


LOUISVILLE POLICE DEPARTMENT

GENERAL ORDER	GO#: 3100	SUBJECT: IN-CAR VIDEO RECORDING SYSTEM
	TO: ALL PERSONNEL	REVIEW:
ISSUE DATE: DECEMBER 04, 2012	ISSUED BY: 	
EFFECTIVE DATE: DECEMBER 04, 2012	L. M. CLAIBORNE	
AMENDMENT DATE:	CHIEF OF POLICE	

3100. IN-CAR VIDEO RECORDING SYSTEM

3101. Purpose

To establish guidelines to be followed in the use of in-car video camera systems.

3102. Policy

There is an inherent danger involved in all mobile police patrols. This includes routine traffic stops and investigative contacts with the general public. It is the policy of the Louisville Police Department to protect all involved, officers and citizens. For this reason the Department has installed in-car video and audio recording systems in the majority of all Louisville Police Department vehicles used on a daily basis. Any violation of this policy will be considered grounds for disciplinary procedures.

3103. Procedures- Communications Personnel

- A. The dispatcher on duty will log all malfunctions officers report about their video systems

3104. Procedures- Patrol Officers

- A. At the beginning of the tour of duty each officer will check his or her video system to ensure they are working properly.
- B. Each officer will log into the video system with their user name and password.
- C. Each officer will wear and use the audio transmitter provided with the recording system.
- D. Each time an officer makes a traffic stop or investigative stop of a citizen the transmitter should be activated.

E. Any time an officer is dispatched on a call where they will have any interaction with the public the video and audio should be activated.

F. Any time and officer is involved in a pursuit the video system will be activated.

G. When transporting a prisoner or personnel other than employees or members of the Department, the interior camera and the audio transmitter should be activated.

H. Any attempt to destroy, erase, blackout, disrupt or remove the video or audio recording will result in disciplinary procedures against the officer(s) involved.

I. When the video cartridge is nearing full the officer will power down the video system, remove the video cartridge and have his or her supervisor down-load the cartridge into the appropriate computer in the back room.

J. Any recording that is most likely to end up in court will be down-loaded onto a disc and put into evidence until the court date.

3105. Reporting Malfunctions

A. All officers will report any malfunctions of the in-car video system, either video or audio, to dispatch as well as the shift supervisor on duty.

B. The officer will then fill out a maintenance request form and turn it in to the Assistant Chief who will make arrangements for it's repair.

ORDER – NEW POLICY FOR POLICE DEPARTMENT

Upon motion made by Bessie M. Love duly seconded by Daniel E. Yarbrough and unanimously carried, the Board approved new policy entitled *Patrol Car Audio/Video Recording Systems* which is made an amendment to the Police Department Policy Manual and which each officer must sign in acknowledgement. Copy of said policy is made Exhibit "D" to these minutes the same as if recopied herein in full in words and figures.

THIS POLICY ADOPTED 7-22-03, MB 66, P 401.

ADD TO POLICE RULES AND REGULATIONS PAGE 133 A.

CITY OF LOUISVILLE
POLICE DEPARTMENT
STATEMENT OF POLICY AND ACKNOWLEDGEMENT OF UNDERSTANDING
PATROL CAR AUDIO/VIDEO RECORDING SYSTEMS

The City of Louisville has invested in closed circuit television/audio cameras (CCTV) for all patrol cars. This significant investment has been made in an effort to protect each officer and the city from unfounded allegations of policy violations and as a means of preserving valuable evidence to promote just prosecution of both felony and misdemeanor crimes.

It is the policy of the City of Louisville Police Department that all such CCTV cameras will be operating (including audio) with video recorders properly and adequately loaded with video tape at all times the vehicle is in service, including road blocks, traffic stops, pursuits, etc. The officer who is assigned to a patrol car has the sole responsibility to not only activate the CCTV audio and video recording system at the beginning of each shift, but also to assure that it remains operational during the entire shift and that the recorded tapes from his/her shift are removed and properly stored in the video tape storage area. In this regard, the officer must notify LPD dispatch upon going 10-8 at the beginning of his shift that "cameras and audio are operational." He/she must also notify the dispatcher immediately when any equipment is malfunctioning or non-operational and the reason why. The shift lieutenant will promptly investigate any such malfunctioning equipment reported on his shift and report it to the police chief at the end of the shift. All tapes will be cataloged and retained for 30 days prior to being re-cycled.

The Louisville Police Chief, city attorney/prosecuting attorney, Mayor and/or Board of Aldermen may review any such tape at its discretion. In the event a request for such tape is made and the tape cannot be produced, absent unusual mitigating circumstances, it shall be presumed the officer responsible for the taping system above has not complied with this policy and shall be subject to discipline up to a one-week disciplinary suspension for the first offense and termination of employment upon a second offense.

With my signature below I acknowledge my receipt and understanding of this PATROL CAR AUDIO/VIDEO POLICY.

Officer's Signature

(date)

WITNESS:

Chief of Police

(date)

133A

ADDITION TO GENERAL ORDER 3100
BODY WORN CAMERAS

3105. Body Worn Cameras

- A. The Louisville Police Department is now issuing its officers Body Worn Cameras
- B. Each officer at the beginning of his or her shift will make sure their camera is fully Charged and in good working order.
- C. Each officer will wear and use the Body Worn Camera provided by the department.
- D. Each time an officer makes a traffic stop, an investigative stop or has any contact with the public will activate both the In Car and Body Worn Cameras.
- E. If an officers has any malfunction with either of these cameras they will notify dispatch and their supervisor.
- F. Any officer who fails to comply with this General Order could face disciplinary action.