
Mobile Audio Video

423.1 PURPOSE AND SCOPE

The South Jordan Police Department has equipped marked patrol cars with In-Car Camera recording systems to provide records of events and assist officers in the performance of their duties. On-Body Cameras are issued as available and are used to supplement the in-car camera systems.

This policy provides guidance on the use of these systems.

423.1.1 DEFINITIONS

Definitions related to this policy include:

Mobile Audio Video (MAV) system: A generic term to include the In-Car Camera System as well as the On-Body Camera System.

Activate - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

In-car camera system - Refers to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor.

On-Body Camera (OBC): Any device used to record audio/visual documentation of an incident or citizen contact that is carried on a person such as the Taser Axon Flex Camera.

MAV technician - Personnel certified or trained in the operational use and repair of MAVs, duplicating methods, storage and retrieval methods and procedures, and who have a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio-video signals recorded or digitally stored on a storage device or portable media.

423.2 POLICY

It is the policy of the South Jordan Police Department to use mobile audio and video technology to more effectively fulfill the department's mission and to ensure these systems are used securely and efficiently.

423.3 OFFICER RESPONSIBILITIES

Prior to going into service, each officer issued a MAV will properly equip him/herself to record audio and video in the field. At the end of the shift, each officer will follow the established procedures for providing to the Department any recordings or used media and any other related equipment. Each officer should have adequate recording media for the entire duty assignment. In the event an officer works at a remote location and reports in only periodically, additional recording media may be issued. If this is impractical, the officer may download the recording(s) on the following day with supervisor approval.

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At the start of each shift, officers should test the MAV system for proper operation.

If the in-car camera system is malfunctioning, the officer shall take the vehicle out of service unless a supervisor requests the vehicle remain in service.

423.4 ACTIVATION OF THE MAV

The In-Car Camera System is designed to turn on:

- (a) When the unit's emergency lights are activated
- (b) When the wireless microphone is activated
- (c) Upon Crash Detection
- (d) At a pre-set vehicle speed
- (e) Pressing the record button or icon on the system

OBC's are manually triggered according to manufacturers specifications.

The MAV systems remain on until it is turned off manually. When audio is being recorded, the video will also record.

423.4.1 REQUIRED ACTIVATION OF MAV

This policy is not intended to describe every possible situation in which a MAV system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes it would be appropriate or valuable to document an incident.

In-car camera system activation:

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the in car camera system. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV. The MAV system should be activated in any of the following situations:

- (a) All field contacts involving actual or potential criminal conduct, within video or audio range:
 - 1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
 - 2. Priority responses
 - 3. Vehicle pursuits
 - 4. Suspicious vehicles
 - 5. Arrests
 - 6. Vehicle searches
 - 7. Physical or verbal confrontations or use of force
 - 8. Pedestrian checks

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9. DUI investigations including field sobriety tests
 10. Consensual encounters
 11. Crimes in progress
- (b) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect such as:
1. Domestic violence calls
 2. Disturbance of peace calls
 3. Offenses involving violence or weapons
- (c) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording
- (d) Any other circumstance where the officer believes that a recording of an incident would be appropriate

On-body Camera (OBC) system activation:

The OBC should be activated in any circumstance which meets the above criteria for activation of an in-car camera system. In addition the OBC system should be activated for:

- (a) Interviews
- (b) While in a business or residence when the owner isn't present (building clearing, etc.)

Exceptions:

Officers should pre-plan activation of MAV systems, if possible. In a situation where activating a MAV would compromise the officers ability to respond to a threat or would otherwise reasonably compromise the officers safety, it is understood that pre-activation may not be possible. In such a situation, officers should activate the MAV as soon as possible when it is safe to do so.

423.4.2 CESSATION OF RECORDING

Once activated, the MAV system should remain on until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive, the MAV is out of range, or in other similar situations.

423.4.3 WHEN ACTIVATION IS NOT REQUIRED

Activation of the MAV system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

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423.4.4 SUPERVISOR RESPONSIBILITIES

Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service.

At reasonable intervals, supervisors should validate that:

- (a) The operation of MAV systems by probationary employees is assessed and reviewed no less than weekly.
- (b) The operation of MAV systems by non-probationary employees is assessed and reviewed no less than monthly.

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, officer-involved shootings, department-involved collisions), a supervisor shall respond to the scene and ensure that the appropriate supervisor, MAV technician or crime scene investigator properly retrieves the recorded media. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media.

423.4.5 PROHIBITED RECORDING

- (a) A MAV shall not be used to record non-work related personal activity.
- (b) A MAV will not be activated in places where a reasonable expectation of privacy exists, such as dressing rooms, locker rooms or rest rooms.
- (c) Employees shall not record confidential informants or undercover officers without authorization.
- (d) Officers will not make copies of any recordings for their personal use.

423.5 REVIEW OF MAV RECORDINGS

All recording media, recorded images and audio recordings are the property of the Department. Dissemination outside of the agency is strictly prohibited, except to the extent permitted or required by law.

To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed or otherwise inserted into any device not approved by the department. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

- (a) For use when preparing reports or statements
- (b) By a supervisor investigating a specific act of officer conduct or for quality assurance
- (c) By a supervisor to assess officer performance
- (d) To assess proper functioning of MAV systems

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- (e) By a department investigator, after approval of a supervisor, who is participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation
- (f) By an officer who is captured on or referenced in the video or audio data and reviews and uses such data for any purpose relating to his/her employment
- (g) By court personnel through proper process or with permission of the Chief of Police or the authorized designee
- (h) By the media through proper process or with permission of the Chief of Police or the authorized designee
- (i) To assess possible training value
- (j) Recordings may be shown for training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the staff to determine if the training value outweighs the officer's objection

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee.

423.6 RECORDING MEDIA STORAGE AND INTEGRITY

All recording media that is not booked as evidence will be retained in accordance with the established records retention schedule.

423.6.1 COPIES OF ORIGINAL RECORDING MEDIA

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

423.6.2 MAV RECORDINGS AS EVIDENCE

Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense, potential claim against the officer or against the South Jordan Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

423.7 SYSTEM OPERATIONAL STANDARDS

- (a) In-car camera system installations should be based on officer safety requirements and the vehicle and device manufacturer's recommendations.
- (b) MAV systems should be configured to minimally record for 60 seconds prior to an event.

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- (c) MAV systems may not be configured to record audio data occurring prior to activation.
- (d) Officers using digital transmitters that are synchronized to their individual MAV shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.
- (e) Officers shall not erase, alter, reuse, modify or tamper with MAV recordings. Only a supervisor, MAV technician or other authorized designee may erase and reissue previous recordings and may only do so pursuant to the provisions of this policy.
- (f) To prevent damage, original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the MAV technician.

423.8 EVIDENCE TECHNICIAN RESPONSIBILITIES

The department Evidence Technician(s) are responsible for purging MAV recordings:

- (a) Pursuant to a court order.
- (b) In accordance with established records retention policies, including reissuing all other media deemed to be of no evidentiary value.