



POLICY & PROCEDURES

HOLMEN POLICE DEPARTMENT

SUBJECT: **MOBILE VIDEO RECORDING EQUIPMENT** NUMBER: 12.3
SCOPE: ALL DEPARTMENT PERSONEL ISSUED: 03/01/2012
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PURPOSE

The purpose of this policy is to establish procedures and guidelines for the use of in-car mobile video recording equipment.

DEFINITIONS

MVR: Mobile Video Recorder. A system that captures audio and video signals capable of installation in a vehicle. The system includes, at a minimum, a camera, microphone, recorder and monitor.

POLICY

The use of an MVR system provides persuasive documentary evidence and helps defend against civil litigation and allegations of officer misconduct. Officers shall adhere to the operational objectives and protocols within this policy.

PROCEDURES

1) PROGRAM OBJECTIVES

The Holmen Police Department has adopted the use of MVRs to accomplish the following objectives:

- a. To enhance officer safety
- b. b) To accurately capture statements and events stemming from an incident and to aid the officer in completing their report (evidentiary purposes)

2) GENERAL PROCEDURES

It shall be the responsibility of this department to ensure that the MVR systems are installed according to the manufacturer's recommendations.

- a. MVR equipment shall automatically activate when emergency equipment (lights and/or siren) is operating. The system can be activated manually or be turned on with the wireless body camera; **which is to be worn on your person at all times unless it needs charging.**
- b. b) Placement and operation of the system will meet the manufacturer's guidelines.
- c. c) All officers, that are assigned squads with an MVR system, will be shown how to use the equipment.

3) OFFICER'S RESPONSIBILITIES

- a. Officers shall use the MVR system according to the specifications of the manufacture and in accordance with their training.
- b. b) Prior to the start of each shift, officers shall inspect the system to ensure that it is properly functioning. The inspection includes:
 - Ensuring that the MVR system has power and is ready to record

- Ensuring that the wireless body camera has power and is functioning properly
 - The video camera is positioned to record properly
 - The monitor is functioning and is displaying the correct date/time, etc.
 - **The digital storage card shall be downloaded after each shift by the officer.**
 - c. Malfunctions, damage, failure to download of files or any other problems with the MVR shall be reported, as soon as is practical, to a supervisor and an incident report generated. A copy of the report shall be sent to the Chief and Lieutenant.
 - d. When completing written reports in which an MVR was used, officers should review the recordings first to ensure that their reports accurately portray what took place.
- 4) MANDATORY RECORDINGS
 - a. Traffic stops (to include, but not limited to traffic violations and disabled vehicles)
 - b. b) Vehicle Pursuits
 - c. c) Suspicious vehicles/persons or “Out with Party” type calls
 - d. d) Priority responses, anytime you are running with lights and siren activated, or at a speed higher than the posted limit with lights and siren off.
 - e. e) Any situation not covered above, in which an officer’s training and experience would indicate that the incident should be recorded.
- 5) OPERATIONAL PROTOCOLS
 - a. With the exception of police radios, officers shall ensure that the volume of other electronic devices within the squad does not interfere with the MVR recording
 - b. b) When the MVR is activated to document an incident, it shall not be deactivated until the event has been concluded. Exceptions to this are:
 - The incident is of such duration that the MVR may be deactivated to conserve recording times; **and**
 - The officer does not reasonably believe that deactivation will result in the loss of critical information; **and**
 - The intention to stop the recording has been noted by the officer
 - c) The wireless body camera is to be activated to record audio/video when you are in call related contact with subjects outside of the squad
 - d) Officers shall not erase or alter MVR USB keys, MVR flashcards or hard drives
- 6) SUPERVISOR’S RESPONSIBILITIES
 - a. Supervisors shall ensure that all employees follow the procedures for the operation of the MVR’s
 - b. Supervisors who are advised that there is a problem with, or a malfunction of, an MVR shall ensure that the unit is looked at and repaired by qualified personnel
 - c. c) Minor infractions, not criminal in nature, that are observed by a supervisor will be treated as a training opportunity for the officer(s) involved and not as a disciplinary action. Should the behavior or action continue after training, it could then lead to disciplinary or corrective measures being taken
 - d. d) When there is a serious incident that occurs, and it is captured on the MVR, the supervisor shall ensure that the recording is safeguarded until such time as it can be properly downloaded. Serious incidents would include but are not limited to: serious crime scenes, departmental shootings, squad involved crashes
- 7) RETENTION
 - a) The MVR system has set in place certain categories for retention of video /audio recordings. The following are the categories and retention times:

▪ Arrest/pursuit/chapter	7 years
▪ Ord/Traffic Citation	1 year
▪ K-9 sniff	1 year
▪ Traffic Warning	120 days
▪ Traffic Crash	120 days
▪ Other/General	120 days
▪ Use of Force	Indefinitely
▪ Internal Affairs	Permanent

▪ Permanent File

Permanent

- b) When officers download recordings after each shift they shall place a call type on the recording. If an arrest was made the officer shall note in his/her reports and an email sent to the system administrator that an original recording should be copied and placed with the report.
 - c) If the officer believes a copy of a recording should be copied they shall notify the system administrator of this recording and also note in their report.
 - d) No recordings shall be released without the consent of the Chief or Lieutenant.
- 8) STORAGE AND COPIES OF MVR DATA
- a. The Chief will appoint an MVR Technician who will be responsible for overseeing the video and audio recordings that are downloaded from the MVR's. They will also be responsible for making copies of the recordings should it be necessary.
 - b. All MVR video and audio recordings are property of this department. Dissemination of these recordings outside of the agency is strictly prohibited; unless it is authorized by the Chief. An exception to this would be for approved staff to send the recordings to the District Attorney's Office for court purposes.
 - c. Pursuant to Wisconsin's open records laws, copies of video and audio recordings may be released to the public. If there are any questions about whether or not the recordings shall be released, the La Crosse County District Attorney's office will be consulted. The department will have in place a fee for the duplication. This fee will include the cost of materials and the costs of the reproduction effort.

Chief of Police
Shane Collins