




City of Manassas Police Department General Duty Manual



Effective Date: 09-26-2015	GENERAL ORDER	Number: 06-31
Subject: In-Car Video Systems		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed 08-20-2019		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 41.3.8	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 3

PURPOSE:

To provide officers with guidelines for the use of the in-car camera system.

POLICY:

The in-car camera system has been demonstrated to be of value in the prosecution of traffic violations and related offenses; in the evaluation of officer performance, as well as in training. In order to maximize the utility of this equipment in these and related areas, officers shall follow the procedures for the in-car camera system set forth in this General Order.

DISCUSSION:

N/A.

PROCEDURE:

I. Program Objectives

- A. The Department has adopted the use of an in-car camera system in order to accomplish several objectives, including:
 1. Accurate documentation of events, actions, conditions and statements made during arrests and critical incidents, so as to:
 - a. Enhance officer reports.
 - b. Assist in the collection of evidence.
 - c. Enhance officer testimony in court proceedings.
 2. The enhancement of the Department's ability to:
 - a. Review probable cause during arrests.
 - b. Review arrest procedures.
 - c. Review officer / suspect interaction.
 - d. Collect and document evidence for investigative purposes.
 3. To aid in the evaluation of officer performance.
 4. For in-house officer training.

II. Administration

- A. The Technical Services Sergeant is the Department in-car camera system program supervisor and ensures that proper maintenance and repairs are performed in a timely and efficient manner. The Technical Services Sergeant is notified of any needed repairs or non-functional in-car camera system.
- B. Responsibilities.
 1. Overall administration of the in-car camera system program.
 2. Storage of data files.
 3. Manages instructor training and in-house training for the operation / maintenance of in-car camera system.

Effective Date: 09-26-2015	GENERAL ORDER	Number: 06-31
Subject: In-Car Video Systems		Page: 2 of 3

III. Operating Procedures for Axon View XL In-Car Camera System

- A. Prior to the start of each shift, officers operating a vehicle equipped with an Axon Fleet camera system shall inspect all equipment related to the camera system and ensure it is operating properly. In the event a maintenance issue is discovered, the duty supervisor and Technical Services Sergeant should be notified.
- B. Each vehicle equipped with Axon View XL is assigned two Axon Fleet cameras, which are to remain with the assigned vehicle. The officer operating the vehicle must ensure that one camera is secured to the front mount on the inside of the windshield and is position to record the area in front of the vehicle. The second camera must be secured to the mount on the partition to the rear of the front passenger seat, in order to record the prisoner compartment of the vehicle.
- C. The officer shall log into the Axon View XL application on the Mobile Computer Terminal (MCT). This ensures that recordings are uploaded to the evidence.com account of the officer who created them. Officers are to log in with their assigned evidence.com user name and password. Once the user is successfully logged in, the camera status is displayed on the MCT screen.
- D. Once the user has successfully logged in to Axon View XL and the cameras are mounted properly, "Ready" will be displayed as the camera status on the MCT screen.
- E. To start recording, the user may tap the camera window on the MCT screen that correlates with the camera that is to be activated. Both cameras may be activated and operated at the same time. Recording also begins when the vehicle's emergency lights are activated. Once recorded has started, the color of the camera window on the MCT screen changes to red.
- F. To stop recording, the user must tap the camera window on the MCT screen.
- G. To review camera recordings, tap the "Review" icon on the main screen. This is also the tab where metadata and tags are added to the user's videos.
- H. At the end of the shift, the user must sign out of the Axon View XL application. This ensures that future recordings created by other officers are not assigned to the previous user.
- I. If not completed prior to exiting the Axon View XL application, all videos recorded by Axon Fleet cameras must be properly tagged by the user to ensure proper retention.
- J. The Technical Services Sergeant and Body Worn Camera Administrator will address any known problems with Axon Fleet cameras or Axon View XL operation.

