


**Ocean Springs Police Department
Policies and Procedures**

Subject: In Car Video/Officer Worn Video/Officers Being Recorded	Policy Number: 043
Issue Date: March 6, 2009 Rev. August 30, 2010, 12/12/15	Level: A
 Approval Authority Title and Signature: Mark S. Dunston, Chief of Police	

1.0 POLICY:

- 1.1 The Ocean Springs Police Department will utilize on board video systems in police vehicles where feasible.
- 1.2 All cameras will be operational and powered at all times that the vehicle is in use.
- 1.3 All cameras will be set to actively record in the following circumstances:
 - 1.3.1 Upon emergency equipment activation;
 - 1.3.2 When the assigned vehicle reaches the speed of 65 mph or higher, and;
 - 1.3.3 at the officer's discretion to document events.
- 1.4 Unless documented in writing to the chain of command by the shift supervisor as to why a different memory card is being used, each camera will be only be operated with the assigned memory cards.
- 1.5 All recorded events are the property of the OSPD.
- 1.6 No video may be downloaded in any manner or form, except:
 - 1.6.1 with express written permission from the chief of police.
 - 1.6.2 for evidentiary procedures as set below.

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2.0 PROCEDURE:

2.1 Video Storage and Security

- 2.1.1 It is the responsibility of the shift supervisor to keep secured the key used for retrieving and securing the memory cards in each of the video cameras. Lost keys must be reported immediately to the chain of command. Supervisors who lose control of their assigned security key will face disciplinary action.
- 2.1.2 It will be the shift supervisor's responsibility to collect the memory cards from each officer at the end of each shift. The memory cards will be hand delivered to the oncoming shift supervisor for uploading to the evidence storage computer.
- 2.1.3 It will be the shift supervisor's responsibility to securely replace the collected memory cards with the properly marked replacement cards in each unit.
- 2.1.4 It will be the shift supervisor's responsibility to upload the off going shift's memory cards to the evidence storage computer.
- 2.1.5 The traffic division supervisor or his designated supervisor will be responsible for the evidentiary protocol in the traffic division pursuant to the same restrictions enumerated in this policy.

2.2 Video Retrieval

- 2.2.1 It will be the individual officer's responsibility to confirm court docket listings. The officer will notify their supervisor for a required trial download within a reasonable amount of time.
- 2.2.2 The following events captured on video will be downloaded immediately:

A. DUI

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- B. Use of Force requiring reporting by order of OSPD policy
- C. Complaint of Misconduct
- D. Pursuits
- E. Felony Arrests

It will be the on duty shift supervisor's responsibility to download requested video capture for evidentiary or internal investigative use.

2.2.3 Downloaded video will be placed on a permanent medium (DVD, CD-ROM). The medium will then be placed into evidence.

2.2.4 No video capture will be downloaded for any purpose other than official OSPD usage. Requests from the media, subpoena requests or any other request for a video capture download must be approved through the Chief's office.

3.0 Body-Worn Video Devices

3.1 Use Protocol

3.1.1 All officers who have been issued a body worn video system will ensure the equipment is operational and functioning.

3.1.2 Officers will activate their body worn video system prior to all contacts when tactically and legally feasible to do so.

3.2 Data Download and Storage

3.2.1 Officers will follow current download protocol as instructed by training directive.

3.2.2 All evidence storage, retrieval and dissemination protocol listed above applies to body worn video systems.

4.0 Officer Being Video or Audio Recorded

It is the policy of the OSPD that all officers understand that when the officer is conducting police business in public, the officer is subject to being video and/or audio recorded. It is not against the law to video or audio record a police officer performing police functions provided the person conducting the recording is not interfering with police functions, crime scenes, or violating another law by performing the video or audio recording (i.e., inciting disorderly conduct, etc.) Officers will allow such recordings.

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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.