



## Policy 825

Subject

### TRANSPORT VEHICLE CAMERA (TVC) SYSTEM

Date Published

**June 25 2025**

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*By Order of the Police Commissioner*

### **POLICY**

The purpose of this policy is to ensure the safety of members, detainees, and the general public by providing directives on the use and upkeep of the transport vehicle camera (TVC) system.

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## **CORE PRINCIPLES**

**Safety.** Safe and effective transportation of detainees is an essential step in the process of taking a person into custody. Members shall ensure that all detainees are treated in a humane manner before, during, and after their transportation, with due regard for their physical safety and protection. Transportation of detainees must be conducted in a manner that protects the well-being and personal security of officers, the public, and the people being transported.

## **DEFINITIONS**

**Activation** — Placing the TVC in Event Mode (recording). This is accomplished by one of two ways:

1. Pressing the “red” button in the Fleet Dashboard; or
2. Pressing the primary and secondary buttons on the Dual-View Camera (see Appendix A).

**Buffering Mode** – When Powered On, but not Activated, the TVC captures video that is not stored into permanent memory until TVC Activation (i.e. placing in Event Mode). Once Activated, the TVC will permanently store video captured at a set period of time prior to Activation and until Deactivation. While in Buffering Mode, the Primary and Secondary LED on the back of the camera are solid green.

**Deactivation** — Stops recording (removes from Event Mode) and returns the TVC to Buffering Mode if the TVC is still Powered On. Accomplished by either pressing the primary and secondary buttons on the Dual-View Camera (see Appendix A) or pressing the same button used for Activation on the Fleet Dashboard.

**Dual-View Camera** — Camera located in the inside of the windshield (aka dashcam). The back of the camera contains two LED lights (Primary and Secondary) that provide the operating status of the TVC (see Appendix A), and two buttons (Primary and Secondary) used for Activating and Deactivating the TVC.

**Fleet Dashboard** — The interface on the monitor to Activate and Deactivate the TVC, display live views of the cameras, and access recorded footage.

**Event Mode** — When Activated, the operating mode in which the TVC is recording.

**Livestream** — When a transport vehicle’s camera is in Event Mode and recording, an authorized user may view that TVC footage in real-time via Evidence.com. The Primary LED light will indicate if the TVC is being Livestreamed (see Appendix C). Cameras that are not Activated are unable to have their footage Livestreamed.

**Powered Off** — Turning the TVC off. When Powered Off, the TVC cannot record video, and the TVC is not in Buffering Mode. The TVC is Powered Off only when the vehicle is turned off.

**Powered On** — Turning the TVC on. This occurs when the ignition is turned on. The TVC will operate in Buffering Mode until Activation or Powering Off.

**GENERAL**

1. All departmental prisoner transport vans and some prisoner transport vehicle (PTV) SUVs used by the Warrant Apprehension Task Force (WATF) are equipped with a transport vehicle camera (TVC) system that monitors and records the interior of all detainee holding areas. These cameras allow the transporting member to monitor the actions and well-being of detainees being transported in real time, via live video.
  - 1.1. District vans contain four (4) cameras: one Dual-View Camera, one on the rear loading area, and two cameras to record the interior: one in the large detainee holding area and one in the side compartment.
  - 1.2. WATF vans have three (3) cameras: one Dual-View Camera and two covering the interior transport compartment;
  - 1.3. WATF SUVs will have two (2) cameras: one Dual-View Camera and a center camera facing the rear seats.
2. The TVC system displays on the Fleet Dashboard a live video to the Transport Vehicle Operator (i.e. transporting member) located in the driver's section of the vehicle and records the video to be preserved for future viewing. The TVC system does not record audio.
3. To promote transparency, professionalism, and accountability by documenting Baltimore Police Department (BPD) transportation of detainees, members transporting detainees (Transport Vehicle Operator) in vehicles equipped with a TVC shall adhere to the procedures in this policy to ensure the entirety of a detainee's transport is captured on TVC.
4. TVC data is subject to the rules of discovery, and operation of the TVC system is subject to scheduled inspections as well as random and unannounced spot-checks.
5. Any member may view their TVC footage by logging into their Evidence.com account.
6. TVC data shall be retained for a minimum period of four years.
7. The TVC system records global positions system (GPS) coordinates every two minutes while in Event Mode.