IV. Supervisor Responsibilities

- A. Supervisors of officers who operate vehicles equipped with an Axon Fleet camera system are responsible for ensuring that:
 - 1. Officers follow established procedures for the use and inspection of the in-car camera system.
 - 2. At minimum, (2) of each of their officers' in-car camera recordings are randomly reviewed monthly by supervision to ensure adherence to General orders, system maintenance policies as defined in section IIIA, and to identify any areas where additional training, guidance or other appropriate action is warranted. Monthly reviews shall be notated in the Note field of the video.
 - 3. The Technical Services Sergeant is notified of any operational issues or any needed maintenance of related equipment.

V. Access and Retention

- A. All sworn members may, and are encouraged to, review their own in-car camera recordings to ensure accuracy and consistency when documenting law enforcement encounters, preparing for a court or an administrative proceeding, or reviewing/critiquing his or her performance. The Chief of Police or his designee may deny a member permission to review a recording, including, but not limited to, when the recording involves a significantly traumatic event and/or where viewing the recording could further jeopardize the emotional well-being of the involved member.
- B. In-car camera recordings may be reviewed by the Public Safety IT Specialist/System Analyst and Technical Services Sergeant.
- C. In-car camera recordings involving investigations assigned to the Investigative Services Division (ISD) may be reviewed by the detective(s) assigned to that particular case.

Effective Date: 09-26-2015	GENERAL ORDER	Number: 06-31
Subject: In-Car Video Systems		Page: 3 of 3

- D. Members are encouraged to notify a supervisor of any in-car camera recordings that may be of value for training purposes. Once notified, the supervisor will review the recording and in conjunction with the Chief of Police or his designee, determine whether the recording should be utilized for training purposes.
- E. All in-car camera recordings shall be categorized as either evidentiary or non-evidentiary.
 - 1. Evidentiary recordings include, but are not limited to:
 - a. Recordings related to a criminal case, charge and/or investigation;
 - b. A traffic stop where a citation was issued;
 - c. A civil case involving the city or MCPD;
 - d. A use of force;
 - e. An internal administrative investigation
 - f. A citizen’s complaint concerning the MCPD or a specific member; and g. An injury to a member or citizen.
 - 2. Non-evidentiary recordings include all recordings that are not evidentiary recordings.
 - 3. On a weekly basis, the member shall log into Evidence.com and properly categorize any recordings that are tagged as “NONE”. If the video recording tagged as “NONE” is of non-evidentiary value and not related to any call for service, the recording may be categorized by the member under the miscellaneous category. Recordings categorized as miscellaneous will be purged by the system after 60 days.
 - 4. Though Evidence.com is aided by CAD integration, the member shall check their in-car camera recordings on a weekly basis to ensure they are properly tagged and categorized. Any system errors should be reported to the Body Worn Camera Coordinator and Technical Services Sergeant.
- F. All non-evidentiary in-car camera recordings shall be retained for a period of 60 calendar days after the video is recorded and then automatically and permanently purged from storage.
- G. All evidentiary in-car camera recordings shall be retained for a period of at least 180 calendar days after the video is recorded. After 180 calendar days, the recording(s) shall be retained or disposed of in compliance with federal and state laws, regulations, requirements, rules of discovery and court orders. When the required retention period ends, all evidentiary recordings shall be permanently purged from storage.
- H. If the need arises to retain an in-car camera recording for longer than the required retention period, a member or supervisor will submit a request to the Public Safety IT Specialist/System Analyst.
- I. In-car camera recordings needed for presentation as evidence in a court hearing will be accessed via the internet at evidence.com utilizing the kiosks available at the Court.

Attachments: N/A.

Index as: In-Car Camera System.

References: The Commonwealth of Virginia, Library of Virginia, Records Retention and Disposition Schedule, General Schedule Number 17, available at: <http://lva.lib.va.us/state/records/sched.ule/gs-17.htm>