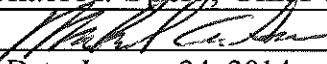


Old Saybrook Department of Police Services



General Order - 7.2



Mobile Video / Audio Recording Devices (MVR)	Issued By: Michael A. Spera, Chief of Police
Classification: Unclassified	Signed: 
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Policy

It is the policy of the Old Saybrook Department of Police Services to use Department issued mobile audio and video recording devices where they best serve to create accurate documentation of events, actions, conditions and statements made during police contacts.

Definitions

Computer Information System (CIS): A system of networked electronic computing devices linked to common servers accessing multiple internal and external network databases such as Computer Aided Dispatch, Records Management, COLLECT, LInX and other networked computers.

Mobile Video System (MVS): Old Saybrook Department of Police Services internal network database that includes MVR devices interfaced with the Computer Information System.

Mobile Video/Audio Recorder (MVR): Any device capable of capturing video and/or audio information that is designed to be readily moveable.

System Administrator: A member of the Department designated with the responsibility of managing all aspects of the Computer Information Systems including all hardware, software and computer networks utilized by the Department.

Authorized User: A member of the Old Saybrook Department of Police Services, who has met all requirements to access the Computer Information System and/or other external networks and has been provided with a unique username and password.

Procedure

A. Operating Procedures

1. At the start of each shift during vehicle inspection, officers shall determine if the MVR equipment is operating properly and all hardware is accounted for.
2. Officers shall utilize the MVR on motor vehicle stops, vehicle pursuits, suspicious vehicle incidents, suspicious persons incidents, vehicle searches, prisoner transports and pedestrian transports.

3. Officers shall utilize the MVR while traveling to any incident that dictates a code 2 or code 3 response.
4. The MVR may be utilized during criminal investigations, field interviews and during any other police situation, when practical.
5. Audio shall be used with all video recordings unless reasons can be articulated why it was not.
6. There may be instances where the audio recording is utilized while subjects are not in video view as the range of the audio equipment has a far greater range. Audio range may be affected by physical barriers.
7. Officers shall sign out of their assigned MVR at the end of their shift.
8. Officers may view video or audio recordings on the MVR or on the CIS network work station(s) assigned by the system administrator.
9. Each Officer shall have a specific Authorized User name and password to access the CIS and MVS network with permissions assigned by the system administrator(s).
10. Authorized Users shall not erase, tamper with or alter recordings in any way.
11. When an authorized user becomes aware of an event that may have been captured by the MVR, but was not manually saved, the shift supervisor shall be notified. The shift supervisor shall contact a system administrator to attempt to preserve the event. The system administrator may recommend the vehicle with the MVR be taken out of service.
12. All requests for video/audio evidence or training material shall be forwarded through established internal means.

B. System Inspection, Maintenance and Reporting

1. The authorized user shall ensure that all hardware and software is functioning properly and accounted for.
2. When an MVR is not functioning properly or any hardware is missing the shift supervisor shall be immediately notified.
3. Authorized users shall not attempt any repairs that involve going into the internal parts of the MVR.
4. When troubleshooting does not resolve the problem and information technology personnel or the system administrator is not readily available, the MVR shall be taken out of service and the system administrator notified.
5. When an MVR is malfunctioning, the Officer shall be reassigned to a vehicle with a working MVR if one is available. If no other vehicle with a MVR is available, the vehicle will remain in service.
6. Authorized users shall immediately report any problems with the MVS to the shift supervisor.
7. The shift supervisor shall notify the system administrator(s) of any problem with the MVS.

C. Security

1. Authorized Users are responsible for the physical security of the MVR equipment utilized during their assigned shift. Precautions should be taken to ensure the equipment is safe guarded.
2. Department personnel shall not permit unauthorized persons to use or access the MVS.
3. Department personnel shall utilize the MVS for law enforcement purposes only.

4. Only system administrators shall have permission to upload, copy or distribute any video or audio recording file with the expressed permission of the Chief of Police.
5. Officers shall not upload, copy or transfer any video and/or audio recording without permission from the Chief of Police.
6. Department personnel shall utilize video and/or audio recordings for law enforcement purposes only.
7. Under no circumstance shall video and/or audio recordings be disseminated to any member of the public or outside law enforcement agency without expressed permission of the Chief of Police or official records request.
8. Department personnel shall not use any non-department issued video/audio recording device while on duty without expressed, written permission of the Chief of Police.

D. Audits and Misuse

1. At the direction and discretion of the Chief of Police, the system administrator may complete audits of any Department MVS with the assistance of additional personnel or technology.
2. Supervisors shall monitor and take action for any reported misuse of any MVS or any provision of this order and in concert with standing Department disciplinary procedures.
3. Any misuse of the MVS or Computer Information System or actions contrary to this policy may result in disciplinary action up to and including termination.

Revision History

January 24, 2014
September 24, 1993

Replaces Patrol Vehicle Video policy issued on Sept. 24, 1993
Patrol Vehicle Policy issued.