



Subject: Wearable Video Recorders		Policy Number 4.21
Distribution: All Police Personnel	Effective Date: 1 April 2012	Number of Pages: Page 1 of 7
Revision Date(s):		

I. PURPOSE

The purpose of this policy is to set forth guidelines for the use, management, storage, and retrieval of audio-visual media recorded by wearable video recorders (WVR's).

II. POLICY

WVR's will be used to assist Department personnel in the performance of their duties by providing an accurate and unbiased recorded account of an incident. Additionally, to maximize effectiveness of the WVR and maintain integrity of evidence and related documentation, all personnel assigned the use of these devices will adhere to the procedures outlined within this policy.

III. CONFIDENTIALITY

All recording media, images, and audio are property of the Long Beach Police Department and will not be copied, released, or disseminated in any form or manner outside the parameters of this policy without the expressed written consent of the Chief of Police. Under no circumstances will any member of the Long Beach Police Department make a personal copy of any recorded event without prior written permission of the Chief of Police.

IV. OBJECTIVES

This department has adopted the use of wearable video recorders (WVRs) in order to accomplish objectives including, but not limited to, the following:

1. Accurate documentation of events, actions, conditions and statements made during arrests, traffic stops and other incidents, to enhance officers' reports, collection of evidence and testimony in court: and
2. The enhancement of this department's ability to review probable cause for arrest, arrest procedures, officer and suspect interaction, and evidence for investigative purposes, as well as for officer evaluation and training.

RESTRICTED LAW ENFORCEMENT DATA	
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V. PROCEDURE

A. Equipment

Department issued WVR's are intended for official Departmental use only and are not to be used for frivolous or personal activities. Intentional misuse or abuse of the units will result in disciplinary action.

1. Officers will use only those WVR's issued and approved by the Long Beach Police Department. The wearing of personal video recorders is not authorized.
2. WVR's will be assigned to each officer by the Property Officer and recorded in each officer's issued property file.
3. WVR's will be considered issued equipment until relinquished at the direction of the Chief of Police.
4. WVR's will not be rotated at shift change and will remain the responsibility of each assigned officer.

WARNING: Storing work-related recording data on personally owned computers will subject the officer's personal computer to inspection or confiscation pursuant to public records request.

B. Equipment mounting/placement

1. WVR's will be mounted on the vehicle's front dash or window while officers are patrolling their assigned areas. The WVR will be pointed toward the front of the vehicle and positioned to record events as necessary.
2. When officers have detainees in the back seat of their vehicle, the WVR can be pointing rearward as necessary to record events.

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3. When the WVR is worn by the officer, the WVR shall be worn on the officer's torso and adjusted to record events as necessary.

C. Operating procedure

1. WVRs will be activated during all traffic stops, emergency response to calls for service and pursuits. When possible, WVRs should be utilized before traffic stops to record reasonable suspicion or probable cause for that contact. WVRs shall be turned on anytime the emergency lights are activated. The WVR shall not be deactivated until the contact or response to call has been cancelled or terminated.
2. While at a scene, WVRs are to also be used to record the actions of suspects during interviews, when undergoing field sobriety testing or when placed into custody.
3. Officers will activate the unit to record during **all** citizen encounters related to a call for service, enforcement action, traffic stop, and/or police service. Additionally, tactical activities such as, building searches, searches for suspects, and building checks at alarms will be recorded.
4. WVRs shall also be used to record circumstances at crime and accident scenes or other events such as the confiscation and documentation of evidence, contraband or seized property.
5. Back-up officers who arrive on scene to assist another officer shall ensure that their WVR is activated and in position to record events, if feasible, in accordance with the requirements of this policy.
6. Whenever a WVR is activated in the patrol car, the officer will ensure that all radio equipment is turned off or turned down with the exception of the Long Beach Police Department primary radio frequency.

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7. Officers may deactivate the WVR when they are having a consultation with another officer or a supervisor.

8. Officers may also deactivate their recording devices when conducting non-enforcement activities such as directing traffic, disabled vehicle assist or extended crash investigations.

9. Anytime a WVR is deactivated, the officer will narrate the reason for the deactivation and note this in their report.

10. WVRs cannot be used at the Harrison County Adult Detention Center or the Harrison County Juvenile Detention Center. The cameras will be left in the patrol vehicle.

11. WVRs will be used when transporting a suspect or an arrestee. Officers may deactivate the WVR at the Long Beach Police Department if being utilized at the time.

12. During times of inclement weather, the WVRs may be left in the patrol vehicle.

D. Officer Responsibility

1. Prior to beginning a shift, officers assigned a WVR will ensure its readiness by conducting an operational inspection.

a. Any problems preventing the use of the unit during the shift will be reported to the immediate supervisor.

b. Problems that cannot be remedied will be reported to the Property Officer.

c. WVR's assigned to officers is his/her responsibility and will be maintained according to the manufacturer's recommendation.

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d. In the event that a WVR becomes disabled, damaged, or destroyed; a report on the cause of damage must be filled out and forwarded up the chain of command. In the event that it is deemed that the officer was negligent in the care and or security of their issued equipment, they may be held accountable for financial cost of replacement.

3. Officers will download video to the server **daily**. Flag or bookmark any video that **you think** may be useful to the Department for training purposes, **and advise your supervisor.**

4. When video footage is captured **and has an evidentiary value**, a copy will be made on DVD and filed as evidence.

5. Video footage on WVR's shall not be erased at any time by an officer **until all** video footage **has been** downloaded.

