

GENERAL ORDER CAMPBELL POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
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VIDEO / RECORDING DEVICES			
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1. PURPOSE AND SCOPE

This order establishes procedures and guidelines for the proper use, care and maintenance of the Department's video recording systems. It also provides for a uniform method of recording and storing of these video recordings.

2. DEFINITIONS

- A. Official Police Contact:** Any citizen contact where law enforcement assistance is requested, taken or enforced. Examples of contact: Traffic enforcement or assistance, any arrests or detentions, or any service requested, whether dispatched to or approached by a citizen.
- B. Body Worn Camera (BWC):** Refers to a Department issued video capture system intended to be worn by officers to capture video of official police contacts.
- C. Concluded Incident:** the complete separation between the member and the individual (example: Traffic stop – Officer has driven away; personal contact has ended and the individual has left the scene.)
- D. Squad Video:** Refers to squad mounted digital camera systems.
- E. Interview Room Video:** Video systems mounted in interview rooms and intoximeter room.
- F. Video Recorders:** Any other camera system (generally a hand-held electronic device) that is used to record any activity or event such as special assignments.

3. PROCEDURES

A. Authorized Department Recording/Video Equipment:

- 1. Only authorized Department video equipment will be used to record incidents related to law enforcement by trained personnel.
- 2. Emergency/Exigent Circumstances: In rare cases a supervisor may authorize a member to use personal or other audio or video equipment. A supervisor may grant permission to an officer to use personal equipment if the supervisor ensures the captured evidence is properly documented and placed into evidence as soon as practical. All other provisions of this policy will still be applied.

B. Installation of Squad Video and Interview Room Digital Recorders:

- 1. Squad Video equipment will:
 - a. Be installed so as to minimize any potential safety hazard and vision impairment to the vehicle driver.
 - b. Be securely mounted/placed so that objects in the squad do not restrict the camera.
 - c. Automatically activate based on departmental programming for specific events (i.e., when emergency warning devices are in operation, squad speed, etc.).
- 2. Interview Room equipment will:
 - a. Be mounted as to minimize officer safety issues.
 - b. Be mounted as to allow for easy activation from outside the interview room.
 - c. Be installed on report room computers (software) to allow for officer login.
- 3. Computer software will be installed on the Command Room Computers for supervisor login.

C. Assignment and Wearing of Body Worn Cameras:

- 1. BWC will be assigned to individual department personnel based on work assignments.
- 2. Each assigned BWC unit will have a department authorized uniform mount for wearing the camera.
- 3. The BWC will be worn as instructed by the agency; in a manner to maximize the value of the video being captured, yet ensuring not to compromise officer safety.

D. Use of Interview Room & Intoximeter Room Video System:

- 1. Department video equipped rooms shall be used to comply with State interview and interrogation laws.
- 2. Officers may use the video equipment for other processes such as serving a citation or interviews such as witnesses or victims.
- 3. Officers shall continue use their BWC as part of their official police contact while in an interview room, even if the interview room camera is activated.
- 4. Officers using the interview room recording system are required to ensure the system is working properly.

- a. Any issues or error messages associated with the interview hardware shall be reported to a supervisor.
5. Officers must close out and classify each video recording after the completion of their activity in the interview room.

