

# Breckenridge Police In-Car Camera Policy 415

## **A. PURPOSE**

To establish guidelines for the installation, operation and use of police vehicle installed audio/video recording equipment.

## **B. APPLICATION**

The primary use of audio/video recording equipment in police vehicles is for the purpose of collecting evidence to be used in the prosecution of those who violate the law and to provide objective evidence of police and subject actions during encounters.

## **C. INSTALLATION**

1. Audio/video recorders will be installed by the vendor within the occupant compartment of the police vehicle so as to present neither a safety hazard nor vision impairment to the driver.
2. Audio/video recorders will be securely mounted to the police vehicle and placed such that objects within the vehicle do not restrict the vista of the camera.

## **D. GENERAL USE**

1. The set up of the audio/video system with date, time, and vehicle identification will be performed by the police supervisor or designated vendor.
2. The audio/video system installed in police vehicles will be utilized to record all stops and contacts with the public.
3. The audio/video system will be installed in such a manner as to automatically begin recording when the police vehicle's emergency lights are activated. Officers will have the capability to manually begin or end recording as circumstances may warrant. The main power light must be ON for automatic recording to begin. The main power light will be ON when the vehicle is in use.
4. Officers shall inform those who ask that audio/video recording equipment is in use.
5. Once audio/video recording begins, officers shall record the incident until the incident has been concluded. Officers shall not be required to discontinue recording an event, situation or circumstance for anyone except at a supervisor's direction.
6. Recording may be stopped during traffic control situations, (directing traffic, at emergency scenes, etc., when the recording system is not otherwise being used) when the police vehicle's emergency lights may be in operation. Prior to turning off the recording system, the officer must make a notation on the recording by stating the reason for discontinuing use of the recording devices.
7. Officers are required to activate their wireless microphone when dealing with the public unless the conversation takes place in the police vehicle and the squad microphone is on. The wireless microphone may be turned off when conferring with other officers. Turning off the wireless microphone will eliminate the possibility of officer's strategy being monitored.
8. Officers should manually activate the audio/visual system to record the driving performance of a motorist that may provide reasonable suspicion for a traffic stop or probable cause for an arrest, (DWI, reckless driving, etc.)
9. Officers are encouraged to provide narration with the video recording preparatory to each stop. The intent of this narration is to assist the officer in necessary written documentation and to assist in

supporting the reason for the stop.

10. Audio/video recordings generated are the exclusive property of the Breckenridge Police Department and shall be governed by current policy and law regulating government data.
11. Officers may play the video while they are in the vehicle. The audio/video system prevents the recording over of a previous recording or on the playback system in the office.
12. Those authorized and responsible for operating the equipment shall inspect the equipment at the beginning of each shift and report any deviation in the operating condition or appearance to a supervisor. Each officer shall test the system at the beginning of their shift by activating the recording and playback feature.
13. Each officer is to log into the system at the beginning of each shift. At the end of each shift, they are to log off the system for the next shift.
14. If a malfunction occurs in the in-car system, the on-duty supervisor will be notified.

#### **E. AUDIO/VIDEO TAPE CUSTODY, CONTROL AND RE-USE**

1. Recordings will be archived on DVD's in storage and maintained for evidence. Any recording needed for evidence will be inventoried in the property room. Recordings may be kept for use in training.
2. Anytime the archive DVD is taken out of property, it shall be logged out and signed for to retain chain of custody.

#### **F. DUPLICATION**

1. Anytime a member of the prosecution or judiciary requires a copy of a recording, it shall be provided at no charge.
2. Requests for duplication of recordings from other public and private concerns shall be provided in accordance with the data practices policy. The requestor must pay the fee for duplicating the recording prior to the copy being made.
3. Anytime a recording is to be duplicated it will be done by the Breckenridge Police Department while maintaining a secure chain of custody.