


## TRUMBULL POLICE DEPARTMENT POLICY

	POLICY TITLE <b>Mobile Video/Audio Recording</b>		POLICY NUMBER <b>8.1.1</b>
	EFFECTIVE DATE Dec. 8, 2016	REVISION DATE(S)	
	APPROVAL AUTHORITY SIGNATURE:		

**A. PURPOSE:**

The purpose of this policy is to provide members of the Trumbull Police Department with guidelines for the use, management, storage, and retrieval of audio-visual media recorded by in-car video systems.

**B. POLICY:**

The use of an in-car video system can provide powerful evidence of criminal activity. The In-Car Camera has also proven to be a valuable tool for law enforcement practitioners by documenting their honesty, integrity, and professionalism. By virtue of their authority, law enforcement personnel are held to a higher degree of accountability by the community and must continuously strive to ensure that this contract is not violated. Therefore, by keeping this trust and maximizing the effectiveness of this valuable tool, the following procedures for In-Car Camera equipment use are set forth.

**C. DEFINITIONS:**

Digital Video Recorder (DVR): Patrol vehicle video and audio recording camera/microphone system.

Remote Microphone: External Microphone, re-chargeable, wireless audio transmitter.

HDD: Hard Disk Drive, a removable secure storage drive in the DVR which stores the recordings.

**D. PROCEDURE:**

The Trumbull Police Department has adopted the use of In-Car Cameras to accomplish the following:

1. To provide an accurate depiction of events for courtroom presentation.
2. To accurately capture statements and events during the course of an incident.
3. To enhance the officer's ability to document and review statements and actions for report purposes and for courtroom preparation.
4. To provide an impartial measurement for self-critique and field evaluation during recruitment and new officer training.
5. To be used as an investigative tool to capture visual and audio information and to further existing and future investigations

## Police Officer Responsibilities:

- 1) Read and understand any user manual or guide for the DVR systems utilized by the Trumbull Police Department. Be proficient with the control panel features and operation of the in car DVR system and the Remote Microphone.
- 2) At the beginning of each shift, check the DVR system, if required, log in to the system. Inspect the remote microphone and its base charger to assure they are undamaged, in working order and if applicable, the DVR's storage hard drive (HDD) is not full. Assure the cameras are pointed in the proper direction and camera view is unobstructed.
- 3) Any malfunctions or damage to the DVR or remote mic, shall be reported to a Supervisor immediately. In addition, if the unit is equipped with a removable HDD and it becomes full during the shift, inform Supervisor and have HDD replaced as soon as possible.
- 4) If Remote Mic is fully charged, remove the mic from base charger and wear securely on body, unless wearing a body camera which will record audio in place of remote Mic.
- 5) The DVR will automatically power on when the vehicle ignition is on, the unit will also initialize and be in a ready mode without requiring any action. If the vehicle ignition is turned off, the unit should be powered down, However the DVR can be left on if exiting for details during shift, DVR will self-power down after a set time of ignition off.
- 6) Video (With no audio) will be automatically saved for one minute prior to any manual or triggered activation. DVR will then record until video and audio recording is manually stopped by the user. Video recording will not be stopped, unless the incident or event is over and or no longer requires recording.
- 7) Internal vehicle audio will be recorded (after the pre-record minute) and cannot be muted. The remote mic, if in standby mode also will record audio. The remote mic shall allow muting to comply with and allow any privacy. *This would apply to not recording any third party conversations with the remote mic, when and where the party has a reasonable expectation of privacy and has not authorized such recording. This does not apply to the interior of the Police Vehicle.*
- 8) The following incidents shall be both audibly and visually recorded:
  - A. All traffic stops (to include but not limited to traffic violations, stranded motorist assistance and all crime interdiction stops.)
  - B. All priority responses
  - C. All vehicle pursuits
  - D. All prisoner transports
  - E. Any situation or event that the officer through his/her training and experience believes should be audibly and visually recorded.
- 9) Assure DVR is powered down and remote mic is properly seated in charger at end of shift or if vehicle is taken out of service. Report any damage or malfunction if occurred during shift.

- 10) Units not equipped with automatic downloading feature, Officers shall inform Supervisor of any exigent need for HDD to be downloaded prior to being full. HDD 's will normally be downloaded after all space is used and the video data archived up to 30 days.
- 11) Note at the end of Narrative Police Report that event was recorded by DVR & vehicle number and request the video evidence be preserved.

**Supervisor responsibilities:**

- 1) Read any user manual or guides for the DVR systems used. Supervisor is responsible to assure Police Officers have received training and are proficient in the contents of this Policy and Procedure and the operation of the DVR and Remote Mic.
- 2) Assure DVR is used for situations under item number seven above; Officer's Responsibilities.
- 3) Conduct periodic reviews of recorded events by viewing the in car system screen. Assure system is being properly used, recordings are not being terminated prematurely and audio is being recoded with remote mic. Utilize videos for Officer training, especially with recruit officers and their Training Officer's.
- 4) Be familiar with the technical procedure for removal and remove from the DVR, any HDD that is full and secure in the evidence closet. Replace with blank HDD. Any HDD which contains recordings which are needed expeditiously, assure that this is completed as needed.
- 5) Report to designated department member, any malfunction, damage or repair issue related to the DVR, Remote Mic or equipment for prompt attention.
- 6) In addition, it is the responsibility of the Records Division Supervisor as the designated custodian of all DVR media, to assure the chain of custody and preservation of all downloaded recordings. There will be a designated Secure Storage Drive or Media maintained by the Records Supervisor to which video recordings will be download and stored. The recordings will be preserved for a reasonable time frame with a minimum retention period for all recordings of 30 days unless held as evidence. A court Inventory JD-CR-18 (Green sheet) shall be completed when a video is copied for evidence.
- 7) The Records Supervisor will also be responsible, for the secure duplication of any video recording to comply with Subpoena, Law Enforcement or Freedom of Information Act Request or any other authorized request for duplication of a recorded event.