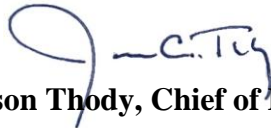
	HARTFORD POLICE DEPARTMENT POLICY AND PROCEDURE GENERAL ORDER	Distribution	General Order Number
		ALL PERSONNEL	5.18
		Original Issue Date	Reissue/Effective Date
		07/27/2020	08/09/2020
Order Title: MOBILE VIDEO/AUDIO RECORDING EQUIPMENT	Accreditation Standard:		Section
	POSTC: 3.5.4		5
		Section Title PATROL FUNCTIONS	
Rescinds: G.O. 6-21 (2002)		 Jason Thody, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order 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 General Order 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

I. PURPOSE

The purpose of this General Order is to establish procedures and guidelines for the utilization of the Hartford Police Department's Mobile Video/Audio Recording equipment.

II. POLICY

Mobile video/audio recording (MVAR) equipment has been demonstrated to be of value in the prosecution of traffic violations and other offenses, in evaluation of an officer's performance, training, and for the protection of officers against the risks associated with wrongful accusations. In order to maximize the utility of this equipment in these and related areas, officers shall follow the procedures for MVAR equipment use as set forth in this policy.

It is the policy of Hartford Police Department ("Department") that officers shall use the equipment in all situations outlined in this directive. In all other cases, the officer will use good judgement as to whether or not to utilize the video and/or audio of the MVAR equipment. The Department, however, recommends the utilization of the equipment, in recognition of its accurate portrayal capabilities.

This agency has adopted the use of Axon in-car video/audio recording systems to work with Axon body worn cameras and evidence.com to simultaneously accomplish several objectives, including:

- Accurate documentation of events, actions, conditions and statements made during arrests and critical incidents, so as to enhance officer reports, collection of evidence, and testimony in court; and
- The enhancement of this Department's ability to review probable cause for arrest, arrest procedures, officer and suspect interaction, and evidence for investigative purposes, as well as for officer training and evaluation.

Officers are prohibited from altering or tampering with any mobile audio or video equipment or attempting to alter or tamper with any video or audio equipment, including intentionally stopping/starting a recording when otherwise prohibited.



**GENERAL
ORDER
5.18**

**MOBILE VIDEO/AUDIO RECORDING
EQUIPMENT**

Effective:
8/2/2020

PAGE 2 of 12

III. PROCEDURES

A. General

1. The Department will install and utilize Axon Fleet Mobile Video/Audio recording equipment in police cruisers and Axon View XL software as determined by the Chief of Police. Officers shall be trained on its operation in accordance with the manufacturer's recommendations (See manufacturer's instructions in appendix A). This directive shall include procedures for training, operation, and inspection of the equipment, and provisions for the collection, retention, and disposal of digital video files. There shall be no deviations from this directive without the authorization of the Chief of Police.
2. Mobile Video/Audio recording equipment has been demonstrated to be of value to police officers in the field. These benefits include:
 - a. Providing protection to officers in the field by allowing the Department to review basic police practices and procedures used by officers and their interaction with the general public.
 - b. Acting as an invaluable instructional tool as it provides the Department with the ability to train officers in proper police procedures through a process of review, analysis, and evaluation. These recordings can be utilized in recruit training as well as in-service training sessions to demonstrate both acceptable and unacceptable techniques.
 - c. Maintaining a record of motor vehicle stops and patrol activities.
 - d. Providing corroboration and documentation of events, actions, conditions, and statements made during arrests, critical incidents, and other police action. While evidence may be captured on the recordings, the use of Mobile Video/Audio recordings is not intended to document all evidentiary material for court proceedings.

B. Operation and Situations for Use of MVAR

1. Equipment Inspection

- a. MVAR equipment installed in cruisers is the responsibility of the officer assigned to that cruiser, and will be operated and maintained according to the manufacturer's instructions and recommendations. Officers will not attempt to make any repairs to the MVAR equipment.
- b. Prior to each shift, officers will inspect the MVAR equipment to determine that it is functioning properly. The officer shall bring any problems or malfunctions, whether during initial inspection or any time during the shift, to



**GENERAL
ORDER
5.18**

**MOBILE VIDEO/AUDIO RECORDING
EQUIPMENT**

Effective:
8/2/2020

PAGE 3 of 12

the attention of his/her immediate supervisor as soon as possible. After notifying their supervisor of any MVAR malfunction, the officer should utilize a spare cruiser with operational camera for patrol purposes, if available.

