

# **PINEVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

### **SECTION: 16 EQUIPMENT OPERATIONS**

### **SUBJECT: 1602 MOBILE VIDEO RECORDING EQUIPMENT USE**

**EFFECTIVE: 01/01/2015**

1. **PURPOSE.** To establish policy regarding the use of mobile video recording equipment. This equipment will be used to assist the judicial system with additional descriptive data of all recorded incidents. This equipment will also be used as a training aid for patrol personnel of this department.

2. **POLICY.** Mobile video/audio recording (MVR) equipment has been demonstrated to be of value in the prosecution of traffic violations and related offenses. It will be the policy of the Pineville Police Department that the mobile video recording equipment will be utilized to produce video and audio recordings in a format admissible in our courts as an impartial witness to the events as they occurred. The procedures outlined will insure the integrity of the system and its acceptance by our courts.

#### **3. GENERAL USE AND OPERATIONS**

- A. It is not the policy of this Department to require its officers to cease recording an event, situation or circumstance solely at the demand of any person.
- B. MVR Operators do not have to disclose the fact that recording equipment is in use.
- C. MVR Operators shall inform those who ask that video/audio recording equipment is in use.
- D. Officers shall not allow violators to view the recording equipment

#### **4. PRE-OPERATIONAL PROCEDURES**

##### **A. Training**

- 1. Officers shall not use the MVR equipment until they have received training in its use and the provisions of this order.

##### **B. Inspection, Maintenance and Repair**

- 1. Supervisors shall ensure that MVR equipment is operated in accordance with the manufacturer's recommendations and the provisions of this order.
- 2. Officers operating vehicles equipped with recording equipment shall ensure that all pre-operation checks are performed in accordance with the training that they receive.
- 3. Operational problems with MVR equipment shall be reported to the operator's immediate supervisor for corrective action. MVR equipment shall be adjusted or repaired by MVR technicians who have been trained and authorized to conduct such adjustments/repairs.

#### **5. MVR TAPE CUSTODIAN**

- A. The MVR custodian will retrieve the hard drive device from the unit following particular incidents, or when the disk is full.
- B. The disk will be downloaded into the Video Server for storage.

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- C. The MVR Custodian may utilize other Supervisors to assist with the provisions of this order, although the ultimate responsibility remains with the MVR Custodian.

#### 6. MVR OPERATOR

##### A. The MVR Operator shall:

1. Ensure proper care and maintenance of the MVR equipment according to the manufacturer's recommendations,
2. Ensure the proper security of the MVR equipment in accordance with this General Order.
3. Not erase, destroy or in any way alter a recording,
4. Indicate on any associated reports a recording was made
5. Not deactivate MVR equipment until the incident being recorded is completed,

##### B. Prior to its use, operators shall ensure that MVR equipment is functioning properly in order to record vehicle stops or other enforcement actions. In doing so, operators shall ensure that the:

1. The video recorder is positioned and adjusted to visually record events,
2. The wireless microphone is activated in order to provide audio with the video recording, and
3. The overhead lights, remote transmitter and "REC button" are functional. MVR Operators shall not use any MVR equipment that malfunctions during operation, and he shall immediately notify his supervisor and the MVR Custodian of the problem.

##### C. MVR Operators **shall, unless it is proven unsafe to do so,** utilize their MVR equipment to record the:

1. Probable cause or reasonable grounds for their planned enforcement action. Operators should attempt to narrate the actions of the violator prior to initiating the traffic stop.
2. Actions of suspects during interviews, performing field sobriety tests or when placing a suspect in custody if the recording would prove useful in later judicial proceedings.
3. Circumstances at crime and crash scenes or other events such as the confiscation and documentation of evidence or contraband: or
4. Audio portion of a conversation with a citizen or witness, when possible, even if the video is not available.

#### 7. MEDIA AND PUBLIC RELATIONS

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1. Officers shall not release recordings produced by the Department to any member of the media or public.
2. Requests for copies of any Pineville Police Department recording shall be forwarded immediately to the City's In-house Legal Counsel via the Chief of Police.
3. Only portions applicable to the event/incident specified shall be copied. The Department shall retain the original recording.

**By order of**

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Darrell Basco  
Chief of Police