

FRIDLEY POLICE

GENERAL ORDER

SUBJECT: Mobile Audio/Video Equipment	DATE OF ISSUE	NUMBER:
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I. PURPOSE

To establish guidelines for the installation, operation and use of police vehicle installed audio/video recording equipment during patrol related incidents. The videotaping equipment will also be utilized in the recording and gathering of evidence or information in a variety of other activities.

II. POLICY

The primary purpose of using audio/video recording equipment in patrol vehicles is to collect evidence. This evidence may be used to prosecute those who violate the law, protect members against allegations of misconduct and to provide objective information concerning police/citizens contacts.

III. REFERENCES

General Order 102 Vehicle Pursuits

General Order 103 Emergency Vehicle Operations

General Order 302 Evidence Handling Procedures

General Order 314 DWI Arrest Procedures

IV. PROCEDURE

A. INSTALLATION

1. Audio/Video recorders shall be installed within the occupant compartment of the police vehicle so as to prevent a safety hazard or vision impairment to the driver.
2. Audio/Video recorders shall be securely mounted to the police vehicle and placed such that no objects within the vehicle restrict the view of the camera.

B. GENERAL USE

1. Mobile audio-video cameras and pocket transmitter microphone shall be ready for use at the beginning of each shift and shut down

at the end of each shift. Cameras shall not be turned off during a shift. Microphones should be synced to the system at the beginning of each shift.

2. The audio/video equipment will begin recording whenever the emergency red lights are activated. Officers have the discretion and are encouraged to manually begin recording as circumstances dictate. For example, to record driving conduct of a suspected drunk driver.
3. Officers shall carry their microphones during their shift. When the audio/video equipment is recording, officers shall have their microphones turned on.
4. Officers should record the entire incident from start to conclusion.
5. Officers shall inform those who ask that audio/video recording equipment is in use.
6. Officers using squad cars with audio/video recording equipment shall inspect the equipment at the beginning of each shift. Any problems with the equipment shall be reported immediately to a supervisor and documented in writing to the Field Operations Division Commander.
7. Officers should document the use of the audio/video recording equipment in their logs and in the narrative portion of their reports when applicable.
8. No officer shall intentionally destroy a recording outside this policy.
9. No officer shall tamper or alter any part of the recording equipment without proper supervisory approval.

C. AUDIO/VIDEO TAPE CUSTODY, CONTROL, AND RE-USE

1. All audio/video recordings generated are the exclusive property of the Fridley Police Department and shall be governed by this General Order and the laws regarding government data. No recordings will leave this police department except for court or by authority of a Division Commander.
2. Non-evidentiary videotapes will be kept indefinitely by the officer at the police department.

3. A Field Training Officer may request a review of any incident recorded for training purposes.
4. A supervisor may review any incident recorded at any time for departmental purposes.

D. DUPLICATION OF RECORDINGS

1. The City Prosecutor, County Attorney, or District Court may require a copy of a recording, which shall be provided at no charge.
2. When another law enforcement agency with legitimate needs officially requests a copy of a recording, it shall be provided upon the approval of the Public Safety Director or designee, at no charge.
3. Requests for duplication of recordings from other public and private concerns with legitimate needs shall be provided in accordance with data practices statutes. The duplication fee shall be paid prior to the copy being made. Duplication will be at the Fridley Police Department only.
4. Recordings considered valuable as training aids may be duplicated with the permission of the officer(s) involved. A trainees recorded experiences may be duplicated by a Field Training Officer for educational value. The recording will be kept confidential and kept with the training files.
5. The Public Safety Director may retain recordings of any incident(s) of a special or unusual nature.