

SPRINGFIELD/BRANSON NATIONAL AIRPORT POLICE DEPARTMENT

Standard Operating Guideline

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Mobile Video System

I Policy

The use of officer video systems involves continuous recording of events as they occur. As such, these systems offer visual and audio evidence of events which may become the subject of criminal or administrative action. It is the policy of the Airport Police Department to maintain effective chain of custody and evidence control consistent with court admissibility standards to protect the quality of information recorded.

II Definitions

Mobile Video System (MVS)- a camera and recording system with audio and video capability that is designed to be carried or worn by an officer.

Evidentiary Images- Any recording made through the MVS that contains any criminal evidence or any other situation where the tape needs to be retained for possible future review i.e. pursuits, resistance/control, felony vehicle stop, citizen complaint, etc.

III Procedures

1 SYSTEM ADMINISTRATION

1.1 System Training

- 1.1.1 The Airport Police Supervisor is responsible for ensuring officers receive training on the MVS prior to use.
- 1.1.2 The Airport Police Supervisor is responsible for ensuring a record of individual training is entered into officers training records.

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- 1.2 Evidence Control
 - 1.2.1 Evidentiary images will be downloaded from the MVS and transferred to CD/DVD by the police supervisor and logged in as evidence.
- 1.3 Technical Systems Assistance/Maintenance
 - 1.3.1 The local factory representative is responsible for non-routine maintenance.
 - 1.3.2 Officers shall perform routine maintenance as provided in the Operator's Manual and operator training.
- 1.4 Administrative Review
 - 1.4.1 The Airport Police Supervisor may select random recorded images to determine training needs and policy compliance.

2 SYSTEM INFORMATION

- 2.1 The MVS system is configured to record whenever the recording button is activated.
- 2.2 Officers shall use the MVS until its memory is full or battery is discharged. Officer shall charge the MVS if battery is discharged, or contact the Airport Police Supervisor to report the memory is full.
- 2.3 When operating the MVS, officers will not use the in-car AM/FM radio or other non-department issued radio equipment as noise may distort the MVS audio recording.

3 USE

- 3.1 Officers will operate the MVS in accordance with training and the Operator's Manual.
- 3.2 Officers must record the following events or incidents with the MVS:
 - 3.2.1 All Traffic and Felony Car Stops.
 - 3.2.2 All Pursuits.
 - 3.2.3 All Code 3 responses.
 - 3.2.4 Critical Incidents, if possible, to include public disorder.
 - 3.2.5 All curbside/traffic and other enforcement contacts.
 - 3.2.5(a) If multiple officers are working curbside traffic, the officer with a MVS will be the primary contact officer for violators.
- 3.3 It is recommended that officers record the following events with the MVS:
 - 3.3.1 Field interviews.
 - 3.3.2 Tactical situations.
 - 3.3.3 Critical motor vehicle crash investigations.
 - 3.3.4 Any event where an audio-visual record would be beneficial.

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- 3.4 Prior to use, officers using the MVS shall turn it on to check for operational readiness.
- 3.5 Officers shall not manually deactivate the MVS when in contact with a suspect or during an incident.
- 3.6 Officers will inform those who ask that the MVS equipment is in use.
- 3.7 The MVS will only be used in public areas and shall not be used in any location where persons have a reasonable expectation of privacy, such as bathroom, locker room, etc.
- 3.8 The MVS shall not be used unless it is being worn or carried by an officer. The MVS may not be used to record audio/video when an officer is not present.
- 3.9 Officers should be cognizant of performing duties within the scope of the camera's field of view when possible. When it is feasible to do so, the camera should be turned to capture critical activities performed by the officer or actions/conduct of a suspect or suspects.

4 SUPERVISORY REVIEW

- 4.1 The Airport Police Supervisor may review MVS images at any time and are encouraged to use them to assist in preparation for performance appraisals and/or training purposes.

5 RESTRICTIONS

- 5.1 Officers shall not tamper with or attempt to modify any MVS images.
- 5.2 Officers shall not allow the release, copying, viewing or hearing of an image by any persons outside the Airport Police Department without the specific authorization of the Airport Police Supervisor. The Airport Police Supervisor will be responsible for duplicating MVS media. Dissemination will be made according to applicable state law and city ordinance.
 - 5.2.1 Release of an image presenting an incident under active investigation or prosecution shall require specific, written authorization by the Prosecuting Attorney with jurisdiction for the case—prior to that release.
 - 5.2.2 The officer presenting such an image does so with the understanding that (s)he may assume a legal liability for violation of privacy statutes resulting in criminal or civil action.
 - 5.2.3 The creation and authorization for copies of all images held in Property Control shall be documented on the Property Log. Additional copies of the original image shall be designated with a specific Property Control item number prior to release.

6 EVIDENCE MANAGEMENT

- 6.1 Evidentiary images shall be submitted to the Property Room by Police Supervisor as evidence, consistent with existing policy and noted in the report.
- 6.2 Images that document pursuits or any incident in which an officer uses control methods where a Resistance Control Form is completed shall be considered an evidentiary image.

7 REPORTING/DOCUMENTATION

- 7.1 The fact that an incident was captured on the MVS shall be recorded on any official department record produced by the officer about that event (Summons or Report).
- 7.2 Officers may review all images prior to writing reports.

8 RECORDED IMAGE STORAGE AND DESTRUCTION

- 8.1 Recorded images, not submitted as evidence, shall be stored for a period of 30 days. Storage is controlled by police supervisor.
 - 8.1.1 Upon completion of the 30-day period images may be erased by Police Supervisor.
- 8.2 Recorded, evidentiary images shall be retained in the Property Room until all trials and appeals are exhausted.
 - 8.2.1 Following completion of the above period, the image shall be retained in accordance with the Record Retention schedule as published by the Missouri Secretary of State.

9 RELEASE OF RECORDED IMAGES

- 9.1 Unless for purposes of prosecution, evidentiary images shall only be released from the Property/Evidence Unit at the direction of the Airport Police Supervisor.
- 9.2 Release of images for purposes of training must be specifically approved by the Airport Police Supervisor.
- 9.3 Original images will not be released. Copies will be provided pursuant to a court order or prosecution, or proper Sunshine Law request.
 - 9.3.1 Released copies shall not be altered or censored in any way.