors will ensure officers utilize the PVRs according to policy guidelines.

**C. Personnel utilizing the PVRs**

1. Personnel shall be responsible for the following:
  - a) Ensuring the battery is fully charged daily and operating properly.
  - b) Immediately reporting unresolved equipment malfunctions/problems to their supervisor.
  - c) Monitoring system effectiveness and making recommendations for operational improvement and policy revision.
  - d) Documenting the use of the PVRs on one of the on the police report/computer entry and, when the video holds evidentiary value which should be offloaded and attached to the case file, by notifying the Records Department of same.

**50.4 OPERATION**

**A.** The carrying of a PVRs shall be mandated under the following circumstances:

- a) All officers who have been assigned a PVRs shall wear their assigned PVRs (or if unavailable a spare unit) at all times while assigned to any patrol function, while on patrol, while assigned to any extra duty event which involves crowd control or a gathering (such as a school event).
- b) All PVRs trained officers who are assigned to any motor vehicle enforcement detail, spot check or checkpoint which is outside of the normal patrol assignment,
- c) All PVRs trained officers who are assigned to any taskforce, the goal of which is to apprehend violators of law, and who are in uniform.

**B.** A PVRs may be worn by any trained officer at any time.

**C.** Officers shall test PVRs equipment prior to going into service and ensure the unit is properly charged.

**D.** Officers shall position the camera on their uniform to facilitate optimum

recording field of view.

- E. Absent exigent circumstances, officers shall dock/charge their issued camera at the end of their shift(s). Records shall be notified by way of an internal form if any documentation exists which needs to be offloaded and associated with a case.

#### **50.5 REVIEW OF PVRS FILES**

PVRS files may only be reviewed by law enforcement employees in their official capacity as such either as a part of a case, for quality assurance, by a supervisor, or for training.

#### **50.6 PVRS FILE REQUESTS**

All PVRS file requests shall be made thru the Records Department.

#### **50.61 RECORDS RETENTION**

All videos which have been offloaded shall be maintained in accordance with Record Retention laws or regulations.

#### **50.7 REPAIR PROCEDURE**

- A. Personnel shall immediately report any recognized problems with the PVRS to their immediate supervisor.
- B. Upon notification, the supervisor shall contact the System Administrator or designee stating the problem or malfunction.