

# PALM BEACH GARDENS POLICE DEPARTMENT

## IN-CAR VIDEO SYSTEMS

### POLICY AND PROCEDURE 4.2.3.21

<b>Effective Date :</b> 06/10/2015	<b>Accreditation Standards:</b> CALEA 41.3.8 CFA 22.04M	<b>Review Date:</b> 08/01/2016
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**PURPOSE:** To establish standard's governing the use of in-car video recording systems.

**SCOPE:** This policy and procedure applies to officers using such systems.

**REVIEW RESPONSIBILITY:** Traffic Unit Sergeant

**POLICY:** In-car video systems, when available, will be used in compliance with this policy and procedure to accurately document incidents and events that officers encounter during a tour of duty. Currently, video recording systems are installed solely in traffic crash investigation vehicles, and the Traffic Unit Sergeant is responsible for compliance with this policy.

## PROCEDURES

### 1. EQUIPMENT

- a. Only equipment provided by the department will be utilized for in-car video recording.
- b. The type and specifications of the equipment may vary depending on the availability of equipment and technology, however all recording equipment shall meet the following guidelines:
  - i. The recording equipment must utilize removable media for submission of the original record into evidence when required.
  - ii. The recording equipment must be equipped with a monitor to allow immediate review of recordings as well as for verifying the aim and operation of the equipment.
  - iii. The recording equipment must include a microphone and transmitter that can be worn by the officer for the recording of audio during a contact.
- c. The recording equipment must be installed in such a way as to cause it to be automatically activated when the vehicle's blue lights are activated as well as to be activated manually. The equipment may also utilize a remote activation system if available.

### 2. OPERATION/USE OF THE RECORDING SYSTEM

- a. The recording equipment will have the power on at all times during the shift, but the equipment will not always be in the record mode.
- b. Officers operating vehicles equipped with recording equipment should record all traffic stops and pursuits. Officers should also record other events, situations, and circumstances at the officer's discretion. These may include, but are not limited to, traffic crash scenes, suspicious persons and situations, and traffic surveillance.
- c. The wireless microphone should be worn and activated during any video recording. It may be stored in the vehicle and turned off when not in use.

- d. Officers are encouraged to provide narration with the video recording prior to a stop. The officer should verbalize what he/she is observing and continue verbalizing other cues as they occur, both before and during a stop. The recording should also include the radio transmission concerning the vehicle description, including tag, and location of the stop.
- e. While there is no legal requirement that officers inform those they stop that they are being recorded, officers are encouraged to do so. If the person being stopped asks, they shall be advised that they are being recorded.

### **3. RECORDING MEDIA SECURITY AND STORAGE**

- a. The officer assigned to a vehicle with a recording system shall be responsible for the security of the recording media.
- b. Whenever the officer is out of direct contact with his/her vehicle that is equipped with a recording system, the officer must secure the vehicle to prevent others from having access to the recording media.
- c. The officer using the equipment will be responsible for the placement of new recording media into the recorder when needed.
- d. If the recording media needs to be placed into evidence, such as for a DUI arrest, the officer making the recording shall do so according to department guidelines for evidence handling and submission. Any device to prevent accidental erasure of the recording shall be utilized when placing the recording into evidence. Such recording media should not be reused, but may be destroyed when no longer needed as evidence.
- e. If a non-criminal incident occurs that may require use of the recording media for further investigation, such as a citizen complaint, the officer involved shall notify his/her supervisor. The supervisor shall take custody, if warranted and maintain the security for Professional Standards, if required. New recording media will be placed into the recording equipment.
- f. Any supervisor of an officer using an in-car recording system may remove the recording media at any time for review. When doing so, the supervisor shall ensure that new recording media is placed in the recorder.
- g. If an officer feels that a recorded incident has training value, the officer may advise his/her supervisor of that. With the concurrence of the supervisor, the recording may be provided to Professional Standards and Training for review.

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**RESPONSIBILITY INDEX:**

- TRAFFIC UNIT SERGEANT
- SERGEANTS
- OFFICERS

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**APPROVED:**



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**Stephen J. Stepp**  
**Chief of Police**

**6/10/2015**  
**Date**