
Mobile Audio Video

446.1 PURPOSE AND SCOPE

The Green Lake County Sheriff's Office has equipped marked patrol cars with Mobile Audio Video (MAV) recording systems to provide records of events and assist deputies in the performance of their duties. Further, all Deputies and Patrol Sergeants as well as all Corrections Officers and Sergeants shall be equipped with body worn cameras. This policy provides guidance on the use of these systems.

446.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - Any process that causes the MAV or body worn system to transmit or store video or audio data in an active mode.

In-car camera system and body worn system (Collectively referred to as video systems)- Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle or a system that is capable of being worn on a person, and that includes at minimum, a camera, microphone, recorder and monitor.

Systems Managers - Personnel certified or trained in the operational use and repair of video systems, duplicating methods, storage and retrieval methods and procedures, and who have a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio-video signals recorded or digitally stored on a storage device, portable media, or cloud based storage system.

446.2 POLICY

It is the policy of the Green Lake County Sheriff's Office to use mobile audio and video technology to more effectively fulfill the office's mission and to ensure these systems are used securely and efficiently. This policy works in conjunction with **Lexipol Policy 450 Use of Audio/Video Recorders**.

446.3 DEPUTY RESPONSIBILITIES

Prior to going into service, each deputy or Corrections Officer will properly equip him/herself to record audio and video in the field. Each deputy or Corrections Officer will follow the established procedures for providing to the Office any recordings. Each deputy or Corrections Officer should have adequate recording capacity for the entire duty assignment. Only Green Lake County Sheriff's Office issued hardware and software is to be used.

At the start of each shift, deputies and Corrections Officers should test the video systems' operation in accordance with manufacturer specifications and office operating procedures and training.

System documentation is accomplished by the recording his/her name, serial number, badge or PIN number and the current date and time at the start and again at the end of each shift. If the

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system is malfunctioning, the deputy or Corrections Officers shall take the equipment out of service unless a supervisor requests the equipment remain in service.

446.4 ACTIVATION OF THE VIDEO SYSTEMS

The video systems are designed to turn on whenever:

- (a) The unit's emergency lights are activated
- (b) A duty weapon is removed from the holster
- (c) A duty issued rifle is removed from a gunlock
- (d) The computer automated dispatch (CAD) deems activation is necessary
- (e) The vehicle speed reaches 80mph
- (f) The system senses a user has been down for a specified period of time.
- (g) The user activates the system manually
- (h) The system senses that the user begins running

The system remains on until it is turned off manually. The audio portion is independently controlled and the microphone may be muted when exchanging information with another officer or deputy pertaining to an incident. This function shall only be used when absolutely necessary.

446.4.1 REQUIRED ACTIVATION OF THE VIDEO SYSTEMS

This policy is not intended to describe every possible situation in which the video systems may be used, although there are many situations where its use is appropriate. A deputy or Corrections Officer may activate the system any time the deputy or Corrections Officer believes it would be appropriate or valuable to document an incident.

The video systems should be activated in any of the following situations:

- (a) All field contacts involving actual or potential criminal conduct within video or audio range:
 - 1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
 - 2. Priority responses
 - 3. Vehicle pursuits
 - 4. Suspicious vehicles
 - 5. Arrests
 - 6. Vehicle searches
 - 7. Physical or verbal confrontations or use of force
 - 8. Pedestrian checks
 - 9. OWI investigations including field sobriety tests

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10. Consensual encounters
 11. Crimes in progress
 12. Responding to an in-progress call
- (b) All self-initiated activity in which a deputy would normally notify Communications Division
 - (c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:
 1. Domestic abuse calls
 2. Disturbance of peace calls
 3. Offenses involving violence or weapons
 - (d) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording.
 - (e) Any other circumstance where the deputy or Corrections Officer believes that a recording of an incident would be appropriate.

446.4.2 CESSATION OF RECORDING

Once activated, the video systems shall remain on until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if a deputy is simply waiting for a tow truck or a family member to arrive or in other similar situations.

446.4.3 WHEN ACTIVATION IS NOT REQUIRED

Activation of the video systems is not required when exchanging information with other deputies or Corrections Officer or during breaks, lunch periods, when not in service or actively on patrol.

No member of this office may covertly record a conversation of any other member of this office except with a court order or when lawfully authorized by the Sheriff or the authorized designee for the purpose of conducting a criminal or administrative investigation.

