

JUNEAU POLICE DEPARTMENT PROCEDURES



Title:	In-Car Cameras	Chapter: 4.610
Date Issued:	March 23, 2007	
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I. PURPOSE

The purpose of this policy is to provide officers with guidelines for the use of mobile video-audio recorders known as In-Car Camera (ICC). The Juneau Police Department uses ICC to accomplish several objectives including providing evidence that supports officer's documentation of events, actions, conditions, and statements made during arrests and other critical incidents. It is also a means for reviewing probable cause for arrest, arrest procedures, and officer and suspect interaction.

II. POLICY

Juneau Police Department's policy is to utilize mobile video and audio recording equipment to enhance the effective and efficient delivery of police services and to serve as an asset in the prosecution of criminal cases. The system will be used when officers make traffic stops and when responding to emergency calls and other police-related activities.

III. DEFINITIONS

Emergency Call – Any call for service that results in an officer utilizing the emergency equipment on a patrol vehicle.

Evidence Library – Watchguard software used to store and manage digital evidence recorded by the ICC, as well as, officers' bodycam footage.

ICC (In-Car Camera) – The system installed in a patrol vehicle including two digital cameras, a digital recorder with hard drive, and a wireless microphone.

Laserfiche – Software used by JPD to store digital files including video, audio, images, and scanned documents.

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SFST – Standardized Field Sobriety Test conducted on suspected DWI drivers.

Video Server – Computer server used to store digital images generated by ICC systems.

IV. PROCEDURE

A. Authorized Operators of ICC

1. Any officer who has completed the Department training program in ICC is authorized to use it.
2. Officers are required to use the system under the conditions set forth in this policy.

B. Required ICC Uses – The ICC system will be activated during the following incidents:

1. Traffic stops
2. Emergency responses
3. Vehicle pursuits
4. Crimes in progress
5. DWI investigations
6. Prisoner transports
7. Any situation an officer feels is appropriate, provided it is not prohibited by this policy.

C. Prohibited ICC Uses – The ICC system will not be used in the following circumstances:

1. Inside the police facility
2. For any reason other than official business

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D. System Inspection – Each officer assigned to operate a vehicle equipped with ICC shall conduct an inspection of the system to ensure it is working properly at the beginning of each shift.

1. Officers will position the camera so it will properly record events.
2. Officers will verify that the correct user is logged into the ICC.

E. Malfunction or Damage

1. Any malfunction or damage shall be reported to a supervisor immediately and a repair request completed.

F. General Guidelines for ICC

1. When recording an incident, the officer may want to narrate using the officers' bodycam microphone.
2. Officer shall reduce background noise by turning off the AM/FM radio and other unnecessary audio devices.
3. Officer shall not deactivate the ICC until the enforcement action is completed.
4. Officers will not erase or in any manner alter any recorded digital video or audio data.
 - a. If requested by the prosecution, officers have the ability to provide a copy of the video that has been trimmed to deliver critical elements of the original video to the attorneys so they do not need to review the entire video.
 - b. The original video will be saved, unaltered in the digital evidence management system.
 - c. Both videos will be provided to the prosecutors.
5. Officers shall not jump start or use to jump start a vehicle that has an ICC installed. It may permanently damage the ICC system.
6. If video is errantly recorded under the wrong officer's name, the officer who made those recordings will report it to their supervisor so that the supervisor can assign the videos to the correct person using the Evidence Library software.

G. Citizen Notification

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1. An officer operating ICC may inform a citizen, suspect, or arrested individual that actions/conversations are being recorded if questioned, or if the officer believes it would be beneficial to do so.
2. Officers are not required to discontinue recording at the request of anyone other than a sworn JPD supervisor.

H. Recordings

1. When an arrest or other significant event is recorded, it shall be preserved.
2. The officer will transfer the images of the event from the video server to the Laserfiche digital evidence management system.
3. The officer will note in any arrest or related report that the incident was recorded.
4. Images will be maintained on the video server for 60 days.

I. Copies

1. When citizens want copies of ICC recordings for open cases due to trials, they will be directed to contact the City Prosecutor/District Attorney who will formally request them under rules of discovery.

J. Supervisor's Responsibilities

1. If a vehicle is damaged permanently, the USB drive will need to be removed and uploaded manually to the video server.
2. If a vehicle is being taken out of service for an extended period of time, all video will be first uploaded to the server. The USB drive can always be removed and uploaded manually if the vehicle is not able to upload wirelessly.
3. Supervisors will complete a random monthly quality control review of video data saved to the server of their assigned officers. The quality control review should include a minimum of ten random viewings of video data each month. The review shall serve as a training tool for feedback to the officers, as well as, assure that the system is being used correctly.

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4. Any repair requests shall be forwarded to the IT Unit.

K. Information Technology (IT) Unit Responsibilities

1. Maintain an inventory list and replacement schedule for all ICC equipment.
2. Facilitate repair and replacement of all ICC equipment as requested.

L. Possession and Distribution of Images

1. All ICC images are the property of the Juneau Police Department.
2. Other than dissemination within the Criminal Justice System as described within this policy, dissemination of images or audio outside JPD is strictly prohibited without authorization of the Chief of Police or designee.

Ed Mercer

A handwritten signature in dark ink, appearing to read "Ed Mercer".

Chief of Police