



**GENERAL ORDER 5.05**

**ISSUED:** July 16, 2001

**REVISED:** July 1, 2008      **EFFECTIVE:** July 7, 2008

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**MOBILE VIDEO RECORDING EQUIPMENT**

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**Standards:** 41.3.8a, 41.3.8b, 41.3.8c

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**5.05.01      PURPOSE.**

To establish written guidelines for the use of mobile video recording (MVR) equipment.

**5.05.02      POLICY.**

Mobile video recording systems are installed in patrol vehicles to enhance investigations and assist in the prosecution of offenders. Mobile video recording systems also provide protection from false complaints and civil liabilities.

**5.05.03      MAINTENANCE AND USE OF EQUIPMENT**

- A. MVR equipment installed in a vehicle is part of the vehicle package and is the responsibility of the officer assigned to that vehicle. MVR equipment will not be removed from the vehicle without approval of the Chief of Police or his designee. Installation, removal, and maintenance of the MVR equipment will only be done by authorized personnel as designated by the department. [41.3.8b]
- B. Prior to each shift, officers will conduct operational checks of the MVR equipment to include the control panel, the monitor, and the wireless transmitter. If the unit is not operational, the officer shall notify their supervisor as soon as possible and complete an equipment repair form.
- C. Officers shall use only mobile video recording equipment and media issued or authorized by the department.

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- D. Officers will use the mobile video recording system during appropriate applications at times when they are on patrol if their assigned vehicle is equipped with such equipment. [41.3.8a]
  - 1. Appropriate applications for the mobile video recording system include, but are not limited to recording;
    - a. Traffic stops,
    - b. Enforcement actions,
    - c. Pursuits,
    - d. The transport of prisoners,
    - e. Vehicle searches and inventories,
    - f. The actions of suspects during interviews or sobriety checks,
    - g. The circumstances at crime and accident scenes,
    - h. The confiscation and documentation of evidence or contraband,
    - i. Acts of hostility or physical violence,
    - j. Confrontational contacts with citizens, or
    - k. Any activity that an officer believes to be of evidentiary value in criminal, civil, or administrative cases.
  - 2. Once the recording of an incident has begun the recording of video and audio shall continue until their investigation of the incident is complete. The recording of audio may be discontinued temporarily for discussion with another officer or a supervisor, but never when in the presence of a violator or witness.
- E. MVR equipment will be installed to automatically activate when the unit's emergency warning devices are activated. Officers may activate the MVR equipment manually.
- F. Officers shall ensure proper alignment, focusing and positioning of MVR equipment to provide quality documentation. If a contact does not occur within the view of the primary officer's camera, the primary officer will turn on his/her wireless transmitter to capture the audio portion of the contact.
- G. Officers are encouraged to inform their supervisors of any video sequences that may be of value for training, potential complaint or Professional Standards investigation purposes.

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**5.05.04 STORAGE AND RETENTION [41.3.8c]**

1. This department shall retain the video and audiotapes, or the audiotape of each traffic and pedestrian stop for at least ninety (90) days after the date of the stop. If a complaint is filed this department shall retain the video and audiotapes, or the audiotape of the stop until final disposition of the complaint. Officers needing videos to be kept for cases and/or complaints will "tag" the video and/or send a request to the property officer.
2. Supervisors will ensure officers of this department are recording their traffic and pedestrian stops. A recording of each officer will be reviewed at least once every ninety (90) days.

**5.05.04 PRIOR ORDERS.**

From and after the effective date of issuance of this order, it shall be in full force and shall govern the operations of this department with regard to its subject matter. Former orders, policies and directives and memoranda relating to the subject matter are hereby specifically revoked and they shall be of no force and effect from and after the date of issuance of this order.

 6-24-08  
Todd V. Renshaw Date  
Chief of Police