- c. The pre-shift inspection shall include:
 - i. Log in to Axon View XL using the officer's individual user name and password (this is the same credentials as evidence.com).
 - ii. Turn the camera on. The camera must remain on for the entirety of the officer's shift.
 - iii. Test the camera functionality by:
 - a) Manually activating the MVAR equipment using both Axon View XL mobile data terminal (MDT) software and by depressing the record button on the camera.
 - b) Activate the cruiser's emergency lights to ensure the automatic trigger functions properly.
 - iv. Inspect the lens for damage and/or debris (clean lens with a soft, dry cloth only. Do not use liquid solvents or cleaners of any kind).
 - v. Ensure the windshield is free of debris.
 - vi. Ensure the camera is oriented in the proper direction for appropriate recording.
 - vii. Indicate the MVAR equipment's operability on the cruiser log.

2. Activation of MVAR Equipment

- a. Officers shall not cover or obstruct the video lens or microphone of the MVAR equipment for the purpose of intentionally defeating the recording capabilities of the MVAR equipment when Department policies and procedures would otherwise require the MVAR to record.
- b. Officers assigned a cruiser with MVAR equipment shall activate the camera at the inception of any interaction with the public in a law enforcement capacity which can be captured by MVAR equipment. Officers are not required to notify the public when the camera is in use. However, if asked, the officer will inform the person that they are being recorded. This should be documented in the officer's report, if applicable.



**GENERAL
ORDER
5.18**

**MOBILE VIDEO/AUDIO RECORDING
EQUIPMENT**

Effective:
8/2/2020

PAGE 4 of 12

- i. For the purposes of this policy, "interacting with the public in a law enforcement capacity," means that a police officer is in personal contact with one or more members of the public, the purpose of which is to conduct a self-initiated investigation into, or to respond to a third-party complaint involving the possible commission of any offense, violation or infraction.
- c. The recording function of MVAR equipment is automatically initiated when:
 - i. The patrol cruiser's emergency lights are activated; or
 - ii. When a signal device on a Taser is activated within Bluetooth range of the cruiser; or
 - iii. When the cruiser speed exceeds 80 mph; or
 - iv. When the cruiser is in a crash.
- d. Officers relying on any of these automatic triggers should visually check to ensure the system activated properly, when possible. The "Function LED" blinks red when the camera is recording.
- e. Officers should be aware that there is a **60 second** pre-event buffer which is recorded with no audio.
- f. An officer may manually activate the system by depressing the record button on either camera or in the Axon View XL software program on the MDT.

NOTE: At no time shall police officers disregard officer safety or the safety of the public for the purpose of activating or utilizing MVAR equipment.

- g. The MVAR equipment will continue to record until it is manually stopped. The MVAR equipment may be manually stopped:
 - i. During non-enforcement activities such as protecting an accident scene from other vehicular traffic;
 - ii. When interaction with the public in a law enforcement capacity has ended; or
 - iii. When the enforcement action or interaction with the public has been completed, or the detained person is no longer in the officer's custody.



**GENERAL
ORDER
5.18**

**MOBILE VIDEO/AUDIO RECORDING
EQUIPMENT**

Effective:
8/2/2020

PAGE 5 of 12

- h. The power on the MVAR cameras shall be turned off at the end of each shift in order to preserve the cruiser's battery life.
- i. In all circumstances where persons will be video or audio recorded within a police cruiser, the presence of an officer is required. Officers should be aware of Connecticut General Statute § 53a-189, Eavesdropping, which prohibits the surreptitious recording of conversations between two or more persons. If the officer is part of this conversation, then there is no statutory violation.

