

MISSOULA POLICE DEPARTMENT POLICY MANUAL



<i>Subject:</i> MOBILE VIDEO EQUIPMENT		
<i>Effective Date:</i> 4/25/2018	<i>Original Date:</i> 01/01/2008	<i>Next Review:</i> 4/25/2021
<i>Chapter</i> 9	<i>Policy #</i> 9.60	<i>Distribution:</i>
<i>References:</i>		

I. Purpose

The purpose of this policy is to establish guidelines for the use of the in-car and body worn audio/video recording systems and the handling of subsequent data.

II. Policy

It is the policy of the Missoula Police Department to use in-car, or body worn video systems to provide accurate documentation of events, actions, conditions, and statements made during law enforcement activities. Mobile video enhances our ability to review probable cause for arrest, arrest procedures, suspect/officer interaction, provides valuable officer training and establishes an impartial witness to officer/citizen contacts. The use of the mobile video systems shall be in accordance with applicable statutory and case law.

III. Definitions

DV: Digital Video

DVR: Digital video recorder

Body worn camera: A video camera designed to be worn by an officer at all times, while on duty, such as a Cop Vu camera or similar system

In car camera: A video camera system installed in a police department owned vehicle. The current system used by the Missoula Police Department is the L3 video system.

IV. Procedures

A. Implementation and Care of Data Capture Equipment

The Chief of Police or his designee shall authorize MPD vehicles to be equipped with in-car cameras. The DV in-car system shall consist of a forward facing camera, rear seat camera, DVR, monitor, remote microphone, and a charge/sync dock for the remote microphone.

1. The proper care of in-car camera equipment installed in an MPD vehicle is the responsibility of the employee operating that vehicle, including:

- a. Employees shall operate the equipment according to MPD training, policy and standard operational procedures.
 - b. Employees shall not remove, dismantle or tamper with in-car audio/video data capture equipment or software.
 - c. Officers may operate vehicles with non-functioning in-car data capture systems only if no other vehicle is reasonably available.
2. Damaged in car video equipment will be reported to the Communications Shop on a Vehicle Maintenance Report form. A supervisor will also be informed of the damage.

B. Operation of in-car Data Capture Systems

In-car video recording is automatically initiated when a vehicle's emergency lights are activated, manually activated or activated by crash sensor. Recorded video data includes events 60 seconds prior to activation of the emergency lights or any other initiating event. Employees shall not deactivate any feature of the recording system.

1. In-car data capture equipment shall be activated, when reasonably possible to do so, to record all official duties.
 - a. Official duties include
 - i. Contact with victims, witnesses and suspects in regard to calls for service or officer initiated contact concerning criminal or suspicious activity, service of any court order and welfare checks to include medical calls or suicidal people.
 - ii. All searches of persons, vehicles and buildings to include searches because of an alarm.
 - iii. All traffic stops and any other time the vehicle's emergency equipment is activated.
 - iv. The transport of any person related to criminal or suspicious activities or for humanitarian reasons.
 - v. Any personal contact that becomes adversarial, once the officer realizes the contact is becoming adversarial.
 - vi. Documentation of all crime or crash scenes.
 - vii. Any activity that a reasonable officer would know would be important to record.
2. Employees shall use the in-car data capture system to accurately capture events by:
 - a. Leaving the transmitter/microphone power switch in the "On" position while on-duty so that the transmitter/microphone can automatically record audio whenever the in-car video system is recording.
 - b. Officers using the system shall, whenever available, wear at all times the transmitter/microphone in a position so that it

can adequately record audio with the built-in microphone or by wearing the external microphone with the transmitter to adequately record audio.

3. Employees using the DV system are required to mark incident with the appropriate code at the conclusion of the event:

Unclassified
Traffic stop-citation
Traf A4/Code 3/TrafCon
Sex Offense/Homicide
Criminal or Interview
DUI or pursuit
Fatal or LE crash
Misc

4. Once initiated, video and audio recording shall not be terminated until the event is complete with the following exceptions:
 - a. Under supervisors direction.
 - b. Employees may stop recording if there is no need to collect further data. (ex. Directing traffic, parades or escorts)
5. The DV system may only be used to record events that are of concern to the Missoula Police Department.

C. Operation of body worn camera systems

1. Officers utilizing any department issued or personally owned body worn camera will use, when reasonably possible, the recording device to document all official duties.º
 - a. Official duties include
 - i. Contact with victims, witnesses and suspects in regard to calls for service or officer initiated contact concerning criminal or suspicious activity, service of any court order and welfare checks to include medical calls or suicidal people.
 - ii. All searches of persons, vehicles and buildings to include searches because of an alarm.
 - iii. All traffic stops.
 - iv. The transport of any person related to criminal or suspicious activities or for humanitarian reasons.
 - v. Any personal contact that becomes adversarial, once the officer realizes the contact is becoming adversarial.
 - vi. Documentation of all crime or crash scenes.
 - vii. Any activity that a reasonable officer would know would be important to record.

D. Data Transfer and Documentation

1. Employees shall document within their official reports, and/or notice to appear citations that in-car and/or body worn video recordings were made during their law enforcement activities.
 - a. The recording officer shall identify in their report and on the evidence screen the time, date, location, recording officer and a car number in which the recording was made.
2. An officer utilizing a body worn camera is responsible for identifying, marking, and uploading any video which is considered evidence.
 - a. Any personally owned recording devices that are to be used on duty must record in a format that can be downloaded onto a department computer or burned to a CD/DVD
 - b. Any recording that is downloaded or burned to CD/DVD must be recorded as, or logged in as evidence.
3. Once a recording, photograph or data, which was recorded on a personally owned device, has been downloaded or burned to CD/DVD the officer must delete the recording before using the device for personal use.
4. An officer may not save any recordings, pictures or data recorded in the course of their duties, on their personally owned devices such as phones, cameras, video recorders, computers, electronic storage systems or any other similar items or any personally owned storage account.
5. An officer may not distribute any recordings, pictures or data recorded in the course of their duties, using their personally owned devices except to save them as evidence or to distribute them as required for criminal justice reasons.

E. Supervisory Responsibilities

1. Supervisory personnel who manage employees using patrol vehicles equipped with in-car cameras shall ensure that:
 - a. Employees follow established procedures for the use and operations of in-car camera, handling of audio/video recordings, and the completion of data transfer and documentation.
 - c. Random review of officers' performance may be conducted by supervisors utilizing recorded information from the DV.