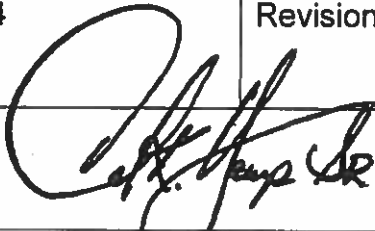


**Tunica County Sheriff's Office
Law Enforcement
Policies and Procedures**

Subject: Mobile Video/Audio Recording (MVR)	Policy Number: 4.30
Issue Date: January 1, 2004	Revision Date: June 4, 2008
Approval Authority Title and Signature	

POLICY:

The (MVR) equipment has been adopted by the Sheriff's Office. The system has been installed in order to accomplish several objectives, including but not limited to; documentation of events and statements made during arrests, accidents, and other incidents to strengthen officer reports, collection of evidence and testimony in court; and the enhancement of this agency's ability to review probable cause for arrest, arrest procedures, officer and suspect interaction, complaint and evidence for investigative purpose.

PURPOSE:

The purpose of this policy is to provide guidelines for the utilization and care of the mobile video/audio recording (MVR) equipment.

PROCEDURE:

Equipment Operation

1. Deputies shall be responsible for the operation and care of their assigned MVR equipment. If the (MVR) is damage in the line of duty, the damaged equipment will be replaced by the Sheriff's Office. The supervisor will determine the extent of the liability. Lost or misused equipment shall be replaced at the deputy's expense.

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Law Enforcement Policies and Procedures, 4.30 Mobile Video/Audio Recording system

2. Deputies shall determine if the MVR equipment assigned to their unit is working satisfactorily and shall bring any problems to the attention of the immediate supervisor as soon as possible.
3. Deputies shall only use video equipment or tapes issued or authorized by the Tunica County Sheriff's Office. No alterations or additions to the existing MVR equipment shall be permitted without written authorization from the Sheriff or designee.
4. Deputies will ensure proper alignment, focusing, and positioning of MVR equipment to facilitate quality documentation of:
 - a. Each traffic stop, pedestrian stop, or other law enforcement actions;
 - b. The actions of suspects during interviews, when undergoing sobriety checks or when placed in custody; or
 - c. The circumstances at crime and accidents scenes or other events such as the confiscation and documentation of contraband.
5. Deputies must use the MVR system to record the entire traffic stop pedestrian stop, pursuits, responding to emergency calls, and other events including but not limited to, armed encounters, acts of physical violence and/or felonious conduct.
6. The video/audio recording unit's operating selector switch should be in the "**Automatic Mode**" to ensure that as the patrol vehicles emergency lighting equipment is activated, the video/audio recording unit will automatically activate to begin recording the entire traffic stop or other action.
 - a. The term "entire traffic stop" refers to the time any contact or action is initiated and continues to as long as the Deputy has any interaction with the parties being stopped.

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Law Enforcement Policies and Procedures, 4.30 Mobile Video/Audio Recording system

- b. If a person being detained in the unit or is being transported becomes combative or attempts to damage the unit. the deputy will reactivate the MVR system and position the camera to capture the persons actions until the destination is reached and the person is removed from the unit.
7. Deputies may manually activate the MVR system prior to initiating the traffic or pedestrian stop, for the purpose of recording suspect and/or vehicle actions to facilitate the establishment of probable cause of persons suspected of Public Intoxication, or D.U.I.
- *8. The video/audio recording system, including the audio recording from the wireless microphone carried by the Deputy, will not be stopped, paused, or otherwise interfered with anytime during the stop or incident.
9. At the scene of extended incidents (other than traffic contacts), the Deputy with the authorization of the supervisor can decide to terminate video/audio taping if there is no other evidentiary value. The supervisor will advise the personnel on his/her watch the extent of the usage of the system. An examples of the types of events where the system can be terminated include, but not limited to:
 - a. Traffic accidents while waiting for clean up of the scene.
 - b. Motorist assists and abandoned vehicles while waiting for wreckers to arrive.
10. Deputies shall provide the following information into the wireless microphone at the initiation of any of the above actions:
 - a. Vehicle license number and state of issuance;
 - b. Location of Stop
 - c. Vehicle Make
 - d. Vehicle Color

