


LAKE MARY POLICE DEPARTMENT

	General Order	4-18.11
	Subject: In-Car Video Recording System and Personal Recording Devices	
Rescinds: 4-18.10	Effective Date: 04-08-15	Scope: Sworn
Number of Pages: 7	CFA Accreditation Standard(s): 17.13M	

The purpose of this order is to provide patrol officers and supervisors with guidelines for the use of video and audio recording equipment installed in their vehicles and for the use of other assigned personal recording devices as a supplemental recording device.

This order consists of the following numbered articles:

- I. Policy**
- II. Installation**
- III. Training**
- IV. Camera Operation**
- V. Recording Procedures**
- VI. Use and Storage of Video**
- VII. Evidence**
- VIII. Reviews**

I. Policy

- A. The department will install audio/video recording systems into all patrol vehicles. Additionally, officers are provided with supplemental Personal Recording Devices (PRDs) that are to be worn on or about the officer's uniform. The purpose of each recording system is to provide recordings that may be used to assist in the prosecution of civil traffic infractions or criminal offenses; to better facilitate evaluations of officer performance; and to enhance officer safety training.

- B. In order to maximize the effectiveness of the video recording systems, officers and supervisors shall follow the procedures as set forth in this General Order.

- C. No officer shall use any recording system in such a manner that would bring discredit to the officer, the department, or the city.

- D. Officers are not required to inform citizens that they are being audio/video recorded. If a citizen specifically asks the officer if they are being recorded the officer may elect to inform the citizen that they are being recorded.
- E. Officers assigned to the Criminal Investigations Division will be equipped with PRDs and will adhere to section V of this policy regarding camera use.

II. Installation

- A. In-Car Video and Audio Recording Systems will be installed in all patrol vehicles assigned to sergeants and officers.
- B. Each In-Car Video and Audio Recording System shall be installed so as not to obstruct the deployment of any vehicle air bags or other supplemental restraint systems.
- C. Officers shall affix a Personal Recording Device (PRD) to an appropriate part of their exterior uniform so as to maximize the device's effectiveness.

III. Training

- A. All officers shall receive training, which will consist of the following:
 - 1. A review of department policy guidelines regarding the use of the In-Car Video and Audio Recording System and Personal Recording Device Systems.
 - 2. A review of procedures regarding downloading recorded video.
 - 3. A hands-on orientation of an In-Car Video and Audio Recording System and Personal Recording Device by a manufacturer representative, supervisor, or another officer that is knowledgeable in the use of the same system.
- B. Such training may be accomplished during a special training session by request or when the officer initially receives the new equipment.

IV. Camera Operation

- A. At the beginning of each shift, an officer assigned to a vehicle equipped with an In-Car Video and Audio Recording System shall ensure that the equipment is in proper operating condition. Officers issued a PRD will follow the same procedures as set forth for the In-Car system.
 - 1. Any deficiencies shall be brought to the attention of the officer's supervisor as soon as practical and a department camera specialist and a copy of any email or memo regarding the deficiencies forwarded via the chain of command to the Patrol Lieutenant.

2. No repairs or service shall be conducted on the In-Car Video and Audio System or PRD unless authorized by competent authority.
- B. Officers operating an In-Car Video and Audio Recording System shall equip themselves with the system's wireless microphone. The microphone must remain activated during the video recording.

V. Recording Procedures

- A. Officers shall use In-Car camera systems or PRD in the absence of an In-Car camera system at all times in the following situations:
1. All vehicle pursuits;
 2. All DUI investigations;
 3. All high risk/felony stops or incidents;
 4. All traffic stops;
 5. Anytime a unit responds to a call in an emergency fashion regardless of the use of emergency equipment.

NOTE: *Back-up officers shall use their respective recording systems while assisting other officers.*

- B. Officers may use either camera system at their discretion anytime they are in the performance of their duties where video and/or audio documentation would further the police mission.
- C. Officers are encouraged to use both camera systems under the following circumstances:
1. In-progress crimes if the patrol vehicle can be positioned in a manner safe for the officers;
 2. Any disturbances, physical or otherwise;
 3. Any anticipated use of force incidents;
 4. Any physical arrest; and
 5. When contacting suspicious people
- D. When an officer places an arrested or detained subject into the rear of a patrol car equipped with a rear camera, the officer shall manually activate the rear camera and microphone system.
1. The officers shall not turn off the camera and microphone until the subject has been transported to the jail or receiving facility.
 2. Officers may temporarily suspend audio recording when they are broadcasting or receiving information via police radio or cellular phone that is confidential or in furtherance of an on-going criminal investigation.

