

Meridian Police Department	
Directive on use of Officer Recording System	
Subject: proper use and carrying of Officer Recording System	Effective Date: 3-10-2016

This directive sets out the following procedures for the proper use and carrying of Officer Recording System by Meridian Police Department:

I. PURPOSE

The purpose of this directive is to establish the proper use and carrying of Officer Recording System for Meridian Police Officers that have been properly trained in the use of and issued an Officer Recording System by the Police Department.

II. INTENTION:

The Meridian Police Department will require all Officers to be properly trained on the use and carrying of the Officer Recording System. All sworn personnel will be required once trained to wear the Officer Recording System in an approved location on the front of the body with the camera lens facing forward.

III. DEFINITIONS:

- **Officer Recording System :**

The Officer Recording System is a video system worn by Officers for the purpose of recording events as they happen. It is designed to provide an accurate, unbiased audiovisual record of enforcement related and non-criminal incidents that will enhance criminal prosecutions and limited civil liabilities. The Officer Recording System consists of available recording equipment worn on the person of the individual.

- **Officer Recording System Docking Station:**

The Officer Recording System Docking Station is a centralized server that is equipped with ports that the Officer Recording System audiovisual evidence can be downloaded, saved, and/or reviewed.

IV. INTENT:

The intent of this Directive is to establish a standardized training and the use of the Officer Recording System by Members of the Meridian Police Department. Use of the recording equipment is mandatory as outlined in this directive (if an officer has been issued one). Any violation of this directive in the use and/or training of the Officer Recording System by Department Personnel can result in disciplinary action up to and including termination. However, audiovisual evidence captured by the Officer Recording System shall not be used for disciplinary action unless the action captured is a violation of the Meridian Police Department Policy and Procedures and/or a repetitive safety issue by the same individual or group.

V. TRAINING:

Department Personnel should not use the Officer recording System until they have completed training in the proper use of the system. The training will consist of the following:

1. Shift training of the Officer Recording System, its functions and recommended activations.
2. A review of the Departmental procedures of the Officer Recording system.

VI. PROCEDURES:

- **PROPER CARRYING OF THE OFFICER RECORDING SYSTEM:**

1. The Officer Recording System will be worn on the front of the uniform between, even with or slightly above the pockets of the shirts or on the supplied lapel strap.
2. The Officer recording System will be worn with the front and/or lens of the system facing forward.
3. The view of the Officer Recording System will not be obstructed by the intentional actions of any Meridian Police Department Personnel wearing the system or other personnel on the scene. Intentional Actions will be deemed any action that was carried out with the intent to obstruct the audiovisual evidence recorded by the Officer Recording System. This includes but is not limited to crossing of arms, placing fingers, and/or obstructing any part of recording parts of the system.

- **Departmental Personnel Responsibilities:**

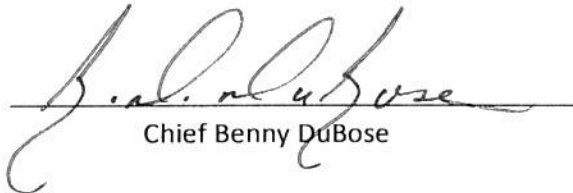
1. Officers will test the recording system daily to ensure that the system is functioning properly.
2. Officers shall report any malfunctioning system to their Supervisor immediately.
3. The power to the system shall be turned off when not recording to ensure extended battery life.
4. Officers will monitor the memory level of the system daily. Officer will dock the system for downloading anytime the memory level is full, when in the station to do reports, and/or between shifts of working days that meet.
5. Officer will activate the recording system prior to traffic stops, officer initiated arrest, calls for service, any official contact with the public, and/or whenever the officer feels it would be beneficial to do so.
6. Officer will upon downloading of recordings mark each recording in the system with importance level, task, case number, and note case type in memo section.
7. Except when authorized by the Chief of Police or his/her designee Officers shall not knowingly use the recording system to covertly record other police personnel.

- **VIDEO REVIEW**

1. Recordings maybe randomly reviewed to monitor Officers performance.
2. Officers may review their own recordings for training and/or report writing purposes. A Supervisor may review a specific incident contained on an officer's recording for the purpose of training, critique, or addressing a personnel complaint.
3. An Officer may download a copy of his/her recording for court purposes. A Supervisor may download a copy of an officer recording for the purpose of court, to be used for in house training, and/or to be reviewed and placed with a personnel complaint.
4. No video shall be downloaded, reviewed, or used for the purpose of belittling and/or making fun of an individual officer.
5. All recordings are the property of the Meridian Police Department and shall not be released to anyone outside the department without the authorization of the Chief of Police or his/her designee.
6. Recordings will be stored as long as practical and dependent on space availability.

VII. Effective Date

This directive is effective _____ March 10, 2016 _____



Chief Benny DuBose