E. Employee BWC and Squad Video Operating Responsibilities:

1. Both squad and BWC video equipment is the responsibility of the employee that it is assigned to and will be operated according to the manufacturer specs and related training.
2. Prior to the start of a shift, employees shall inspect both of their assigned video equipment and determine if they are working properly and shall bring problems to their immediate supervisor as soon as possible. Any operating problems or maintenance needs will be documented via email and reported to a supervisor as soon as possible.
Proper inspection includes:
 - a. The units shall be powered on, ready to record. BWC will be charged.
 - b. Video cameras are positioned/mounted to properly record events.
 - c. All components are functioning properly.
 - d. Squad video is not showing any data storage errors and the BWC has had previous videos downloaded.
3. Uniformed Members will ensure that their assigned BWC and squad video equipment is used to record all official police contacts.:
 - a. Once the video recording begins, an incident will be recorded until it is a concluded incident.
 - b. If an employee determines the need to stop the BWC recording of an incident/official police contact, the employee shall verbally explain while the BWC is still recording the need or purpose of the stoppage. Reasons for stopping a BWC recording may include, but are not limited to discussions on strategy, tactics, supervisor's directive or topics of a confidential nature.
 - c. Employees are not required to discontinue recording for anyone except at a supervisor's direction.
4. Plain clothed officers/investigators shall ensure the BWC is mounted and worn in the best manner to capture video, but location may be dictated by assignment or specific operation.
 - a. The activation of the BWC for plain clothes/investigative staff will be dependent upon the investigation or operation.
 - b. Plain Clothes/Investigative Employees should have the BWC readily available in the field for use.
 - c. If a Plain Clothes/Investigative Employees are conducting an investigation in which they plan to take a person in custody, they shall have their BWC activated.
 - d. The BWC shall not be used to record interactions with confidential police informants.
5. Employees may use their video equipment to record:
 - a. Circumstances at crime/accident scenes.
 - b. Events such as taking evidence/contraband.
 - c. Actions of suspects while in the back seat of the squad.
 - d. Public events, rallies, demonstrations, protests, or large gathering.
 - e. Any official police function that may require video documentation.
 - f. Any contact with a citizen that did not require BWC activation initially, however becomes contentious, argumentative or questionable in nature.
6. After the conclusion of an incident and recording devices have been stopped, the recording officer is required to classify their videos in accordance with department coding methods.
7. Employees will document in reports, ordinance/traffic citations, warnings or any other required documentation that video recordings were made or not made, and which squad car was used. Additionally, the report will also include an explanation of any stoppages of the video and/or any malfunctions of the camera.
8. Each employee is responsible for controlling access to their video storage account and complying with security parameters in this policy.
9. The viewing of department video recordings by unauthorized persons is strictly prohibited.
 - a. Internal or external sharing of department video recordings will be for official purposes or done through a recognized open records request and routed through the Records Division.

F. Special Operating Procedures:

1. While engaged in Official Police Contacts officers shall utilize both their squad video and BWC if possible.
2. All video recordings (squad, BWC, interview room) shall be classified, listing at a minimum, the members' last name and the incident case number. If contact does not generate a case number the member must list their last name. Employees in vehicular pursuit shall utilize their Squad Video whenever possible. The primary employee involved in a pursuit shall secure the video recording as evidence following outlined labeling procedures. Secondary officers involved within a pursuit, who have determined that they have subsequent evidence, shall also secure their video recording as evidence.

3. Employees will not record meetings with personnel when such talks involve strategy, tactics, supervisor's directive or topics of a confidential nature.
4. It is the responsibility of the Department to maintain the confidentiality of juveniles recorded during video contacts.
5. Employees shall not use video equipment to record conversations of an administrative nature e.g., disciplinary actions, supervisor's directives, or talks between employees without the knowledge of all parties involved that the events are being recorded.

G. Special Body Worn Camera Use Considerations

1. Hospitals: Upon entering a hospital/clinic, the officer will only activate the BWC if they have contact with a victim/witness/suspect. The officer will make every reasonable effort not to record medical procedures or medical communication unless enforcement or investigatory actions are likely.
2. Schools: Officers will wear their BWC at all times while at the schools and use the BWC as directed in this policy. Officers will make every reasonable effort not to record within the school locker room areas, the health offices or other areas where there is a higher expectation of privacy.
 - a. Officers should not use the BWC as documentation of a school disciplinary matter or to record school administrative discussions.
3. Shall not be activated in department locker rooms.

H. Supervisory Responsibilities:

Supervisors shall ensure that:

1. All employees follow procedures for the operation of the department video equipment, handling of recordings, and documenting use of any of the video formats.
2. On receiving a complaint concerning employee conduct, the receiving supervisor will determine if the incident has been recorded
3. Repairs/replacement needs of video equipment is reported to the Chief of Police or designee.
4. At the direction of the Chief of Police, supervisors will conduct an audit of each officer's use of department assigned video equipment to ensure compliance with this policy.

