


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date January 31, 2020		APD.SOP.3131 Mobile Video and Audio Recording
Applicable To: All employees		Review Due: 2024
Approval Authority: Chief Erika Shields		
Signature: Signed by ES		Date Signed: 1/31/2020

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1. PURPOSE

This directive shall provide personnel with procedures for the use and maintenance of the hardware of fleet mobile video/audio recording systems, as well as the storage and retention of all recordings.

2. POLICY

The Atlanta Police Department shall use the recording system and treat the produced recordings as possible evidence in the prosecution of criminal and traffic offences, as well as any departmental internal investigations. (CALEA 6th ed. Standard 41.3.8a)

3. RESPONSIBILITIES

- 3.1 The Section Commander shall oversee the implementation and adherence of this directive to all employed under his/her command.
- 3.2 The Section Commander shall appoint a Fleet Mobile Video Liaison who shall have duties regarding the mobile audio/video system equipment. The liaison shall ensure required maintenance to system hardware and software are completed as needed.
- 3.3 Supervisors shall be responsible for ensuring that employees under their command are recording, tagging, and uploading their video footage.
- 3.4 All supervisors shall take immediate corrective action when necessary, regarding the use and/or misuse of recording equipment, and data/images in accordance with this policy. The supervisor shall formulate a Performance Improvement Plan (Form APD 153 Performance Evaluation Package – check PIP) pertaining to the sworn employee's deficiencies with the operation of recording systems in accordance with APD.SOP.2090 Performance Evaluations.



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- 3.5 The Open Records Unit (ORU) is responsible for coordinating all open records requests relating to the video data captured and of that archived by the recording system. No footage will be released by any employee, sworn or civilian. All footage will be released through the open records process. All subpoenas received by the Atlanta Police Department related to mobile video recordings must be sent to the Open Records Unit.
4. ACTION
- 4.1 Duties of the Fleet Mobile Video Liaison
- 4.1.1 The Fleet Mobile Video Liaison shall ensure that all recording systems are properly functioning and receive required maintenance. Recording systems shall receive maintenance at the Electronic Maintenance Unit.
- 4.2 Training
(CALEA 6th ed. Standard 41.3.8f)
- 4.2.1 Sworn personnel shall receive training in the use of the recording systems as a part of their field training evaluation. Upon completion of their evaluation, sworn employees shall be familiar with this directive regarding guidelines, usage, deployment and successful mastering of the operational components for the recording systems.
- 4.2.2 Field Training Officers shall sign the final evaluation form regarding employees which successfully meet the requirements to perform all the primary tasks of the patrol officer function in accordance with APD.SOP.2080 "Training."
- 4.3 Duties of Officers
- 4.3.1 After starting the vehicle the officer shall log onto the recording system. The recording system shall be placed in BUFFERING mode, which provides pre-event buffering to capture activities that occur prior to activating the camera.
- 4.3.2 An inspection of the recording system in their assigned marked vehicles shall be conducted prior to the beginning of their tour of duty to ensure the system is functioning properly. Any malfunctions shall be reported immediately to their direct supervisor and documented on the back of their Daily Activity Sheet (APD Form 607). (CALEA 6th ed. Standard 41.3.8e)
- 4.3.3 The recording system, including its internal hard drive, shall remain operational during the officer's entire tour of duty. (CALEA 6th ed. Standard 41.3.8b)
- 4.3.4 All sworn employees are permitted to access and/or stream video uploaded to Evidence.com, Sync application, or Axon View (mobile app), with the exception of use of force incidents.
- 4.3.5 All sworn employees shall tag all video footage with an incident number and category before the end of their shift.
- 4.3.6 It is mandatory that all sworn employees tag each video recording with a case number in the following manner:
1. Add a category tag to the footage; and



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2. Add the accurate APD case number (nine-digit) for identification purposes of each piece of evidence.
- 4.3.7 Upon the completion of their tour of duty, officers will log off and power down the recording system before exiting their vehicles.
- 4.4 Criteria for Mobile Recording
(CALEA 6th ed. Standard 41.3.8b)
 - 4.4.1 Officers shall record all citizen encounters, to include traffic stops and any other enforcement activities, during their tour of duty.
 - 4.4.2 Officers who intentionally interrupt the recording process prior to completion of an incident shall be subject to disciplinary action.
 - 4.4.3 Officers shall be aware of external noises (e.g. AM-FM radios/cell phones) and take reasonable steps to prevent interference with the recorded audio.
- 4.5 Trigger Event Recording
 - 4.5.1 Patrol vehicles equipped with the recording system shall have a pre-set trigger to activate the recording system. The pre-set trigger shall be the activation of the emergency lights on the patrol vehicles.
 - 4.5.2 Upon activation of the emergency equipment, the recording system shall begin to record and continue until the recording is terminated by the officer activating the “stop” button on the system.
- 4.6 Non-trigger Event Recording
 - 4.6.1 Situations where the recording system has not been activated by a trigger event, the officer may manually activate the system to capture the incident by placing the camera from BUFFERING mode to EVENT mode.
- 4.7 Data Storage and Retention
(CALEA 6th ed. Standard 41.3.8(d))

Recorded data shall remain stored on a secured APD approved storage network, in accordance with Georgia Archives (State Govt. Schedule 13-002) and The Georgia Records Act O.C.G.A. 50-18-92, 96, and 99 et seq. The minimum retention guidelines are as follows:

