Ocala Police Department
Department Directive

Heading:	General Operations
Category:	Mobile Video System Use
Department Directive:	8.21
Index:	Mobile Video System, in-car video system, Wearable Video Cameras
Effective:	02/01/06
Revised:	01/28/11
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CFA Standard:	22.04

Purpose:
The purpose of this Directive is to establish and describe policies and procedures for the use of Mobile Video Systems and Wearable Video Cameras, the control of evidence obtained on videotapes or digital recordings, and the storage of videotapes and digital recordings used with this recording equipment.

Policy:
It is the policy of the Ocala Police Department to employ mobile video recording equipment for the purpose of gathering recorded evidence for courtroom presentation in the prosecution of both traffic and criminal cases. The use of this equipment shall also assist the Department in identifying training needs, in the defense of complaints against personnel, and in an ongoing assessment of officer-citizen contacts and officer safety habits.

Discussion:

A. DEFINITIONS:
   1. Mobile Video System (MVS). A vehicle mounted camera and recording system with video and audio capability.
   2. Wearable Video Camera (WVC). A camera affixed or worn upon an officer with video and audio recording capability.

B. MVS & WEARABLE VIDEO CAMERA USE GUIDELINES:
   1. Officers will only use MVS/WVC equipment and tapes issued or authorized by the Chief of Police
   2. Officers using MVS/WVC equipment will be fully trained in and demonstrate proficiency in the proper use of the equipment.
   3. Prior to beginning each shift officers shall inspect the MVS/WVC equipment to determine if it is working and aligned properly. Officers shall report any operational problems to their immediate supervisor.

4. The wireless microphone should be activated on all video recordings, including police pursuits.
5. Officers shall note in their reports if MVS/WVC equipment was utilized during a call.

C. Mandatory use of the MVS/WVC

Personnel who are assigned to a patrol vehicle with an operational MVS unit will use the MVS to record the following police activities or incidents:

1. All traffic stops;
2. Field sobriety tests;
3. All vehicle pursuits;
4. Hostile or disorderly groups or crowds within camera/audio range and capability.
5. Field interviews conducted within camera/audio range and capability (when practicable); and
6. All Code 2 and Code 3 responses;

Personnel who are assigned a Wearable Video Camera will use the WVC to record the following police activities or incidents:

1. All traffic stops;
2. Field sobriety tests;
3. All vehicle and foot pursuits;
4. Hostile or disorderly contacts, groups or crowds within camera/audio range and capability.
5. Field interviews

D. Optional Use of the MVS/WVC

Officers are strongly encouraged to use the MVS/WVC to record or document other events, situations and circumstances, including, but not limited to:

1. Incident scenes such as Domestic Violence cases; and
2. Citizen contacts, where such recording may have prosecutorial merit, or serve the best interests of the officer(s) or the Department.

E. When a patrol vehicle's emergency lights are activated, if the MVS is not installed to automatically begin recording, then the officer shall manually activate the MVS. Once the MVS is activated, it will not be deactivated until the occurrence has been concluded or the continued recording will not serve to obtain additional evidence i.e. crime scene security, extended traffic control or the like. Whenever the MVS is manually deactivated during an incident, the officer will record a brief explanation for the deactivation prior to turning the MVS off.

F. When an officer is involved in a departmental vehicle crash and the crash is captured on the in car video system, the video will be downloaded at the earliest opportunity. If the officer is incapacitated or otherwise unable to complete the download, it is the supervisor on scene's responsibility to see that it is completed. If the police vehicle is unable to be brought to the police department to complete the download, the equipment services coordinator should be notified immediately so that the equipment can be removed from the damaged vehicle. The officer/supervisor will fill out an evidence tag requesting the video be saved for a period of five (5) years.

G. DIGITAL TRANSFER AND RETENTION PROCEDURES

1. Each officer will be responsible for downloading video at least once during the course of his or her patrol shift and after every arrest with video evidence. Each officer will be responsible for completing an evidence tag for any video segment that needs to be copied. The evidence tag will include the Case number, Crime Code, Victim, Owner Information, Suspect/Defendant information, and where Recovered from. The evidence section will then copy that segment to a DVD and place it into evidence.
2. Patrol supervisors, through periodic inspection, shall ensure that officers are downloading video from their assigned camera.
3. The digital and audio information downloaded will be stored on a server that is maintained by the Management of Information Services Section. Access to the server shall be limited to essential evidence or supervisory personnel. Requests for video images shall be made to the Technical Services Section at least 5 working days in advance.
4. Digital video files shall only be released pursuant to subpoena, or where applicable public records law in accordance with 119 F. S. requires the release. If an officer is involved in an incident in which the video will be useful other than as evidence in a criminal proceeding (i.e. training or citizen complaint) a memo or e-mail requesting a copy shall be completed and with the approval of the requesting officers supervisor forwarded to the Technical Services Section. The file will then be recorded onto a compact disk or other electronic media, provided by the requestor. All requests for video files shall be documented by the Technical Services Section.
5. The retention of video and audio files of non-evidentiary value will be purged 90 days from the date downloaded to the server. All other video and audio files shall be maintained in accordance with the state's General Records Schedule as defined in Directive 7.10 Records Retention.