

Anchorage Police Department Regulations and Procedures Manual	Operational Procedures 3.10.090	
Policy and Procedure Title In-Car Video	Effective Date 08/14/2018	Page 1 of 5
Replaces Prior Policy: 1/25/2016	Approved by: Chief Justin Doll	

This Policy is for departmental use only and does not apply in any criminal or civil proceeding. This Policy should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this Policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

3.10.090 In-Car Video

PURPOSE

To establish departmental policies and procedures for capture, storage and processing of digital in-car video/audio recordings.

POLICY

It shall be the policy of the Anchorage Police Department to capture, store, and process evidentiary digital video/audio recordings in a professional manner and in accordance with established procedures in order to maintain a high standard of preservation for this type of evidence.

PROCEDURES

I. PERSONNEL

- A.** All personnel utilizing the APD In-Car Video/Audio technologies (WatchGuard Video and Audio System, to include wireless microphone) shall be knowledgeable and proficient in accordance with standard operating procedures and the operation of the relevant In-Car Video technologies. No employee shall make use of digital video technology in which they cannot demonstrate proficiency. No employee shall process any recording without following the established procedures for documentation and preservation of the processed recording. The equipment user is responsible for having become sufficiently familiar with the equipment, instruction manuals, standard operating procedures, and the APD In-Car Video Recording Policy to correctly utilize and maintain the proper functioning of the equipment.

In-Car Video training is required and will be coordinated through the Anchorage Police Department Information Technology Unit or other authorized personnel. All APD In-Car Video/Audio equipment shall

be operated and maintained according to manufacturer's instructions and recommendations.

II. ACTIVATION

- A.** It would be impossible to describe every possible situation where the WatchGuard In-Car Video/Audio and wireless microphone system may be activated (Recording). However; there are several situations where the activation of the system is appropriate to record the contact or incident. This does not preclude Officers from muting their remote microphone when deemed necessary during an investigation or contact.

Recommended situations where officers should activate their WatchGuard system (in-car video/audio recording equipment and wireless microphone) include but are not limited to:

- i.** Suspicious vehicles
- ii.** Arrests within camera view
- iii.** Pat Down searches
- iv.** Collision response
- v.** Vehicle searches
- vi.** Suspicious person Field Interviews (FI's)
- vii.** Any other situation where the Officer believes a recording of the incident would be beneficial when taking police action within the vicinity of their patrol vehicle.

An Officer's safety should not be compromised in the attempt to get an incident on camera.

B. Mandatory Activation

- i.** When conducting transports of prisoners, impaired individuals, juveniles, members of the opposite sex, or public assists, the rear occupant compartment camera and audio equipment will be activated.
- ii.** When a person is detained or left unattended in the rear occupant compartment of the patrol vehicle, the rear occupant compartment camera and audio equipment will be activated.
- iii.** All traffic Stops.
- iv.** DUI Investigations (to include Standardized Field Sobriety Test's (SFST's), if it is safe to do so within camera view).
- v.** Pursuits and "code" runs where emergency equipment are engaged.

vi. When directed to do so by a supervisor.

III. OFFICER RESPONSIBILITIES

- A.** Officers will document in the narrative of a police report or the notes of a citation if the incident was video/audio recorded.
- B.** If the in-car video/audio system is inoperable for any reason, the officer will activate his/her portable digital audio recorder for the duration of the transport, and will document the reason in the narrative of a police report.
- C.** The Officer should avoid using the WatchGuard System's audio recording devices in place of their portable digital audio recorder when conducting interviews.

IV. EQUIPMENT

- A.** Officers should insure the WatchGuard In-Car Video/Audio System is functional at the beginning of each shift and/or detail worked. At no time shall the in-car video be turned off, obstructed, or disabled.

It is the responsibility of the operating officer to advise IT when the In-Car Video/Audio equipment installed in the patrol vehicle that he/she is using is non-functional.

Installation, maintenance, and repair of the system shall be performed only by authorized service personnel.
- B.** The in-car video camera shall be facing forward unless the officer is specifically attempting to capture evidence that requires the position of the camera to be moved.
- C.** Uniformed officers engaged in patrol or special operations activities shall wear on their person the WatchGuard remote microphone in conjunction with the operation and activation of the In-Car Video/Audio system.
- D.** When the In-Car Video/Audio System is used for evidentiary documentation, no techniques will be used to delete or alter the recording in such a way that the recording does not accurately represent the subject of the recording or some aspect of the subject, with the exceptions of the built in video options to combat back lighting and enhance low-light situations.
- E.** If digital enhancement techniques are needed and utilized for a specific purpose at a later time, the specific purpose for the enhancement and the effect of utilizing the digital enhancement options must be documented and an original copy must be retained.
- F.** Downloading: Downloading requires the officer to remain near an access point to allow for all files to be uploaded.

- i. Officers are required to drive to an access point twice a week, one of which will be on their Friday.
- ii. At the request of a supervisor
- iii. At the conclusion of a major incident (homicide, officer involved shooting, officer involved injury collision)

V. VIEWING AND COPYING

A. Copying of In-Car videos may be prepared for the following reasons:

- i. Court purposes
 - 1. This includes discovery, through the legal system discovery process.
- ii. Locates
 - 1. Video containing suspects or suspect vehicles may be copied for the purposes of internal locates.
- iii. Copies needed for follow-up investigation by a case Detective.
- iv. Internal investigations.
- v. Unit Supervisor review.
- vi. Training
 - 1. In criminal cases, with approval of the prosecuting attorney.
 - 2. In non-criminal cases, with the approval of the Officer's Commander.
- vii. Recordings will not be released, viewed or displayed to an unauthorized party unless directed by the Chief of Police or appointed designee.

B. Viewing of videos may be conducted for the following reasons:

- i. Review by the recording Officer (or an involved Officer) as it relates to involvement in an incident for the purposes of completing a report, preparing for court, completing a criminal investigation and/or pursuant to an administrative inquiry.
- ii. Review by a case Detective for follow-up investigation or clarification.
- iii. Training
 - 1. Shift training.

2. FTO training and performance review.
 3. Unit Supervisor review.
 - iv. Internal Investigations.
 - v. IT personnel: for the purposes of testing of the system functionality.
- A. Officers will not make copies of any recording for personal use or for their own personal archive. No recording will be sold, traded, given or used for personal gain. All recordings are the property of the Anchorage Police Department.

VI. RETENTION

The video and audio captured from the WatchGuard In-Car Video/Audio System will be retained, on a secure server, according to APD / Criminal Justice Information Services (CJIS) retention practices and the applicable rules of evidence in accordance with state statutes.

VII. STORAGE

In-Car Video/Audio Recordings will be saved to the Digital Evidence server maintained by the Information Technology unit. Officers will follow the steps outlined in the system for storage and verification of the In-Car Video file before final submission to the system.

VIII. TRAINING

- A. The Department shall provide training for all users of the In-Car Video/Audio system.
- B. Only those officers who have received training in the use of the In-Car Video/Audio system are authorized to activate and utilize the In-Car Video/Audio equipment.
- C. The APD Training Center staff or other designated trainer shall be responsible for providing:
 - i. Basic user training
 - ii. Periodic refresher training
- D. The Training Center is responsible for updating the course of training as necessitated by changes in policy or equipment.

*****END OF DOCUMENT*****