CATEGORY	RETENTION	ADDITIONAL INFORMATION
Accidental - Training	5 Years	All accidental / training videos must have an APD case number associated with them.
Arrest	5 Years	All instances where the call for service or incident led to a physical arrest.
sUAS Video	5 Years	To ONLY be used by personnel authorized to operate unmanned aerial vehicles for the department; NOT meant to notate usage or incidents involving privately owned drones, i.e. report of unsafe drone operation by private citizens, noise or trespass complaints about privately owned drones, theft of privately owned drones, etc.
General Citizen Contact	5 Years	To include citizen encounters while not out on dispatched or self-initiated calls for service and not acting in a law enforcement capacity, i.e. flag downs for directions, citizens wanting to take pictures with an officer, etc.
Homicide-Sex Crimes	Indefinite	Accessible to authorized user roles only (admins, Command Staff, Homicide / SVU, OPS, Accident Investigations, Crime Scene Unit).
ID Technician	Indefinite	To be used ONLY by Crime Scene Unit personnel to categorize any photo or video evidence generated and uploaded by them; NOT to be used to categorize videos or photos by officers and investigators to notate that Crime Scene techs were called out to the scene. Accessible to authorized user roles only (admins, Command Staff, Homicide / SVU, OPS, Accident Investigations, Crime Scene Unit).



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Incident Report	5 Years	To include incident and accident reports.
Investigations	5 Years	To include all dispatched and self-initiated calls for service, and also citizen encounters while acting in law enforcement capacity.
Pending Review	Indefinite	Not to be used.
Restricted	Indefinite	Accessible to authorized user roles only (admins, Command Staff, Homicide / SVU, Accident Investigations, OPS, Crime Scene Unit).
Serious Injury / Fatality Motor Vehicle Collision	Indefinite	To be used in all instances of serious injury or fatality stemming from traffic accidents. To be used by Accident Investigations Unit ONLY. Accessible to authorized user roles only (admins, Command Staff, Homicide / SVU, Accident Investigations, OPS, Crime Scene Unit).
Supervisor Request	5 Years	To be tagged with APD case number of original incident or to be tagged with its own case number if no originally dispatched incident exists.
CEW Firing Log - Test	5 Years	To be used only by Taser administrators when uploading these types of data files.
Traffic Enforcement	5 Years	To include traffic accidents, traffic stops, illegal parking and vehicle safety checkpoints.
Use of Force	5 Years	To include all incidents of physical use of force, use of force with baton, OC or Taser, stop sticks or PIT maneuver, and forcible entry into dwelling, structure or vehicle.

4.8 Specialized Units

4.8.1 The recording system shall be installed into marked vehicles assigned to specialized units as deemed necessary by the Chief of Police or his or her designee.

4.8.2 Officers and supervisors assigned to these vehicles shall conform to all procedures outlined within this directive (APD.SOP.3131, "Mobile Video and Audio Recording").

4.8.3 The Section Commander for each specialized unit under their command shall name an Fleet Mobile Video Liaison for any unit using the recording system, who shall be responsible for all duties in sections 4.4.1 through 4.4.5 of this directive.

4.9 Tampering with the Recording System

4.9.1 The recording equipment and recordings are the property of the Atlanta Police Department. Use of the recording system for any purpose not associated with an employee's normal duties is strictly prohibited.

4.9.2 The intentional destroying or altering of the recording system, or any evidentiary recordings by any departmental employee, shall be treated as a violation of O.C.G.A. § 16 – 7 – 24, Interference with Government Property, APD.SOP.2010 Section 4.1.3 "Truthfulness", subject to disciplinary action and possible criminal prosecution.

4.9.3 Officers shall not remove, alter, or relocate the recording system's position in the patrol vehicle from that provided in the original installation.

4.10 Installation of Hardware

4.10.1 The recording system shall be installed into marked patrol vehicles of the six zones and the Airport Section, and any other marked vehicle deemed necessary by the Chief of Police or his or her designee.

4.10.2 Unless provided by a city-approved vendor, all installation of the recording system shall be performed by personnel of the City Shop or Electronic Maintenance Unit.

5. DEFINITIONS

5.1 Axon Fleet: A digital in-vehicle video system that captures event(s) onto a hard drive.



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- 5.2 Trigger Event: An event where the recording shall be initiated by the activation of the patrol vehicles emergency equipment, exceeding of a set vehicle speed limit or the detection of a vehicle collision.
- 5.3 Non – Trigger Event: An event where emergency equipment has not been activated and the recording process has been initiated by the officer.
- 5.4 Fleet Mobile Video Liaison: An employee that has been appointed by their Section Commander, responsible for maintenance of in-vehicle recording systems, and other duties regarding the recording system.
- 5.5 LTE: The mobile video system can upload video via Long Term Evolution (LTE), a fast-wireless service through an in-vehicle router.

6. CANCELLATIONS

APD.SOP.3131 "Mobile Video and Audio Recording" effective June 1, 2015

7. REFERENCES

Commission for the Accreditation of Law Enforcement Agencies (CALEA) 6th ed. Standards; 41.3.8 a-f.

O.C.G.A § 16 – 7 – 24, Interference with Government Property
O.C.G.A § 16 – 10 – 94, Tampering with evidence

Axon Fleet 2 Camera System User Manual, Copyright ©Axon.

8. SIGNIFICANT CHANGES

This policy has been amended to reflect the transition of the Department from the WatchGuard recording system to the Axon Fleet recording system.