3. Recording Guidelines

- a. Required Use: Officers shall activate the MVAR equipment under the following circumstances when such circumstances may be captured by MVAR equipment;
 - i. All responses to calls when emergency lights, siren, or both are activated;
 - ii. All vehicle pursuits;
 - iii. All traffic stops, including high risk/felony stops (recording should begin when the officer first signals the vehicle to stop);
 - iv. All DUI investigations;
 - v. Motorist assists;
 - vi. Active motor vehicle accident scenes;
 - vii. When a person is detained and/or is placed in the rear of the patrol vehicle;
 - viii. During contact with any person suspected of criminal activity;
 - ix. Code 3 response (lights/siren) to crimes in-progress;
 - x. Prisoner transports;
 - xi. Vehicle searches;
 - xii. Deployment of K-9;
 - xiii. Physical or verbal confrontations, or any use of force;
 - xiv. Domestic violence calls when the incident may be captured on MVAR;
 - xv. Any situation where an officer, by reason of training and experience, determines that the incident should be documented on MVAR;
 - xvi. Any incident or event not otherwise prohibited by this policy, which may be dangerous, unpredictable, or potentially useful for department training purposes; or
 - xvii. Whenever directed to do so by a supervisor.
- b. Prohibited Uses: No officer shall use MVAR equipment to intentionally record;
 - i. HPD Headquarters parking areas including the gravel lot, except when interacting with the public in a law enforcement capacity or during the



**GENERAL
ORDER
5.18**

**MOBILE VIDEO/AUDIO RECORDING
EQUIPMENT**

Effective:
8/2/2020

PAGE 6 of 12

pre-shift inspection;

- ii. A communication with other law enforcement personnel, including personal conversations between employees, except as the officer performs his/her duties;
- iii. An encounter with an undercover officer or registered confidential informant;
- iv. Any private conversation to which the officer is not a party;
- v. Any training activities, except as expressly authorized by the Academy Commander.

c. Failure to record:

- i. If circumstances prevent the officer from activating MVAR equipment at the inception of an interaction (such as being unsafe or impracticable) the officer shall begin the recording as soon as safe and practicable.
- ii. Officers who do not activate their MVAR equipment in situations where they were required to as outlined above, or who stop the recording prior to the conclusion of the incident without justification, may be subject to discipline. If a citizen complaint is made and the officer had not activated his/her MVAR as required, it will be a factor examined when determining final resolution of the investigation.
- iii. If an officer fails to activate MVAR equipment, fails to record the entire contact, or interrupts the recording, the officer shall document on a CIR why a recording was not made, was interrupted, or was terminated. The CIR shall be notarized by a supervisor.

C. End of Shift Procedures

- 1. Officers shall turn off the MVAR cameras and **MUST SIGN OUT OF AXON VIEW XL** at the end of each shift.
- 2. Officers shall label and catalog as evidence in the following circumstances:
 - a. Any incident where an arrest is made or may be made, a prisoner is transported, and/or a search is conducted.
 - b. An event that captures an officer's reportable use of force in the discharge of his/her official duties.



**GENERAL
ORDER
5.18**

**MOBILE VIDEO/AUDIO RECORDING
EQUIPMENT**

Effective:
8/2/2020

PAGE 7 of 12

- c. Any interaction with the public where the officer determines that it would be prudent to retain the recording for longer than the minimum retention period set forth in this policy.
 - d. An event that is a major motor vehicle or criminal incident involving death, serious injury, or catastrophic property damage.
3. In addition, officers who have recorded an event on their cruiser's MVAR equipment shall ensure the event is classified into the appropriate retention category. Officers shall classify their videos with the appropriate category within 24 hours, unless exigent circumstances exist which would delay doing so. A supervisor must authorize any delay in categorizing an incident. Categorization of an incident can only be delayed with authorization from a supervisor.
4. Officers shall identify the data fields in AXON VIEW XL in the following manner:
 - a. For "Title", use the appropriate 10-code.
 - b. For "ID", use the appropriate two-letter identifier followed by the four-digit year, followed by the five-digit case number. For example:
 - CI 2019-12345 for a Case Incident
 - TS 2019-12345 for a Traffic Stop
 - FI 2019-12345 for a Field Interview

If no case number exists, the ID field may be left blank.

- c. For the "Retention Category", select the appropriate category (ies).