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Law Enforcement Policies and Procedures, 4.30 Mobile Video/Audio Recording system

11. If a stop is made and the MVR system malfunction the Deputy will notify communications and his/her supervisor immediately. The proper paper work will be completed detailing why the system malfunction. Before an officer assumes the responsibility of a patrol unit with a MVR system, he/she should be positive that the system functions properly. The deputy will be held responsible and discipline action will be determined by the supervisor.
12. Deputies shall not erase, reuse (tape over) or in any manner alter the MVR tapes. Unauthorized altering, erasing, or destroying any portion of the video tape will be grounds for disciplinary action.
- *13. Deputies shall obtain a new recording tape at the beginning of their shift on the first shift of their workweek and submit the previous weeks recording tape to the in duty supervisor. The Deputy shall label the new tape with the beginning date and the previous tape with an ending date. The supervisor shall place the tape in an area designated by the Sheriff.
14. All tapes that may be needed as evidence for criminal case or recording tapes of incidents which could lead to or have led to citizens complaint about the Deputy, shall be given to their supervisor or placed in an the area designated by the Sheriff. The deputy's name, end date and any case number or incident number will be place on the tape. A new tape shall be obtained, labeled with the new beginning date and placed in the MVR system.
15. A supervisor may play back the tape on the monitor in the patrol unit on the scene in the event of a critical incident (Deputy is disabled, ect,) to obtain any critical information.
16. Deputies shall note in their reports if MVR equipment was utilized.

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Tape Control and Storage

1. Control

- a. All recording tapes (MVR) are the property of the Tunica County Sheriff's Office. Request to view MVR tapes and their contents will be considered as an open records request and as such will be forwarded to the Chief Deputy for approval.
- b. Any Deputy engaged in racial profiling with respect to a traffic or pedestrian stop, the department shall retain the video and audiotapes, or the audiotapes of the stop until final disposition of the complaint.
- c. If the Sheriff designates the property room for storage of the tapes (MVR). The clerk will be responsible for retrieving the tapes from the evidence drop (box) as soon possible, determine the appropriate storage requirement and place the tape in either evidence property room or a ninety day storage cabinet.
- d. if the tapes are not needed for evidence or review they may then be remove from the ninety (90) day tape cabinet, erased with the supervision of that shift supervisor. The supervisor will be responsible for erasing a tape that was recorded during his/her shift.
- a. In case of an Internal Affairs investigation all requested tapes (MVR) would be given to the Internal Affairs officer. The tapes will become a part of a permanent file of the Internal Affairs investigation and will only be reviewed by the Sheriff/ Internal Affairs. In case of legal litigation they will be viewed on a need to know basis:
 - a. Subpoena
 - b. Broadcast

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2. Duplications

- a. The duplication of a tape is prohibited without written consent of the Sheriff or designee.
- b. No employee of the Tunica County Sheriff's Office will Duplicate, or make available a duplicate tape or any portion of a tape, to any other person without the consent of the Sheriff or his designee.
- c. Unauthorized duplication or provision of department MVR tapes or any portion of an MVR tape will be grounds for disciplinary action.

Supervisory Responsibilities

1. Supervisors shall review a recording of each Deputy's (MVR) at the discretion of the Sheriff or his designee's at least once every thirty (30) days to ensure that Deputies utilizing MVR equipment adhere to establish procedures, guidelines and policies.
2. The supervisor may request MVR tapes from the deputy at any time. He/she will address a deputy on an apparent violation of policy and procedures with regards to arrest, investigation, officer/suspect communications, or officer safety issues that are discovered during review of a MVR tape.

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