

General Order 97-1
Departmental Operational Policies and Procedures: Patrol Vehicle Camera Use
EFFECTIVE DATE: February, 1997 REVIEW DATE: October, 2008

I. PURPOSE AND GOALS

A. PURPOSE

The purpose of this order is to establish guidelines and procedures to be followed when officers use the in-car video camera equipped vehicles.

B. GOALS

The video and audio recording produced by this system is in a format admissible in court as evidence to events as they occurred. The following procedures will ensure the integrity of the system and its acceptance by the courts.

Recordings will be utilized to facilitate convictions of violators. Recordings may also be reviewed as a result of allegations made regarding improper officer behavior. The recordings will not be routinely reviewed to monitor officer performance. Minor policy and procedural violations noted during the review of a recording will be the subject of counseling and training.

II. EQUIPMENT

The in-car video system being utilized is the POLICE VIDEO SYSTEMS, INC., CTU (Compact Trunk Unit). The CTU has four basic parts:

1. Camera - mounted behind the mirror on windshield.
2. Monitor/Control panel - mounted on the roof just behind the mirror.
3. Tape Unit - mounted in the trunk.
4. Microphone - worn by the officer.

The VHS tape records the image seen by the camera (as displayed on the monitor) and the audio when the system is in "record" mode and the microphone is "on." The system has a continuous date/time and unit identifier on the tape.

III. PROCEDURES

A. Video procedures.

1. A VHS tape is continuously in the recorder located in the trunk of the patrol unit. When the full tape indicator light is activated on the control panel, the officer assigned to the patrol vehicle will install a new tape.
 - a. When removing or replacing a tape always write the date on the tape.
 - b. Tapes will be maintained for at least one year, unless the tape has been entered into evidence.