**DIRECTIVES****Transport Vehicle Operator****TVC Function Check**

8. Prior to the beginning of their tour of duty, the Transport Vehicle Operator shall conduct a function check of the TVC system. The function test consists of Powering On the system, logging into Evidence.com, and checking that there are displays from each camera, including the two views from the Dual-View Camera.

- 8.1. If the TVC is not operating properly, the transport vehicle shall **NOT** be placed into service and shall immediately be sent for maintenance to either a Fleet Management Service Sub-Station for SUVs or the Central Garage at 3800 Biddle Street for vans.
  - 8.1.1. Members shall also contact BPD's Information Technology Division (ITD) at [ITDSERVICERequest@baltimorepolice.org](mailto:ITDSERVICERequest@baltimorepolice.org) and BPD Fleet Management at [BPDFleet@baltimorepolice.org](mailto:BPDFleet@baltimorepolice.org).
  - 8.1.2. If the TVC failure occurs outside of normal business hours (8:00 a.m. to 4:00 p.m.), members shall send the vehicle for maintenance by the next business day (see Policy 1511, *Vehicle Inspections and Maintenance*). During this time, members are prohibited from using the vehicle in a transport capacity and can use the vehicle for other purposes (e.g. crime suppression, providing back-up, etc.).
- 8.2. If the TVC is operating properly, Activate the TVC to record the Transport Vehicle Operator's inspection of the detainee compartment(s). Once the inspection is complete, Deactivate the TVC. (See Policy 1511, *Vehicle Inspections and Maintenance* under *Specialized Vehicle Inspections for prisoner transport*).
- 8.3. Title the function test "TVC Function Check" in Evidence.com.

#### Recordation

9. The TVC is automatically Powered On and is Powered Off when the ignition is turned on or off. After the ignition is started and the TVC Powered On, Transport Vehicle Operators have to manually start recording (Activate) and stop recording (Deactivate) the TVC to begin and end recordings.
10. Before exiting the vehicle at the scene, the Transport Vehicle Operator shall Activate the TVC to record from **ALL** TVCs, not just the Dual-View Camera.

**NOTE:** When all TVCs are Activated, both the Primary and Secondary LEDs will have blinking red lights (see Appendix B); and the red "button" on the Fleet Dashboard will revert to a "STOP" button square. The Dashboard will also have a timer that signals that the system is recording.

11. The Transport Vehicle Operator shall **NOT** Deactivate, Power Off (i.e. turn off the ignition), or disable the TVC system at any point while a detainee is inside of the vehicle or being placed into or removed from the vehicle.
12. Once the TVC is Activated, the Transport Vehicle Operator shall **NOT** Deactivate or Power Off the TVC until the transport has fully concluded, and the detainee has either been escorted out of the vehicle, away from the TVC's range, or the detainee has been escorted into a building or another vehicle.
13. If the Transport Vehicle Operator notices any malfunction or damage to the TVC, the Operator shall immediately remove the vehicle from service, or as soon as practicably possible, and
  - 13.1. The Operator shall contact their first-line supervisor,

- 13.1.1. The Operator shall document the malfunction or damage via an Administrative Report, Form 95, and submit this form to their supervisor.
- 13.3. The Operator shall contact Fleet Management at [BPDFleet@baltimorepolice.org](mailto:BPDFleet@baltimorepolice.org), and
- 13.4. The Operator shall submit an ITD service request to the Information Technology Division at [ITDservicerequest@baltimorepolice.org](mailto:ITDservicerequest@baltimorepolice.org). (See Policy 1511, *Vehicle Inspections and Maintenance*).
14. When transporting a detainee, even when the vehicle is stopped, the Transport Vehicle Operator shall leave the vehicle ignition on and ensure the detainee compartment(s) is/are sufficiently illuminated for the detainee to be visible in the recording.
15. If applicable, the Transport Vehicle Operator shall advise the arresting member of any activity captured on the TVC system which may be useful for investigation/prosecution purposes.
16. TVC footage is uploaded to Evidence.com automatically to be accessed when necessary. At the conclusion of the transport, the Transport Vehicle Operator shall ensure the data is categorized and titled with the following information in Evidence.com:
- 16.1. The ID shall contain the related CC# for the incident. The CC# shall only include the 9-digit CC# (YYMM01234). Do not include the District identifier.
- 16.2. The title of the video shall contain: "Detainee Transport" or, if applicable, "Youth Detainee Transport," and any related locations; and
- 16.3. The category of the video shall indicate the type of incident (e.g., Accidental, Arrest/Must Appear, Call for Service, Car Stop, Crime Lab, Self-Initiated, Training, Restricted, etc.).

