

*Maryland-National Capital Park Police
Prince George's County Division*

DIVISION DIRECTIVE

TITLE IN-CAR VIDEO CAMERA			PROCEDURE NUMBER PG1715.0
SECTION Uniform and Equipment	DISTRIBUTION A	EFFECTIVE DATE 07/01/04	REVIEW DATE 07/01/06
REPLACES PG1715.0 "In-Car Video Camera", issued 05/01/02			
RELATED DIRECTIVES	REFERENCES CALEA 41	AUTHORITY Commander Larry M. Brownlee, Sr.- Division Chief	

I. POLICY

The policy of this Division is to install the in-car video camera in every uniformed police cruiser to record traffic stops and other incidents intended to enhance officer safety, self-awareness, training and to provide an additional method of collecting evidence to prosecute violators.

II. PROCEDURE

The in-car video camera system is not intended to be used as a disciplinary tool against officers for minor infringements of policies or procedures. However, when cases of misconduct and/or repetitive negative behavior are brought to the attention of the department by complaint, the tape may be used in work performance counseling or disciplinary actions. Further, when supervisory perusal of the tape reflects misconduct or negative behavior in violation of Division Directive PG1500.0 –“Law Enforcement Officers’ Bill of Rights”, Disciplinary Recommendation Guide, Appendix L, then the tape may become the basis of, and used in, work performance counseling and disciplinary actions. Supervisors are not to review tapes for the sole purpose of seeking out infractions of an officer.

The video recording is automatically activated whenever:

- Emergency lights are activated
- Siren is activated
- Remote microphone transmitter is activated
- Manual activation in the vehicle

Numbered tapes will be installed or removed from the recording unit only by the Squad

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Supervisor, his/her designee or the Operations Duty Officer (ODO).

All Field Training Officers will utilize the in-car video camera cruisers, throughout the field training period as a tool to enhance the training and evaluation process.

III. RESPONSIBILITIES

A. Officer Responsibility:

1. Each officer operating a cruiser equipped with in-car video shall:
 - a. Inspect the equipment to ensure it is operational and that there is a tape installed in the recording device at the beginning of the shift. A test consisting of a voice log-in and day/time announcement should be made.
 - b. Report damaged or inoperable equipment immediately to the squad supervisor.
 - c. Ensure that the system is on at the beginning of their shift and remains on. The system will be deactivated only when the vehicle operator is out of service; ie.-meal periods, court, personal breaks, report writing.
 - d. Activate the system and give a verbal narrative describing the actions of the subject once they believe they may be stopping the vehicle or approaching an individual or group.
 - e. Once activated during an incident, the officer shall continue to record the incident through completion, to include arrestee transports.
 - f. Inform citizens, in a timely manner, that they are being audio and video taped. Officers will make a reasonable attempt to ensure citizen notifications are recorded. Officers do not have to obtain permission of citizens to initiate or continue audio and video taping.
 - g. If needed, obtain new video tape from the Squad Supervisor or ODO.
 - h. Track each incident they record to determine if the recording may be used as evidence in a court of law. All recorded arrests, or other incident's, that an officer feels may be of evidentiary value shall be submitted to the property section as evidence. After a tape is removed by a supervisor, it will be placed in a cardboard sleeve and secured with adhesive tape. The video tape will be packaged in a manila envelope, with the case number(s) recorded on the outside, sealed, and deposited in the evidence drop with a completed property report by the recording officer.
 - i. Notify the State's Attorneys office that a video and audio tape of an arrest has been made. Upon the request of the State's Attorneys Office, a copy of the tape will be made and forwarded to that office by Staff Services.

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- j. Officers may review their taped incidents during their tour of duty by utilizing the playback feature of the system. The system prevents the recording over of previously recorded material while the tape remains in the recording device.

B. Supervisor Responsibility:

- 1. Shift Supervisors shall ensure:
 - a. The video recording system is used properly by their personnel.
 - b. An adequate supply of videotapes for their shift is available and for supplying officers fresh tapes when required.
 - c. Logging in assigned video tapes indicating which cruiser number it was placed in.
 - d. When a tape has been utilized to its capacity, and it has not been designated as evidence, log it back into the storage cabinet.
 - e. All tapes will be held for a minimum of thirty (30) days. If a tape is placed into property as evidence, or otherwise checked out, the supervisor will log out the tape by number and indicate the location of the tape (i.e.- Property Room, Support Operations). When a tape is returned the supervisor receiving it will log it back into the cabinet for storage. After thirty days, the tape will be erased and re-used.

C. Reviewing Tapes:

- 1. Shift Supervisors will occasionally review the video tapes to ensure that officers are properly using the system. They will offer constructive criticism to both improve the quality of enforcement techniques and aid in improving officer safety.
- 2. If a supervisor feels that a tape may be useful as a training tool, he will notify Support Operations via the chain of command and will log out the tape and forward it to Support Operations for review. No tape will be used for training purposes while the case is being litigated.
- 3. Officers may review a tape by submitting a request through the chain of command to the Director of Area Operations. If approved, notify the officer's supervisor to make the tape available. No tape will be copied by an officer nor shall the tape leave the station.
- 4. All requests, to review recorded tapes, by civilian personnel or outside agencies, shall be submitted in writing to the Division Chief.
- 5. All video tape copying shall only be done by Investigative Operations personnel.

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