446.4.4 SUPERVISOR RESPONSIBILITIES

Patrol vehicles with non-functioning video systems should be only placed into service if absolutely necessary. If these vehicles are placed into service, the appropriate documentation should be made, including notification of the Sheriff.

On reasonable intervals, system managers should validate that:

- (a) System users are using the system as directed.
- (b) The system is functioning as designed
- (c) The operation of video systems by new employees is assessed and reviewed no less than biweekly.

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- (d) Videos are properly classified and organized.

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, peace officer-involved shootings, office-involved crashes), a supervisor shall respond to the scene and ensure that the appropriate personnel or investigator retrieves the recorded media. The media shall be recovered and retained appropriately as evidence. Copies may be distributed to investigators as appropriate to the investigation.

Supervisors may activate or view the live video systems remotely to monitor a developing situation, such as a chase, riot or an event that may threaten public safety, officer safety or both. Supervisors shall not remotely activate the video systems for the purpose of surveillance regarding the conversations or actions of a deputy. Any remote activation will alert the deputy or corrections officer of the activation.

446.5 REVIEW OF MAV RECORDINGS

All recording media, recorded images and audio recordings are the property of the Office. Dissemination outside of the agency is strictly prohibited, except to the extent permitted or required by law.

Recordings may be reviewed in any of the following situations:

- (a) For use when preparing reports or statements
- (b) By a supervisor investigating a specific act of deputy or Corrections Officer conduct
- (c) By a supervisor to assess deputy or Corrections performance
- (d) To assess proper functioning of video systems
- (e) By office investigators who are participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation
- (f) By office personnel who request to review recordings
- (g) By a deputy or Corrections Officer who is captured on or referenced in the video or audio data and reviews and uses such data for any purpose relating to his/her employment
- (h) By court personnel through proper process or with permission of the Sheriff or the authorized designee
- (i) By the media through proper process or with permission of the Sheriff or the authorized designee
- (j) To assess possible training value

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- (k) Recordings may be shown for training purposes. If an involved deputy or Corrections Officer objects to showing a recording, his/her objection will be submitted to the staff to determine if the training value outweighs the deputy's or Corrections Officer's objection

Employees desiring to view any previously uploaded or archived video may view that video using the system software.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee.

446.6 DOCUMENTING MAV USE

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the deputy's or Corrections Officer's report. If a citation is issued, the deputy shall make a notation that the incident was recorded.

446.7 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage, all recording media will be labeled and stored in a designated secure area. All recording media that is not booked as evidence will be retained for a minimum of 120 days and disposed of in compliance with the established records retention schedule.

446.7.1 RECORDINGS AS EVIDENCE

Deputies and Corrections Staff who reasonably believe that a video recording is likely to contain evidence relevant to a criminal offense, potential claim against the deputy or Corrections Officer or against the Green Lake County Sheriff's Office should indicate this in an appropriate report. Deputies and Corrections Staff should ensure relevant recordings are preserved by applying the appropriate classification and in conjunction with the records retention ordinances.

446.8 SYSTEM OPERATIONAL STANDARDS

- (a) Video system vehicle installations should be based on officer safety requirements and vehicle and device manufacturer recommendations.
- (b) The video systems should be configured to minimally record for 30 seconds, prior to an activation.
- (c) The video system is not configured to record audio data occurring prior to activation.
- (d) Deputies and Corrections Officers shall not erase, alter, reuse, modify or tamper with any recordings. Only a supervisor or system manager may erase or delete any recordings and may only do so pursuant to the provisions of this policy and the records retention ordinance.
- (e) Original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the system managers.

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446.9 SYSTEMS MANAGERS RESPONSIBILITIES

The systems managers will be the Patrol and Corrections Sergeants and the systems managers are responsible for:

- (a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.
- (b) Collecting all completed media for oversight and verification of wireless downloaded media. Once collected, the Systems Managers:
 - 1. Ensure it is stored in a secured location with authorized controlled access.
 - 2. Ensure the appropriate entries in the chain of custody log.
- (c) Erasing of media:
 - 1. Pursuant to a court order.
 - 2. In accordance with established records retention policies.
- (d) Ensuring that an adequate supply of recording supplies and equipment are available.
- (e) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the office evidence storage protocols and the established records retention schedule.
- (f) Reviewing at least one video per month created by each Deputy or Corrections Officer.

446.10 TRAINING

All members who are authorized to use the videosystems shall successfully complete an approved course of instruction prior to its use.