

WINONA POLICE DEPARTMENT

NUMBER: 102-9 PAGES: 5

EFFECTIVE DATE: July 27, 2004

REVISED DATE: October 9, 2009

SUBJECT: Mobile Video Recording Equipment

1.0 Purpose

It is the purpose of this policy to provide officers with guidelines for the use of mobile video recording (MVR) equipment.

2.0 Policy

Mobile video recording equipment has been demonstrated to be of value in the prosecution of traffic violations and related offenses, in evaluation of officer performance, and in training. In order to maximize the use of this equipment in these related areas, officers shall follow the procedures for MVR equipment use, as set forth in this policy. Every officer operating a squad equipped with MVR equipment shall do so in accordance with this policy.

3.0 Procedures

3.1 Operating Procedures

- 3.1.1 The MVR equipment installed in vehicles is the responsibility of the officer assigned to that vehicle and will be maintained according to the manufacturer's recommendations.
- 3.1.2 Officers will determine if their MVR equipment is working properly prior to the start of every shift and will immediately notify the on-duty supervisor of any equipment malfunction. The shift supervisor will then notify the Deputy Chief & Evidence Technician of the specific malfunction.
- 3.1.3 MVR equipment will automatically activate when the vehicle's emergency warning devices are in operation, patrol speed exceeds 80 mph or the wireless microphone is activated. The equipment will not be manually deactivated until the officer has finished the call and has notified dispatch they are back in service.
- 3.1.4 Officers shall ensure that MVR equipment is operating in order to record traffic stops or other enforcement actions. In so doing they will ensure that:

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- 3.1.4.1 The camera is positioned and adjusted to record events.
- 3.1.4.2 The wireless microphone is used with a lapel microphone in order to capture the best possible audio quality. If an outer jacket is worn, the lapel microphone will be worn in such a fashion so it is not blocked or covered by any clothing. The wireless microphone will be activated whenever the MVR is activated.
- 3.1.4.3 The primary officer on any arrest will be responsible for creating a case and entering all pertinent information. The primary officer will also add any additional MVR footage to their case, including, but not limited to booking, interview room and back-up officer squad recordings. Step by step instructions for creating a case are included in appendix A at the end of this policy.
- 3.1.4.4 The Shift Supervisors will be responsible for reviewing MVR recordings on a weekly basis to ensure officers are complying with this policy and to ensure the equipment is working properly
- 3.1.5 Officers may also use the MVR equipment:
 - 3.1.5.4 to record actions of suspects
 - 3.1.5.5 during interviews, (if a digital recorder is not available)
 - 3.1.5.6 when administering sobriety checks
 - 3.1.5.7 when placing a suspect(s) in custody
 - 3.1.5.8 at crime scenes
 - 3.1.5.9 at accident scenes
 - 3.1.5.10 for other events such as the confiscation and documentation of evidence or contraband.
- 3.1.6 Officers shall not erase or in any manner alter MVR recordings.
- 3.1.7 Officers shall ensure that the MVR has sufficient memory to complete their tour of duty.
- 3.1.8 At the completion of a call where the MVR was activated, the officer will note the type of action taken on each call utilizing the proper MVR priority code. The priority codes are as follows:

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1 – No citation

2 – Citation

3 – DWI

4 – Arrest

5 -Other

3.1.9 Officers will include in their reports that recordings were created.

3.1.10 Officers shall only use USB drives issued and approved by this department

3.1.11 In the event a compact flash card must be removed from the MVR for evidentiary purposes, the officer shall notify the supervisor who shall replace the compact flash card. The supervisor will notify the Evidence Technician and Deputy Chief of the replacement. Flash cards shall not be placed into any plastic packaging material.

3.1.12 All recordings are the property of the Winona Police Department, and as such may be inspected at any time by a supervisor.

3.1.13 Officers shall not copy or retain any recordings for their personal use without the permission of the Deputy Chief or Chief of Police.

3.1.14 All MVR recordings will be automatically burned to DVD and stored per MN State Statute regarding data storage.

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**APPENDIX A
L3 Case Creation**

1. Search for video.
2. On “video search results” page where video is located, click on the “info” button which is the “i” to the left of the video thumbnail.
3. On the “video details” page, click the “add to case” button on the bottom left under the action section.
4. The next page will display at least two, possibly three options:
 - a. Add to new case
 - b. Search for case to add
 - c. Add to case: xx-xxxxx (this will be the last case you viewed during this session, if one exists)
5. Click “add to new case” and click the “next” button in the lower left corner under the action section.
6. On the “new case” page, fill in, *at minimum*, the following:
 - a. Owner – the name of the person logged in will fill in by default, but can be changed using the drop-down arrow behind the field.
 - b. Visibility – will default to private, which allows only the owner, and anyone else with the proper permissions, to view the case. Changing the visibility to public will allow anyone to view it.
 - c. Display name – CFS# in the following format *only*, without leading zeros behind the dash:
 - i. 01-2
 - ii. 01-23
 - iii. 01-234
 - iv. 01-2345
 - v. 01-23456
 - d. Incident date – enter date in the following format *only*, mm/dd/yyyy, or choose the date by clicking on the pop-up calendar icon to the right of the field.
 - e. Case number – *exactly* the same as the display name above.
 - f. First name – first name of the person involved, if numerous, pick the one with the most serious charge.
 - g. Last name – last name of the person involved.
 - h. DOB: - DOB of person involved, using the following format *only*, mm/dd/yyyy, or choose the date by clicking on the pop-up calendar icon to the right of the field.

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7. Click save on the bottom. The case has now been created and will show at the top of a table titled "Case Search Results". If you want to continue to add videos to this same case, follow the directions immediately below.

Adding more video to the same case

1. Click the "info" button, which is the "i" to the left of the case information.
2. Click "add video" button on the left side.
3. Choose "search for video to add to case: xx-xxxxx"
4. Click next.
5. Search for video.
6. On "video search results" page where video is located, click on the "info" button which is the "i" to the left of the video thumbnail.
7. On the "video details" page, click the "add to case" button on the bottom left under the action section.
8. The next page will display three options:
 - a. Add to new case
 - b. Search for case to add
 - c. Add to case: xx-xxxxx (this will be the case you just created, provided you haven't looked at another case between creating the case and adding the new video)
9. Choose "add to case: xx-xxxxx" and click the "next" button on the left. This will take you to the "case details" page. If you click on the "system video" tab at the top, you will see what videos are attached to the case.
10. Continue as needed for each video to be attached to the case.