

Policy Title Recording, Mobile Video and Auto	Policy Number 144	Effective Date 11-28-2012
Topics Mobile Video Recording, Audio Recording	Standard Reference	Number of Pages 2
Issued By Chief of Police Conny Clay	Special Instructions	Revision Date(s)

I. PURPOSE

It is the purpose of this policy to provide officers with guidelines for the use of mobile video recording equipment.

II. POLICY

Mobile video recording (MVR) equipment has been demonstrated to be of value in the prosecution of traffic violations and criminal offenses, complaint investigation, as well as addressing training needs. In order to maximize the use of this equipment in these and related areas, officers will follow the procedures for MVR equipment use as set forth in this policy.

A. PROGRAM OBJECTIVES

The Choctaw Police Department has adopted the use of video recording systems to accomplish several objectives. These objectives include, but are not limited to:

1. Accurate documentation of events, actions, conditions and statements made during arrests and critical incidents, and for presentation in court as evidence.
2. Protection of the officers against false or inaccurate complaints, accusations or claims made against the officer.
3. Increasing officer safety and professionalism, by giving the officer the ability to review his or her own performance in a real life environment.
4. To aid in the identification of training needs within the Choctaw Police Department and as a training aid during the "Field Training" program of police officers.

III. MVR PROCEDURES

A. GENERAL MVR PROCEDURES

The MVR equipment shall adhere to the following procedures when operating equipment:

1. MVR equipment installed in a vehicle is the responsibility of the officer assigned to that vehicle and will be maintained according to manufacturer's recommendations.
2. Officers shall not alter or modify MVR equipment in any way.

3. Prior to each shift officers shall determine whether their MVR equipment is working satisfactorily and shall bring any problems at this or other times to the attention of their immediate supervisor as soon as possible.
4. MVR equipment will automatically activate when the vehicle's emergency warning devices are in operation. Body worn cameras will be activated when responding to a call or the initiation of a vehicle stop and will remain on until the event is completed.
 - a. The actions of suspects during interviews, sobriety checks or placing someone into custody.
 - b. The circumstances at crime and accident scenes or other events that may prove useful in later judicial proceedings such as the confiscation and documentation of evidence or contraband.
5. Officers shall not erase, reuse or in any manner alter MVR tapes, memory cards or any other storage device except within the guidelines set forth in this policy.
6. Administration and Officers shall ensure they are equipped with an adequate supply of videotapes, memory cards etc. to complete their tour of duty.
7. Officers are encouraged to inform their supervisor of any videotape sequences that may be of value for training purposes.
8. Officers will note in offense and arrest reports when MVR recordings were made during an incident.
9. Officers shall only use videotapes, memory cards or any other data storage device as issued and approved by the Choctaw Police Department.
10. Any Officer that repeatedly or intentionally fails to record incidents or traffic stops that is not a result of a equipment malfunction, can be subject to disciplinary action.
11. MVR's will not be used as primary but as an aid in disciplinary action.

B. MVR TAPE CONTROL AND MANAGEMENT

1. MVR tapes containing information which may be of value for case prosecution or for any criminal or civil adversarial proceeding shall be submitted to property custody using the customary method and form.
2. Copying or reproduction of any tape or tape segment generated by Department owned equipment without authorization of the Chief of Police, or his or her designee, is prohibited.
3. MVR tapes not being held for evidence or Departmental use shall be reissued in rotation. Useable tapes shall be maintained by the officer in a manner allowing effective identification and retrieval. Supervisors will issue new tapes.
4. No MVR tape shall be reissued for operational use unless completely erased by designated personnel in this agency.
5. All Officers will down load any recording at the end of their shift by whatever means depending on the MVR.
6. All data storage and or recordings will be the property of the Choctaw Police Department.

C. AUDIO TAPES

All of the rules, regulations and procedures contained in this policy in reference to MVR recordings or equipment, or other video recordings or equipment, shall apply to all audio recordings and equipment.