



**Story County Sheriff's Office**

*Paul H. Fitzgerald, Sheriff*

**GENERAL ORDER**

Effective: <b>07/02/13</b>	Last Revised:	Number: <b>720</b>
Reference: IACP National Law Enforcement Policy Center		
By Order Of:		Pages: <b>3</b>

Subject: **Mobile Video Recorders (MVR)**

**I. PURPOSE**

The purpose of this policy is to establish guidelines for the use and management of audio-visual media recorded by Mobile Video Recorders (MVR). This policy does not supplant the reasonable and justifiable discretion used by an officer utilizing a Mobile Video Recorder.

**II. POLICY**

MVR equipment will be used to assist office personnel in the performance of their duties by providing an accurate and unbiased recorded account of an incident. Additionally, to maximize effectiveness of the MVR and maintain integrity of evidence and related documentation, all personnel assigned the use of these devices will adhere to the procedures outlined within this policy.

**III. CONFIDENTIALITY**

All recorded media, images, and audio are property of the Story County Sheriff's Office and will not be copied, released, or disseminated in any form or manner outside the parameters of this policy without the expressed written consent of the Sheriff or Chief Deputy. Under no circumstances will any member of the Story County Sheriff's Office make a personal copy of any recorded event without prior permission of the Sheriff or Chief Deputy.

**IV. PROCEDURE**

A. Equipment

1. Officers will use only MVR equipment issued and approved by the sheriff's office. The wearing of personally owned video recorders is not authorized.
2. MVR equipment will be considered issued equipment until relinquished at the direction of the Sheriff or his/her designee.
3. Inspection and general maintenance of MVR equipment shall be the responsibility of the law enforcement operator assigned to the equipment.
4. MVR equipment shall be operated in accordance with the manufacturer's recommended guidelines and department training and policies.

B. Officer Responsibility

1. Prior to beginning a shift, officers assigned a MVR will ensure its readiness by conducting an operational inspection.
  - a. Any problems preventing the use of the MVR during the shift will be reported to a supervisor.
  - b. Problems that cannot be remedied will be reported to a Division Commander.
2. Officers will activate the MVR to record during each citizen encounter related to a call for service, enforcement action, traffic stop, and/or law enforcement service. Additionally, tactical activities including but not limited to: building searches, searches for suspects and building checks at alarms will also be recorded. Exceptions to this portion of the policy may be granted by a Division Commander.
3. Once the Mobile Video Recorder is activated, it should remain on until the incident has reached a conclusion or the law enforcement operator leaves the scene. If for any reason a recording is discontinued prior to the conclusion of an incident, the reason should be documented on the recording or in a written report.
4. During extended events, including special team callouts, Division Commanders will give specific directions on the use of the MVR.
5. To respect the dignity of others, operators will try to avoid recording videos of persons who are nude or when sensitive human areas are exposed.
6. The Mobile Video Recorder shall not be used to record non-work-related personal activity and will not be activated in places where a reasonable expectation of privacy exists, such as restrooms.
7. The Mobile Video Recorder will not be intentionally activated to record conversations of fellow employees without their knowledge during routine, non-enforcement related activities.
8. Employees shall not erase, alter, reuse, modify or tamper with audio-video recordings.
9. Operators may review their own digital recordings for report writing and/or training purposes.
10. Operators will typically not allow citizens to review the recordings; however, operator discretion is allowed to replay the recording to citizens at the scene in order to mitigate possible complaints.
11. Officers will download video to the server at a minimum once per work rotation or upon indication that the device is nearing capacity.

C. Supervisor Responsibility

1. It is incumbent on supervisors to ensure officers utilize MVR equipment according to policy guidelines.
2. Supervisors will conduct random reviews of selected recordings at least once per quarter for each officer in order to assess performance as well as flag videos that may be appropriate for training purposes.

D. Video Retention and Distribution

1. All recorded media, images, and audio captured by Mobile Video Recorders will be kept in compliance with Story County Sheriff's Office Records Retention Policy 719 and will be disseminated in compliance with Story County Sheriff's Office Dissemination of Records and Fee Schedule Policy 714.