#### Failure to or Interruption of Recordings

17. A Transport Vehicle Operator who does not Activate the TVC as directed by this policy shall document the reason that the TVC was not Activated in an Administrative Report, Form 95, as soon as possible after the transport concludes, and submit the report to the Operator's first-line supervisor by the end of the Operator's tour of duty.
18. A Transport Vehicle Operator who interrupts or terminates a TVC recording in progress shall document the reason that the TVC was interrupted or terminated in an Administrative Report, Form 95, as soon as possible after the transport concludes, and submit the report to the member's first-line supervisor by the end of the member's tour of duty.

#### **First-Line Supervisor**

19. The Supervisor shall forward reports of malfunctioning or damaged TVC equipment to their commanding officer.
20. When investigating any complaint where TVC data may be relevant, the Supervisor shall review the TVC data and investigate accordingly.

21. If a member fails to Activate the TVC or interrupts/terminates recordation, the Supervisor shall review and scan/email the member's Form 95 to: [BWC@Baltimorepolice.org](mailto:BWC@Baltimorepolice.org). If it is the member's second violation, the Supervisor shall also report it to the Public Integrity Division.

**District Administrative Sergeant/Lieutenant**

22. The District Administrative Sergeant/Lieutenant shall:
- 22.1. Ensure weekly inspections are conducted of all TVC systems for functionality as part of weekly vehicle inspections per Policy 1511, *Vehicle Inspection and Maintenance*.
  - 22.2. Facilitate the repair/replacement of any TVC equipment with Fleet Management Section.

**Body-Worn Camera (BWC) Unit**

23. The BWC unit shall:
- 23.1. Manage the storage of TVC data.
  - 23.2. Respond to the Document Compliance Unit's requests.
  - 23.3. Assist members in accessing TVC data.
  - 23.4. Assign and maintain the list of authorized users for Axon Respond.

**Document Compliance Unit (DCU)**

24. The DCU shall process requests via the Video Retrieval Form, Form 374 (Appendix C), for TVC data.

**Axon Respond Capabilities (Livestreaming)**

25. Livestreaming is a functionality that allows authorized users to view in real-time the Active recording of a transport vehicle's TVC.
26. Patrol supervisors and executive commanders will be granted access to Axon Respond. Other authorized users shall be designated by the user's Deputy Commissioner. To request to become an authorized user for Axon Respond Capabilities, the requesting member shall submit an Administrative Report, Form 95, through their chain of command to their Deputy Commissioner. Once approved, the request shall be sent to the BWC Unit.
27. Supervisors may Livestream TVC footage in order to assist a member to deploy additional resources, or to check for compliance. Instances where a supervisor may Livestream a TVC include, but are not limited to, vehicle accidents, escapee, formation of crowds, or at a member's request.

**NOTE:** While the Livestream feature is a tool for supervisors to assist members, its use shall not preclude the responsibilities of supervisors and the Communications Section to respond to an incident and/or notify additional resources as required in BPD policy.

28. The details of all access to the Livestream feature are automatically recorded in the audit log of any corresponding TVC recording(s).
29. Supervisors shall not Livestream the TVC of another transport vehicle for purposes not related to operational necessity or compliance reviews.

### **GPS (Geographical Positioning System) Functionality**

30. TVC includes GPS functionality, which is only available upon TVC Activation.
31. A vehicle's location will be visible on a map and available for authorized users when the TVC is Activated.
32. Supervisors may review the GPS data in real-time from a TVC.