3. The officer shall reactivate the audio recording as soon as those transmissions are complete.
 4. Officers shall turn off or sufficiently mute their AM/FM radios as not to compromise the recording of audio.
- E. The camera system may be manually deactivated during non-enforcement activities, such as traffic direction, special details, etc. where emergency equipment is operational for extended periods.
 - F. When an officer is using a camera system to record enforcement activity, the system shall not be deactivated until the enforcement action is complete.
 - G. If an encounter is pursuant to a lawful police investigation, individuals do not have to be informed they are being audio recorded, however, during all other encounters, anyone being audio recorded must be informed.
 - H. Search of subjects should be done in view of the camera system when possible. Officers may also narrate search findings on the audio recording and place articles on the patrol car hood in view of the camera.
 - I. When an officer uses either video recording device for any of the above reasons, the officer will document the existence of a video recording in any incident report arising from the incident.
 - J. Officers assigned to the Criminal Investigations Division will make every attempt to record interactions/interviews with suspects, arrest encounters, and enforcement actions with their issued PRDs. Officers will remain aware that there may be additional circumstances in which recording an occurrence, other than those listed above, may be beneficial in accurately documenting an incident. In the event that a PRD could jeopardize obtaining information from a suspect during an interview, a concealable recording device, such as a digital voice recorder will suffice.
 - K. Prohibited Use:

Unless conducting official law enforcement business requiring a video recording device, no member of the department shall use an In-Car Camera System or Personal Recording Device (PRD) to:

1. Record personal activity;
2. Intentionally activate to record conversations of fellow employees without their knowledge during routine, non-enforcement related activities; exception is with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.;

3. Intentionally or willingly record undercover personnel;
4. Unless the video recording device is being utilized as part of a legitimate call, the video recording device shall not be activated in places where a reasonable expectation of privacy exists, such as but not limited to:
 - a. Locker rooms
 - b. Dressing rooms
 - c. Restrooms
5. Video recording device operators shall not make copies of any recordings for anyone else's or their own personal use and are prohibited from using a recording device (such as a phone camera or secondary video camera) to record media captured from a department owned video recording device;
6. Video recording device operators shall not utilize any other electronic devices or other means in order to intentionally interfere with the capability of a department owned video recording device;
7. Under no circumstances will an officer utilize another officer's video recording device without supervisor approval;
8. Posting of video recorded footage to any social media site, without prior written approval from the Chief of Police is strictly prohibited.

VI. Use and Storage of Video

- A. Officers shall ensure that their PRDs are downloaded to the VuVault server on a weekly basis at a minimum, unless there are no videos present on the PRD.
- B. Video footage of non-evidentiary value shall be stored on the dedicated server for sixty (60) days unless it relates to a DUI investigation, which shall be stored for three-hundred sixty-five (365) days. After 60 days or 365, respectively, the footage will be removed from the server.
- C. It is the officer's responsibility to send a request via email to the Property/Evidence Control Specialist with the case number, date of incident, time of incident, and vehicle number for criminal investigations captured on in-car video. Once the email has been received, the video shall be saved and copied onto an evidence disk by authorized personnel for use by the SAO or for other court purposes.
- D. DVD's that are marked as evidence shall be subject to the same security restrictions and chain of evidence safeguards as outlined in General Order 7-5 Property and Evidence Procedures.

- E. Any camera footage of felony stops, felony arrests, use of force incidents, pursuits, DUI, personal injury cases, or felonious conduct shall be marked as evidence and processed according to policy.

NOTE: *It is the officer's responsibility to electronically mark or label the video after each vehicle stop, DUI investigation, vehicle pursuit, etc.*

- F. During the course of their duty day, officers shall review their archived video files using the desktop computer in the Squad Room and make sure they are tagged and marked accordingly as per need. Any relevant information shall be added by the officer.
- G. PRD's will be used as a back-up when the in-car system is not functioning or may be out of range. It will be uploaded by the officer to the server; proceed to the VuVault server and find the video that has been requested to be saved. Open the video and change its status to reviewed and then add any notes, event numbers, or case numbers that need to be added in the appropriate sections and save the video.. PRD video of incidents listed in the above section D shall be handled the same as listed in section B above.
- H. The Property/Evidence Control Specialist shall maintain evidence disks according to standards and policy.

VII. Evidence

If a copy is needed, the requesting party must submit a memorandum or email to the Property/Evidence Control Specialist.

VIII. Reviews

- A. Supervisors shall conduct periodic inspections of the recording systems to ensure they are in working order.
- B. Supervisors will periodically review submitted videos in order to evaluate officer's conduct and provide support for annual performance evaluations.
- C. Supervisors reviewing videos of their subordinates that find cause to believe that the video should be saved for a period longer than the current policy dictates (such as those outlined in section VI . D.) should follow the below procedure:

Enter the VuVault program and search for the video under the officer's car number or PRD that has been assigned to them. Once the video is located, open the video and change its status to reviewed (workflow status). The case/incident number, address of incident, and any other pertinent information should be added and saved. This will assist in finding the video at a later date/time.

BY ORDER OF

Stev A Bracknell
CHIEF OF POLICE