D. Documentation – Reports and/or Citations

1. In situations requiring a CIR and/or citation, officers shall document the use of MVAR equipment in one of the following manners:
 - a. Within the narrative portion of the CIR or supplement; or
 - b. As a notation on a citation.
2. The use of MVAR equipment does not replace the need for required documentation. All required incident/supplemental, or other reports shall be completed, regardless of the video that has been captured.
3. Officers may review the recordings for arrest reports, use of force reports, and potential



**GENERAL
ORDER
5.18**

**MOBILE VIDEO/AUDIO RECORDING
EQUIPMENT**

Effective:
8/2/2020

PAGE 8 of 12

arrests or affidavits, or as needed when preparing written reports of events to help ensure accuracy and consistency of accounts.

4. In incidents involving an officer's use of force (as defined in Use of Force policy 3.01), officers may review their video of the incident before completing his/her force investigation report. Once the officer has completed his/her use of force report he/she may also view the video with the Supervisor conducting the force investigation. Any discrepancies or additional information determined by the review of the video will be documented and explained by the Supervisor in his/her evaluation of the use of force.
5. If MVAR equipment recording is reviewed prior to preparing a written report, the report shall indicate that the recording was viewed prior to writing the report.

E. Training

1. No police officer shall use the MVAR equipment prior to being trained in accordance with manufacturer suggested guidelines in the use of the equipment, and in the retention of data created by such equipment.

F. Supervisory Responsibilities

1. Chief of Police

- a. The Chief of Police shall designate one or more Department members to oversee and administer the storage and management of all digital multimedia video files generated by the use of MVAR equipment.
- b. The Chief of Police or designee shall ensure the MVAR equipment data collection and storage is purged from evidence.com in accordance with the State of Connecticut Library Records Retention schedule and Department policy.
- c. The Chief of Police or designee shall ensure that MVAR video files that are subject to a preservation request or court order are appropriately catalogued and preserved.
- d. The Chief of Police or designee shall approve the method of evidence transfer management (ETM) from the MVAR equipment to a secured storage server, cloud, website or other secured digital media storage.

2. Supervisors



**GENERAL
ORDER
5.18**

**MOBILE VIDEO/AUDIO RECORDING
EQUIPMENT**

Effective:
8/2/2020

PAGE 9 of 12

- a. Supervisors shall ensure that police officers assigned to cruisers with MVAR equipment are using the camera and audio in accordance with policy and procedures as defined herein.
- b. Supervisors shall periodically inspect MVAR equipment assigned to police officers to ensure proper operability per testing protocols provided through training and manufacturer's recommendations.
- c. Supervisors shall ensure that upon being informed by an officer under their supervision that a cruiser's MVAR equipment is damaged or malfunctioning, that such MVAR equipment is inspected and repaired or replaced, as necessary, to the extent practicable. A SIR is required for damaged MVAR equipment.
- d. Supervisors or other persons designated by the Chief of Police may periodically review MVAR recordings of traffic stops and citizen contacts in accordance with this policy as well as reports generated as a result of these incidents to:
 - i. Ensure MVAR equipment is operating properly;
 - ii. Ensure that police officers are utilizing the MVAR equipment appropriately and in accordance with policies and procedures;
 - iii. Immediately resolve citizen complaints by reviewing video captured by the MVAR equipment. In those circumstances where a complaint is resolved with no further action needed, supervisors shall document the incident in a memo to the Internal Affairs Division Commander and tag the video under the appropriate category in evidence.com.
 - iv. Identify any areas in which additional training policy revisions or guidance is required.
- e. Supervisors shall ensure that all MVAR video files are appropriately preserved in accordance with this policy.
- f. Upon request, the Hartford Police Union will be provided with audit trails related to specific videos viewed by supervisors, unless such requests interfere with an ongoing investigation.

NOTE: It shall be deemed a violation of this policy for a supervisor to review recordings for the sole purpose of searching for violations of Department policy or law not related to a specific complaint or incident.

