

NEW PORT RICHEY POLICE DEPARTMENT	DATE OF ISSUE	REVISED DATE	NUMBER
GENERAL ORDER		01/26/2009	C-58
SUBJECT: IN-CAR VIDEO EQUIPMENT		DISTRIBUTION: ALL PERSONNEL	
Index as: IN-CAR VIDEO EQUIPMENT		REFERENCES:	

I. PURPOSE

To establish procedures on how in-car video recording is to be conducted and how the in-car video equipment is to be used.

II. POLICY

It is the policy of the New Port Richey Police Department to utilize in-car video equipment to properly document investigations and incidents for use in criminal proceedings.

III. DEFINITIONS

1. In-Vehicle Video Equipment – Commercially made device designed to capture audio and video data, then storing that data on magnetic or digital media.
2. Magnetic Media – A medium for recording visual and audio data in VHS format.
3. Digital Media – A medium that records visual and audio data onto a flash memory card, CD, DVD, or hard drive.

IV. ADMINISTRATIVE CONTROL

- A. The Administration Division Commander shall provide administrative control and ensure in-house training of each officer operating this equipment as follows:
 - a. Establish and maintain a separate file for each video camera unit as follows:
 - i. All documentation regarding unit repair.

- ii. All memorandums requesting maintenance and all invoices for repair of specific units.
 - iii. Factory operational guides/manuals for specific units.
- B. The Division Commander shall ensure that each unit is assigned a city asset number.
- C. The Division Commander shall ensure that a current list is maintained of all officers trained to operate the units and ensure that all new officers are scheduled for (2 hour) in-house training as needed.

IV. TRAINING

- A. Training for the use of the in-car video equipment will be conducted for all new sworn members during the Field Training and Evaluation Program. The training shall include, but not be limited to, the following issues:
 - a. Video Operation: including activating and deactivating the recorder, operation of the remote microphone, reviewing of taped events and testing of the recorder.
 - b. Video Security: no attempts shall be made by the officer to alter, copy, or erase any original tape. This will only be conducted by the Evidence Technician. All patrol vehicles with taping capabilities have a secured box in the trunk for video equipment. This box shall be kept locked at all times except for when the tape is changed.

V. FIELD PROCEDURE

- A. Officers with in-car video equipment will record all events surrounding the stop and arrest of a suspect, traffic stops, pursuits, and field sobriety testing.
- B. Officers will ensure that their in-car video equipment (including audio) is activated during every traffic stop.
- C. Officers will inspect and check in-car video equipment in their assigned vehicle at the beginning of each shift as follows:
 - a. Begin recording audio/video.
 - b. Play back video to ensure equipment is working.

- D. Officers will be held accountable for all video equipment – including microphones. Officers will report any missing or inoperative equipment immediately to the shift supervisor.
- E. If the in-car video equipment is not functioning properly, the shift supervisor will notify the Patrol Commander. Officers shall not attempt to repair the in-car video equipment. All hardware repairs will be made by the manufacturer or designated repair facility.
- F. During video recording of traffic stops, officers should be aware of the distance between, and positioning of the violator vehicle and the patrol vehicle. The officer should make every attempt to ensure his/her contact with the violator is being video recorded.
- G. When conducting a DUI investigation, all field sobriety testing will be videotaped. If the violator is arrested for DUI and refuses to submit to a breath test, implied consent will be videotaped.
- H. While recording a DUI investigation, officers will properly utilize street lighting, low beam headlights, and spotlight to illuminate the testing area. Front emergency lighting will be turned off during the testing, unless required for officer safety.
- I. The in-car video equipment shall be used when practical to support other areas of enforcement or investigation including, but not limited to:
 - a. Surveillance of open doors, broken windows, or other suspected points of entry while an officer conducts perimeter checks of buildings.
 - b. Capturing evidence of fights, crowds, riots, etc., as officers approach scenes and investigate.
 - c. Obtaining video and audio recordings of domestic or other disturbances utilizing the remote microphone.
 - d. Capturing conversations of suspects placed in the rear seat of the patrol vehicle.
 - e. Recording any pursuit or emergency response situation.
 - f. Recording all traffic stops.
 - g. Recording crash scenes and whenever officers are conducting traffic.

- J. If the prisoner demeanor or previous actions indicate the prisoner could cause a problem while being transported in the rear seat of the patrol vehicle, officers will ensure the in-car video equipment is operating while in transport.
- K. In the event that a pursuit or crash is recorded the shift supervisor will be responsible for assuring that the video is placed into evidence.
- L. Videos shall be archived/deleted in the following manner:
 - a. If using VHS format:
 - i. The officer shall ensure there is sufficient recording space left on the tape at the beginning of his/her shift. If there is not, the officer shall ensure a new tape is inserted into the recorder prior to beginning their shift.
 - ii. If the VHS tape contains video of evidentiary value, it will be placed into an evidence locker via property receipt.
 - iii. VHS tapes that are depleted will be placed in the appropriate receptacle for destruction.
 - b. If using digital format:
 - i. The officer shall take the digital medium into the police department and download all videos onto the designated computer.
 - ii. Videos that are of evidentiary value will be burnt to CD and then placed into an evidence locker via property receipt.
 - iii. Videos that have been already been burnt to CD, and videos that are of no evidentiary value can be deleted.
 - iv. The officer will then return the flash medium to the in-car video recorder.