

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Security	Policy # 2012-04
Title:	In-Car/Body-Worn Video System	

PURPOSE

To provide Rancho Murieta Community Services District's (District) Security Patrol Officers (Patrol Officers) with the necessary procedures for the in-car/body-worn video system's use as well as the management, storage and retrieval of audio/video material recorded by in-car/body-worn video. Recorded data serves a dual purpose to the District by protecting both Officers and citizens.

POLICY STATEMENT

The use of an in-car/body-worn video system provides persuasive documentary evidence and helps defend against civil litigation and allegations of officer misconduct. Patrol Officers assigned the use of these devices shall adhere to the operational objectives and procedures outlined herein so as to maximize the effectiveness and utility for the in-car/body-worn video system and the integrity of evidence and related video documentation.

OBJECTIVES

The District's Security Department has adopted the use of in-car/body-worn video systems to accomplish the following objectives:

1. To enhance Patrol Officer safety and accountability.
2. To accurately capture statements and events during the course of an incident.
3. To enhance the Patrol Officer's ability to document and review statements and actions for both internal reporting requirements and for investigations.
4. To provide an impartial measurement for self-critique, evaluation, performance, and professionalism.
5. To capture visual and audio evidence/information for use in current and future investigations to protect against false accusations.

DISTRICT RESPONSIBILITIES

1. Issue and provide Officers and Sergeants with training on use of in-car/body-worn video systems.
2. Approve media viewing and duplication devices.

OFFICER RESPONSIBILITIES

1. The Patrol Officer shall activate the in-car/body-worn video system for any activity where video documentation could be needed for safety and/or documentation purposes.
2. The audio recording microphone is in the camera. When using the in-car video system and the Officer gets out of the vehicle, both front windows should be rolled down to aid in audio recording.
3. When the in-car/body-worn video system is activated to document an event, it shall not be deactivated until the event has been concluded unless:
 - a. The incident or event is of such duration that the in-car/body-worn video system may be deactivated to conserve recording times.
 - b. The Patrol Officer does not reasonably believe that deactivation will result in the loss of critical documentation.
 - c. The intention to stop recording shall be noted by the Patrol Officer verbally, visually or in written notation.
4. When used as a body-worn recording system, subjects within reasonable audio recording range will be notified that a body-worn camera is in use.
4. When necessary to help ensure accuracy and consistency of accounts for written reports, Patrol Officers should contact the Patrol Sergeant or the Security Chief and request to review the recording.
5. Patrol Officers shall not erase, alter, reuse, modify, or tamper with any in-car/body-worn video system recording or storage device. Only authorized personnel may erase and reissue previously recorded devices and may only do so pursuant to the provisions of this policy.
6. Patrol Officers shall notify the Patrol Sergeant or Security Chief when the in-car/body-worn video system has captured a felony, DUI, any event requested as evidence by a peace officer or any other significant event.
7. Patrol Officers should consider using the in-car/body worn video system as a means of documenting all citizen contact.
8. Patrol Officers shall conduct a daily inspection and general maintenance of in-car/body-worn video system installed in security vehicles.
9. Patrol Officers shall operate the in-car/body-worn video system in accordance with the manufacturer's guidelines, departmental policy and training.

10. Patrol Officers shall inspect the in-car/body-worn video system at the beginning of each shift to ensure that the equipment is functioning according to manufacturer's guidelines.
11. Patrol Officers shall immediately report any malfunction, damage or theft of in-car/body-worn video system to the Patrol Sergeant or Security Chief.
12. To reduce the risk of damage, original recordings shall not be viewed in any equipment other than the equipment authorized by the Security Chief.
13. In-car/body-worn systems will be stored in the designated area, and will not be left inside an unattended patrol vehicle.
14. The District shall provide one personal body-worn video system for each Patrol Officer.
15. Each Patrol Officer is responsible for his/her own body-work video system. There shall be no borrowing of equipment.

SERGEANT RESPONSIBILITIES

1. Sergeant shall be responsible for installing unrecorded media (memory cards) into all District in-car/body-worn video systems in accordance with number 2 below and removing all recorded media from District in-car/body-worn video systems.
2. Sergeant shall assign identification numbers to all unrecorded media (memory cards). The Sergeant shall record the identification number, along with the date issued; the Officer issued to, date submitted, officer submitting the media, and any evidence for which the media is held in the Chain of Custody Log.
2. When an incident arises that requires the immediate retrieval of the recording, the Patrol Sergeant, Security Chief or designee shall remove the memory card and the Security Chief shall transfer the recording to the Security Chief's computer video storage file on the District's Security Server and make an appropriate notation in the Chain of Custody Log.
 - a. Upon downloading, the Security Chief or designee shall flag the entry as evidence to ensure that it will not be inadvertently deleted after the thirty (30) day purging of the unnecessary video.
3. Security Chief or Sergeant shall conduct periodic reviews to:
 - a. Ensure the equipment is being used in accordance with policy and procedures.
 - b. To report and correct any Patrol Officer discrepancies in the use of the in-car/body-worn video system.

- c. To make recommendations for revision to the policy and/or procedures, officer training or equipment needed.
 - d. To inspect for equipment damage, loss or misuse and to report and investigate the cause.
 - e. To assess Patrol Officer performance.
4. Officer infractions (non-criminal) discovered during a routine review of recorded material should be viewed as training opportunities and not as routine disciplinary actions. Should the behavior or action become habitual after being formally addressed, the appropriate disciplinary or corrective action shall be documented against the appropriate personnel.

NOTICES

1. All Vehicles containing in-car/body-worn video system shall have appropriate signage or use of in-car/body-worn video system.
2. All Patrol Officers using in-car/body-worn video systems shall announce at initial contact that the incident/contact is being recorded.

MEDIA DUPLICATION

1. All recorded media, recorded images and audio/video recordings are the property of the District. Dissemination outside of the agency is strictly prohibited without specific written authorization from the Security Chief or General Manager.
2. Requests made under the Public Records Request shall be made through the Security Chief. Only those incidents specifically requested shall be duplicated.
3. To prevent damage to or the alteration of the original recorded media, it shall not be copied, viewed or otherwise inserted into any non-District approved device.
4. When possible and practical, a second copy of the original recorded media stored in evidence shall be used for viewing by investigators, staff, training personnel, etc., to preserve the original media in pristine condition.
5. At the conclusion of court proceedings and/or investigations or as otherwise authorized, all copies shall be submitted back to the Security Chief for retention.

MEDIA STORAGE

1. Recorded data from the in-car/body-worn video system shall be retained in the Security Chief's office for a minimum of thirty (30) days.

After thirty (30) days, if the data is not needed for training, disciplinary reviews, other investigative purposes, or linked to a citizen complaint, the data may be destroyed or erased to ensure ample storage of future data within the computer system with Security Chief's authorization.

2. Recorded data from in-car/body-worn video system shall not be destroyed and/or erased without the Security Chief's approval.

Approved by Rancho Murieta Community Services District's Board of Directors
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May 16, 2012