G. Digital File Data Storage and Security



**GENERAL
ORDER
5.18**

**MOBILE VIDEO/AUDIO RECORDING
EQUIPMENT**

Effective:
8/2/2020
PAGE 10 of 12

1. All procedures regarding recordings and data from MVAR equipment shall be those procedures listed in G.O. 5.35, Body-Worn Cameras.
 - a. System Administration (ref. G.O. 5.35 sec. IV.J)
 - b. Authorized Personnel Access to Uploaded Digital Multimedia Video Files (ref. G.O. 5.35 sec. IV.K)
 - c. Releasing or Duplicating MVAR Recordings (ref. G.O. 5.35 sec. IV.L)
 - d. Storage and Retention (ref. G.O. 5.35 sec. IV.M)
 - e. Accountability, Review, and Security (ref. G.O. 5.35 sec. IV.N)
 - f. Request for Deletion of Unintentional Recording (ref. G.O. 5.35 sec. IV.O)
 - g. Request to Use a MVAR File for Training Purposes (ref. G.O. 5.35 sec. IV.P)

Appendix A



GENERAL ORDER 5.18

MOBILE VIDEO/AUDIO RECORDING EQUIPMENT

Effective:
8/2/2020

PAGE 11 of 12

⚠️ WARNING! FOLLOW SAFETY INSTRUCTIONS

Read, understand, and follow all current instructions, warnings, and relevant Axon training materials before using any Axon system. The most up-to-date warnings and instructions are available at www.axon.com.

For more information about Fleet 2 and other Axon Products, visit the Axon Help Center (help.axon.com)

Recording

The Axon Fleet 2 cameras have two operating modes; BUFFERING mode and EVENT (recording) mode. BUFFERING mode is the default mode and provides pre-event buffering to capture activities that occur before you activate EVENT mode.

- 1 Turn the system on. Move the Power switch to the ON position.
 - The camera beeps once.
 - The camera takes a few seconds to boot up and be ready to record (the red area under the switch is exposed when the switch moved to the ON position).
 - The operation LED turns solid red when the camera is booting up and then transitions to blinking green when the system goes into BUFFERING mode.
- 2 The Axon Fleet 2 cameras go into BUFFERING mode after the boot-up sequence. BUFFERING mode holds the previous 30 seconds (configurable by your agency) of video leading up to the beginning of a recording.

To begin recording, tap the camera panel in Axon View XL or quickly press the EVENT button.

 - The selected camera now records video and audio.
 - The camera beeps twice to let you know that recording has started. The operation LED blinks red. The 2 beeps repeat every 2 minutes to indicate the camera is still recording (audio notifications can be deactivated if necessary).
- 3 To stop all recording and return to BUFFERING mode, tap the camera panel in Axon View XL or press the EVENT button. There is a long, audible beep that indicates EVENT mode has ended.

With default settings, the system does not capture audio in BUFFERING mode, so anything recorded in that mode will be video-only. This setting is configurable by your agency. BUFFERING mode starts only after the camera is turned on. The system does not record when the camera is turned off.

Uploading Data

Video from your Axon Fleet 2 cameras is set up to automatically upload via wireless capability. You can review and add tags to videos before they are uploaded using Axon View XL. For more information on using Axon View XL with your Axon Fleet 2 cameras, see the *Axon View XL Operations Guide*.

Zoom Function

The Axon Fleet 2 Front Camera is equipped with a zoom function. This allows you to magnify the image shown while using Live View. The zoom function works in both BUFFERING and EVENT modes.

- 1 In the View XL Control tab, tap **Live View**.
- 2 On the Live View, check that the Front camera is selected.
- 3 Tap anywhere on the screen to magnify that area by 2x. Tap on the screen again to magnify that area by 4x.

Magnification returns to normal 10 seconds after the last screen tap. If you exit Live View and return within 10 seconds, the image will still be magnified.

Tap **Hold** to maintain the current zoom and stop the 10 second countdown. If **Hold** is used during recording, magnification returns to normal when the recording is stopped.
- 4 Tap **Close** to return to the Control tab.

Wi-Fi is a trademark of the Wi-Fi Alliance and Windows is a trademark of Microsoft Corporation.

⚠️, ⚠️, AXON, Axon, Axon Fleet, Axon Fleet 2, and Axon View XL are trademarks of Axon Enterprise, Inc., some of which are registered in the US and other countries. For more information, visit www.axon.com/legal. All rights reserved. © 2018 Axon Enterprise, Inc. MPC0279 Rev: A

Camera/Controller Operation LED

The operation LED displays the system's current operating mode.