### **APPENDICES**

- A. Axon Fleet 3 Dual-View Camera and LED Behavior (Diagram)
- B. Audio Prompts (Diagram)
- C. Transport Vehicle Camera Footage Request Form, Form 374

### **REFERENCED POLICIES**

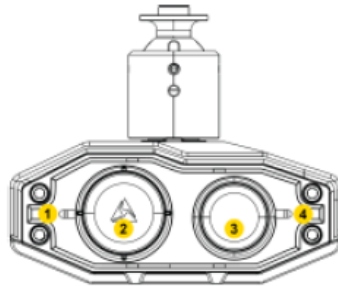
Policy 824, *Body-Worn Camera*  
Policy 1114, *Persons in Police Custody*  
Policy 1511, *Vehicle Inspection and Maintenance*

### **RESCISSION**

Rescind Policy 825, *Transportation Vehicle Camera (TVC) System*, dated 26 June 2021.

### **COMMUNICATION OF POLICY**

This Policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

**APPENDIX A****Axon Fleet 3 Dual-View Camera and LED Behavior**

1. Primary LED
2. Primary button
3. Secondary button
4. Secondary LED

1. **Primary LED** – Indicates the Dual-View camera's current operating status.
2. **Primary button** – Use to manually start and stop recording for Dual-View camera.
3. **Secondary button** – Use to manually start and stop recording for interior camera.
4. **Secondary LED** – Indicates the interior camera's current operating status.

Dual-View Camera Status	Primary LED Behavior
Powering on	■■■■ Rapid blinking green
Buffering	■■■ Solid green
Recording	■■■■ Blinking red
Camera updating	■■■■ Blinking white
Livestreaming while buffering	■■■■ Blinking purple
Livestreaming while recording	■■■■ ■■■■ Blinking red and purple
Error encountered	■■■■ Blinking yellow

Interior Camera Status	Secondary LED Behavior
Powering on	■■■■ Rapid blinking green
Buffering	■■■ Solid green
Recording	■■■■ Blinking red
Camera updating	■■■■ Blinking white
Error encountered	■■■■ Blinking yellow





**APPENDIX B****Audio Prompts**

The Fleet system emits beeping audio prompts to indicate system status. These audio prompts usually occur after a camera action.

Operating Mode	Audio Notification
Powering on or off	— One tone
Recording an event	— — Two tones every two minutes
Mute on or off	— — Two tones
The device is ending an event and returning to Buffering mode	— One long tone
Respond Livestreaming started	— — — Three rising pitch tones

**APPENDIX C**

## Transport Vehicle Camera Footage Request Form, Form 374

Form 374	 <div style="display: inline-block; text-align: center;"><b>TRANSPORT VEHICLE CAMERA FOOTAGE REQUEST FORM</b></div> 
<p><b>PLEASE NOTE:</b> Based on the information provided, the Body Worn Camera (BWC) Administrator will search for the video that is responsive to your described incident and the Document Compliance Unit within BPD Legal Affairs will make an independent determination on a case-by-case basis as to the release of any footage requested. The Maryland Public Information Act (MPIA), Annotated Code of Maryland, General Provisions Article ("GP"), § 4-101, et seq. governs this request for BWC footage.</p> <p><b>BPD will contact you regarding the estimated search, preparation, and production fees, if any, prior to processing your request.</b></p> <p>Please return the completed form either by email to <a href="mailto:DCU@baltimorepolice.org">DCU@baltimorepolice.org</a> or by mail to Baltimore Police Department/Office of Legal Affairs, c/o Document Compliance Unit, 242 W. 29th Street Baltimore, MD 21211.</p>	
Date: <input style="width: 100px;" type="text"/>	
<b>REQUESTER INFORMATION</b>	
First Name: <input style="width: 250px;" type="text"/> Last Name: <input style="width: 250px;" type="text"/>	
Phone Number: <input style="width: 150px;" type="text"/> Email Address: <input style="width: 250px;" type="text"/>	
<b>INCIDENT DETAILS</b>	
Case Name/Client Name (if applicable): <input style="width: 450px;" type="text"/>	
Subject: <input style="width: 550px;" type="text"/>	
Police Report Number (CC#) or CAD#: <input style="width: 450px;" type="text"/>	
Location of Incident: <input style="width: 200px;" type="text"/> Date & Timeframe: <input style="width: 150px;" type="text"/>	
Officer's Name: <input style="width: 250px;" type="text"/> Officer's Sequence Number: <input style="width: 100px;" type="text"/>	
Detailed Description of Incident:	
Form 374 – Created 7/11/2024	