NOTE: Prior to court, arrest videos will be placed into evidence and will remain as a part of the case file until destroyed in accordance with the guidelines set forth by the Long Beach Police Department policy and guidelines for destruction of evidence.

E. Supervisor Responsibility

1. It is incumbent on supervisors to ensure officers utilize WVR's according to policy guidelines.

2. Supervisors will conduct random weekly reviews of selected recordings in order to assess officer performance, **performance and placement of equipment**, as well as flag videos that may be appropriate for training purposes.

F. Prohibited Acts

1. Except for evidentiary purposes, reproduction of any WVR recordings by members of the Long Beach Police Department is prohibited unless authorized by the Chief of Police.

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a. duplication for discovery, insurance requests and for authorized law enforcement agencies is an exception to this rule. Duplication of reports, pictures and videos shall be in compliance with department notice 9.02 and special order 10.01.

b. Officers shall not use their WVR to arbitrarily record another officer for any reason.

c. Supervisors shall not utilize the WVR while disciplining or conducting a conference with a subordinate.

G. Video Evidence

1. Videos needed for evidence in court must be requested through the department's evidence Technician.

H. Damaged property/Repair request

1. Any WVR damaged, whether in the line of duty or not, must be reported to the officer's immediate supervisor. The following must be turned into the officer's immediate supervisor:

a. the damaged WVR

b. a narrative describing the circumstances leading up to, and to include how the property was damaged, and/or;

c. a property repair request form describing the problem in detail.

2. The supervisor shall review the paperwork to determine if negligence is involved, then forward the WVR, paperwork, and findings to the property officer.

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I. Video Purge

1. Any video that has been retained for evidence must be transferred to DVD and placed into evidence for long term retention. All other videos will be purged every thirty (30) days from the server. In the event that an officer feels a segment of video needs to be held for furtherance of an investigation, a to/from memo must be submitted through the chain of command requesting that segment be retained.

Wayne McDowell
Chief of Police

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Subject: Copies of Police Reports			Dept Notice Number 9.01
Distribution: All Police Personnel	Effective Date: 25 July 2002	Number of Pages: Page 1 of 1	
Revision Date(s): 3 December 2015			

I. PURPOSE

- A. To establish a procedure for non-law enforcement personnel to obtain copies of Police Reports
- B. The Records Clerk is the authority on the issuing of any Police Report.

II. PROCEDURES:

All requests for copies of police reports will be referred to the Records Clerk between the hours of 0900 to 1600 hours, Monday through Friday.

The Records clerk will review each request, to ensure the request conforms to Mississippi State Law governing the release of information.

A process fee will be charged for each report requested by non-governmental agencies or citizens based on the City of Long Beach Public Records Request Form..

Wayne McDowell
Chief of Police

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Long Beach Police Department	<i>"Copies of Police Reports"</i>



Subject:		
Request for Audio/Visual Duplicates		Special Order Number 10.01
Distribution:	Effective Date:	Number of Pages:
All Police Personnel	1 July 2007	Page 1 of 1
Revision Date(s): 19 November 20015		

I. PURPOSE

This directive:

- A. Establishes a policy for attorneys, insurance companies and governmental agencies to obtain copies of audio/visual evidence.
- B. Establishes fees to be charged for requests of audio/visual evidence duplicates by non-governmental agencies.
- C. The Evidence Technician is the final authority on the issuing of any audio/visual duplicates.

II. PROCEDURES:

- A. ALL requests for copies of audio/visual evidence must be made in writing on agency or company letterhead.
- B. The Evidence Technician will respond to requests and provide non-governmental agencies an invoice for the cost of copies. The Evidence Technician will not begin processing a non-governmental request if payment has been received.
- C. Once the request is processed the Evidence Technician will contact the requester and set up an appointment to pick up copies. If audio visual/duplicates are not picked up within one week of the appointment date the duplicates will be destroyed and the fees collected will be forfeited by the requester.
- D. In the event Evidence Technician does not have the requested evidence, the request will be turned over to the Case Detective who will then process and disburse the requested copies.

II. FEES

The fee schedule for all non-governmental requests for audio/visual duplicates is as follows:

CD/DVD Disk	\$15.00 each
Digital Photo Prints	\$5.00 per page

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Chief of Police

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State of Mississippi Local Government Records

RECORDS RETENTION SCHEDULE

**Municipalities
Law Enforcement**

SERIES #	TITLE	DESCRIPTION	RETENTION
GSM 08 09	Training Records - General	This series documents training activity provided to law enforcement personnel. Information includes description of training activities, sign-in sheets, and general information regarding the training provided.	Ten (10) years. Approved: 10/20/2009
GSM 08 10	Video/audio recordings from mobile units, non-evidentiary	Non-evidentiary recordings created by mobile units, including both in-car and body-worn cameras.	Thirty (30) days. Approved: 1/19/2016
GSM 08 11	Video/audio recordings from mobile units, evidentiary	Evidentiary recordings created by mobile units, including both in-car and body-worn cameras.	One (1) year after final disposition of case and completion of sentence. Approved: 1/19/2016
GSM 08 12	Video/audio recordings from stationary cameras, non-evidentiary	Non-evidentiary recordings created by fixed, stationary cameras used for surveillance purposes in public buildings.	Thirty (30) days. Approved: 1/19/2016
GSM 08 13	Video/audio recordings from stationary cameras, evidentiary	Evidentiary recordings created by fixed, stationary cameras used for surveillance purposes in public buildings.	One (1) year after final disposition of case and completion of sentence. Approved: 1/19/2016

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions which appear on the cover of this schedule.