Operating Mode	Operation LED
Recording	Blinking red
Buffering	Blinking green
Booting up/powering down	Solid red

Camera/Controller Function LED

The function LED displays when certain functions are enabled:

Function Enabled	Function LED
Mute	Blinking blue
Camera error *	Solid red
Bluetooth feature is booting up	Solid blue
Camera searching for Wi-Fi	Blinking magenta
Camera connected to Wi-Fi	Solid magenta

* Use the power switch to turn the camera off and on.

Audio Notifications

The camera and controller emits beeping sounds called audio prompts to notify you of the system status. These audio prompts usually occur after you perform an action with the camera.

Operating Mode	Audio Notification
Powering on or off	One beep
Recording an event	Two beeps (repeats every 2 minutes)
Enter or exit Mute mode	Two beeps
The device is ending an event and returning to BUFFERING mode	One long beep
The camera is running off the Axon Fleet power unit (the car ignition is OFF) and the battery is at 20% capacity or lower	Four quick beeps (every 5 minutes)
Camera memory is full (camera will not start recording)	Three beeps





GENERAL ORDER 5.18

MOBILE VIDEO/AUDIO RECORDING EQUIPMENT

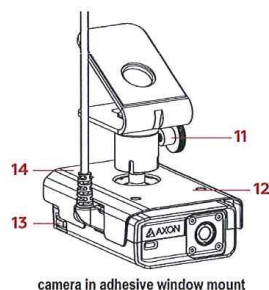
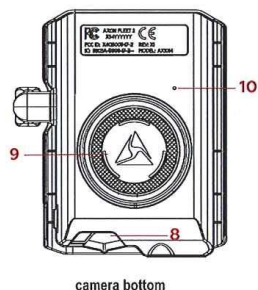
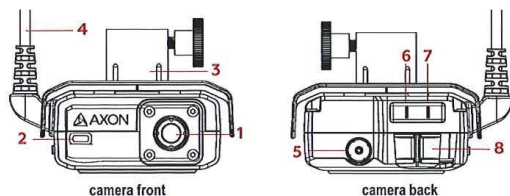
Effective:
8/2/2020
PAGE 12 of 12

Axon Fleet 2 Camera System Quick Start Guide (Beta)

English (U.S./Canada/Australia/U.K.)



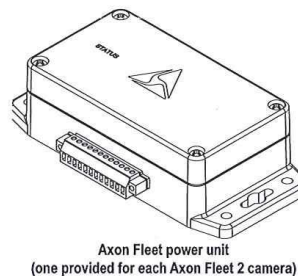
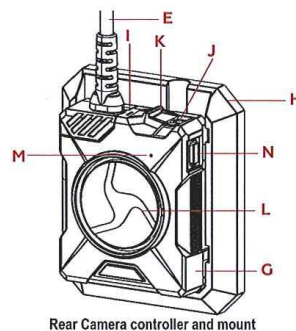
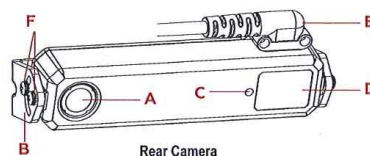
Axon Fleet 2 Front Camera Hardware



Axon Fleet 2 Front Camera Features

1. Camera lens
2. Operation indicator (blinking green = BUFFERING mode, blinking red = EVENT (recording) mode)
3. Swivel ball joint
4. Power/audio cable
5. Dataport (data transfer through PC)
6. Function LED (see table on page 2)
7. Operation LED (see table on page 2)
8. Power switch (red = On/BUFFERING mode)
9. EVENT button (press = start recording; press = stop recording)
10. Speaker
11. Thumbscrew (allows panning and tilting the camera, and then fixing camera in place)
12. Sunshield
13. Function button (mute or add marker)
14. Microphone (under sunshield)

Axon Fleet 2 Rear Camera Hardware



Axon Fleet 2 Rear Camera Features

- A. Camera lens
- B. Camera mount
- C. Ambient light sensor
- D. IR illumination window
- E. Camera cable
- F. Angle adjustment screws
- G. Camera controller
- H. Controller mount
- I. Function LED (see table on page 2)
- J. Operation LED (see table on page 2)
- K. Power switch (red = On/BUFFERING mode)
- L. EVENT button (press = start recording; press = stop recording)
- M. Speaker
- N. Function button (mute or add marker)

Note: A microphone is located on the back of the rear camera.