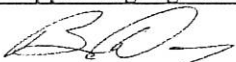


PICAYUNE POLICE DEPARTMENT

Wearable Audio/Video Recording System



STANDARD OPERATING PROCEDURE

Effective Date	Revision Date	Approving Signature	Reevaluation Dates
September 18, 2013			

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 Picayune 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 Picayune Police Department make a personal copy of any recorded event without prior written permission of the Chief of Police.

IV. 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 Department. The wearing of personal video recorders is not authorized.

2. WVR's will be assigned to All Sworn Officers

a. The issuance of each WVR will be documented and maintained by the Fleet Logistics Manager.

b. WVR's will not be rotated at shift change and will remain the responsibility of each assigned officer.

3. WVR's will be considered issued equipment until relinquished at the direction of the Fleet Logistics Manager.

B. 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 Fleet Logistics Manager.

2. Officers will activate the unit to record during each citizen encounter 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.

3. Officers will download video to the server upon indication that the device is nearing capacity and at the end of each shift. Flag or bookmark any video related to a criminal or traffic case, or that may be useful to the Department for training purposes.

C. 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 as well as flag videos that may be appropriate for training purposes.

3. If a complaint is associated with a recorded event, or an officer believes an incident may generate a complaint, the supervisor will flag the video for indefinite retention.

II. Wearable Audio/Video Recording Media Management and Control

A. Units employing recording devices that utilize digital media storage of audio/video data are supplied with secure digital data storage cards. Officers using such recording devices will download all stored media daily to a portable, external hard drive storage supplied to the individual officer. This action should insure at least 90 days of archiving for unused data.

B. WVR digital data containing information that may be of value for case prosecution or in any criminal or civil adversarial proceeding shall be safeguarded as other forms of evidence. As such, this data will be subject to the same security restrictions and chain of evidence safeguards as any evidence. Such data will "burned", from the external hard drive, to DVD or CD, tagged and placed into evidence.

C. Officers maintaining this type of recording media will:

1. Transfer all data to their respective hard drive daily.

2. Keep all hard drives, data storage cards or other storage media secured in their locked, secured locker when not being utilized by the assigned officer.

3. Will create an official copy to be logged and stored as evidence for any recording deemed of evidentiary value.

4. Will ensure that any events stored on the officers individual hard drive will be saved indefinitely for felony cases and for a minimum of 90 days beyond final court disposition for misdemeanor cases.

D. Video Purge

In compliance with the Picayune Police Department Records Retention Schedule, video will be automatically purged from the server no later than twelve (12) months from the date of download. The only exception will be that video which has been flagged for indefinite retention.