I. Program Management:

The Chief of Police will designate a Video Program Manager. Responsibilities include:

1. Liaison with the video equipment vendors.
2. Assist with maintenance/repair of video hardware/software.
3. Assist with installation/replacement of video hardware.
4. Assist Records in locating recordings subject to open record request.
5. Ensure only authorized department personnel are allowed to access the secured video storage system/program.
6. Will coordinate with the video equipment vendor to ensure video classification types to be used by staff comply with WI laws associated with record retention and the classification programming allows for purging of video records after the required minimum storage time set by law.

J. Video Control and Management:

This section applies to all video recordings produced by the department as part of daily patrols, investigations, or special events/enforcement actions.

1. Saving video: The saving and retention of video is accomplished through the proper classification of the video at the end of a recording. After saving, the video will be transferred to the secure video storage system.
 - a. The secured video storage system will be programmed to store all videos based on the classification type for at least the period required by WI state law. After storing all recordings for the period required by state law, the secure video storage system will purge recordings not classified to be saved beyond the scheduled time frame.
 - b. It is the employee's responsibility to have recordings appropriately classified initially. However, if it is determined later that a recording is needed to be saved for evidentiary or administrative purposes the request to have a video reclassified will be directed to the BWC Program manager.
 - c. Members may send requests to the Program Manager to have a video saved beyond its initial programmed classification time in special circumstance to ensure it does not get purged by the storage system.
 - d. The evidence technician will coordinate with prosecutors to ensure case specific videos are retained for prosecution and appeals.
2. Only personnel as authorized by the Program Manager may access the administrative side of the secured video storage system.

3. No employee shall attempt to delete or alter any recordings. Only the Program Manager or designee(s) may access the programming menu or redacting options. See Section L of this policy for reproduction and redaction.
4. Officers will have access to their own videos for viewing to assist in completing reports.
5. Officers can allow other employees to view their BWC recordings for only official police purposes through the "Share" option within the secured video storage system.
 - a. Recordings shall not be "shared" or viewed for entertainment purposes.
 - b. Officers shall not show recordings to unauthorized personnel and shall not allow unauthorized access to recordings through the secured video storage system's "share" option.
6. The secure video storage system shall have an electronic audit program that will track access and viewing of all recordings.

K. Training Division Responsibilities:

1. Schedule training for employees who utilize BWC, Squad Video, interview room and maintain such training records.
2. Video recordings may be shown for training and evaluation purposes provided that prior approval is obtained from the Chief or his/her designee. Prior approval is only needed when the Squad Video Recording is shown to persons other than Department employees.

L. Video Release, Duplication, and Redaction:

1. All video recordings are the property of the Campbell Police Department and shall remain in the Department's control unless released for other purposes (i.e., prosecution, open record request, news releases).
2. Member of the prosecution will have direct access to the secured video storage system to access videos associated with the prosecution of a case or determining charges.
 - a. Officers may submit videos to the prosecutor(s) for review to determine if someone should be charged.
 - b. The prosecutor's office is responsible to provide any videos to a defense in accordance with laws associated with the prosecution.
3. Videos are subject to State of Wisconsin open records laws. The Campbell Police Department will establish a reproduction fee schedule for the duplication of videos. This fee will include the cost of materials, and the actual necessary and direct costs of the reproduction effort. Requests for recordings by other law enforcement agencies or members of the criminal justice system will be directed to the Chief of Police or designee for release.
4. Requests by the general public or media outlets for recordings will be directed to the Chief of Police or designee and will be completed in accordance with open records laws.
 - a. The Chief of Police or designee is responsible for any redactions or recording alterations that may be needed prior to releasing the recording to the public. Special consideration may need to be given for privacy issues associated with the recording (i.e., School environment, health information, recordings from within a hospital, inside of personal residences, juvenile contacts).
5. The Chief of Police or designee may release BWC recordings to the media or make recordings publicly available for significant incidents or recordings associated with a press release/social media post.