

Mobile Audio Video

422.1 PURPOSE AND SCOPE

The Beloit Police Department has equipped marked patrol cars with Mobile Audio Video (MAV) recording systems to provide records of events and assist officers in the performance of their duties. This policy provides guidance on the use of these systems.

422.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

In-car camera system and Mobile Audio Video (MAV) system - Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor.

MAV fleet technician - Personnel certified or trained in the operational use and repair of MAVs related to vehicle or fleet issues.

MAV records technician - Personnel certified or trained in the duplicating methods, storage and retrieval methods and procedures, redaction methods necessary to comply with open records requests, and who have a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio-video signals recorded or digitally stored on a storage device or portable media.

422.2 POLICY

It is the policy of the Beloit Police Department to use mobile audio and video technology to more effectively fulfill the department's mission and to ensure these systems are used securely and efficiently.

422.3 OFFICER RESPONSIBILITIES

Prior to going into service, each uniformed patrol officer will properly equip him/herself to record audio and video in the field via the in-car MAV system. Prior to securing from duty, each officer will follow the established procedures for providing to the Department any recordings or used media and any other related equipment. Each officer should have adequate recording media for the entire duty assignment. Only Beloit Police Department identified and labeled media with tracking numbers is to be used. [See attachment: MAV Procedure](#)

At the start of each shift, officers shall test the MAV system's operation in accordance with manufacturer specifications and department operating procedures and training.

System documentation is accomplished by the officer logging into the Axon View System (AVS), which captures the officers name, vehicle number, and the current date and time at the start of each shift. Officers shall logout of the system at the end of each shift. If the system

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is malfunctioning, the officer shall take the vehicle out of service unless a supervisor requests the vehicle remain in service.

422.4 ACTIVATION OF THE MAV

The MAV system's front camera is designed to turn on whenever the unit's emergency lights are activated, a conducted energy device (CED) or body-worn camera is turned on within 30 feet, or the rifle lock is triggered. The system remains on until it is turned off manually. The rear video and audio system is triggered by CED activation within 30 feet or may be independently controlled and should be activated manually by the officer whenever appropriate.

422.4.1 REQUIRED ACTIVATION OF THE MAV

This policy is not intended to describe every possible situation in which the MAV system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes it would be appropriate or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. The MAV system should be activated in any of the following situations:

- (a) All field contacts involving actual or potential criminal conduct within video range:
 - 1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance, suspicious vehicles, and all crime interdiction stops)
 - 2. Priority responses or in-progress calls
 - 3. Vehicle pursuits
 - 4. Arrests
 - 5. Vehicle searches
 - 6. Field interviews (Terry stop and frisk)
 - 7. OWI investigations including field sobriety tests
- (b) All self-initiated activity in which an officer would normally notify the Communications Center
- (c) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording.
- (d) Any other circumstance where the officer believes that a recording of an incident would be appropriate.

At no time is a member expected to jeopardize his/her safety in order to activate a MAV. However, the MAV should be activated in situations described above as soon as reasonably practicable. It is also understood that an officer equipped with a body-worn camera (BWC) will be in a better position to activate and record incidents such as items b., c., & d. above, thus negating the need to activate the MAV.

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422.4.2 CESSATION OF RECORDING

Once activated, the MAV system should remain on until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all on-scene witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a non-evidence tow or a family member to arrive or in other similar situations.

422.4.3 WHEN ACTIVATION IS NOT REQUIRED

Activation of the MAV system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police for the purpose of conducting a criminal or administrative investigation.

422.4.4 SUPERVISOR RESPONSIBILITIES

Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made, including notification to the Shift Commander and the Communications Center.

On reasonable intervals, supervisors should validate that:

- (a) Media log in procedures are being followed.
- (b) Logs reflect the proper chain of custody, including:
 - 1. The CAD number of the MAV system media.
 - 2. The date recorded and submitted, proper category tagging, source fields, and metadata is viewable.
- (c) The operation of MAV systems by probationary officers is assessed and reviewed no less than quarterly after completion of Phase D of the Police Training Officer (PTO) program.
 - 1. The assigned Police Training Officer (PTO) will be responsible to assess and review MAV operations of their assigned recruit officer on a bi-weekly basis during the PTO phases.

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, officer-involved deaths or critical incidents, department-involved crashes), a supervisor shall ensure the media is recovered and retained appropriately through the Evidence.com system, after being tagged as evidence. Copies may be distributed to investigators as appropriate to the investigation in compliance with Policy 305 (Officer-Involved Deaths and Critical Incidents) and/or Policy 1010 (Personnel Complaints).

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422.5 REVIEW OF MAV RECORDINGS

All recording media, recorded images and audio recordings are the property of the Department. Dissemination outside of the agency is strictly prohibited, except to the extent permitted or required by law.

Except for a critical incident, when preparing written reports or for a court related process, members may review their MAV recordings as a resource (see Policy 305, Officer-Involved Deaths & Critical Incident for guidance in those instances). However, members shall not retain personal copies of recordings. Members who did not create the recording, but were involved in the investigation or activity, except in the event of a critical incident, may view the MAV recording to facilitate their report or investigation.

Supervisors are authorized to review relevant recordings anytime they are investigating alleged misconduct, or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

MAV recordings may also be reviewed::

- (a) To assess proper functioning of MAV systems
- (b) Upon approval by a supervisor, by any member of the Department who is participating in an official internal investigation, such as a personnel complaint, administrative inquiry or a criminal investigation regarding conduct of a Department member
- (c) Pursuant to a lawful process or by court personnel who are otherwise authorized to review evidence in a related case
- (d) By a district attorney or city attorney to facilitate the prosecution of a crime or ordinance violation, or with permission of the Chief of Police or the authorized designee
 - 1. The Department's Evidence.com system allows these individuals to have direct log in access to facilitate prosecution
- (e) By the media through proper process or with permission of the Chief of Police or the authorized designee
- (f) To assess possible training value or other legitimate law enforcement purpose
 - 1. Recordings may be shown for training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the staff to determine if the training value outweighs the officer's objection
 - 2. In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee.
- (g) In compliance with a public records request and in accordance with the Records Maintenance and Release Policy

422.6 DOCUMENTING MAV USE

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the officer's report. If a citation is issued, the officer shall make a notation

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in the narrative indicating that the incident was recorded. Members should not use the fact that a recording was made as a reason to write a less detailed report.

422.7 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage, all recording media will be tagged, stored in Evidence.com, and retained and disposed of in compliance with the established records retention schedule.

422.7.1 COPIES OF ORIGINAL RECORDING MEDIA

The following pertains only to copies of any legacy recording media in the Department's possession prior to the implementation of Evidence.com.

- (a) Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.
- (b) Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

422.7.2 MAV RECORDINGS AS EVIDENCE

Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense, potential claim against the officer or against the Beloit Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

422.8 SYSTEM OPERATIONAL STANDARDS

- (a) MAV system vehicle installations should be based on officer safety requirements and vehicle and device manufacturer recommendations.
- (b) The MAV system is configured to minimally record for 30 seconds, prior to an event.
- (c) The MAV system may not be configured to record audio data occurring prior to activation.
- (d) Officers shall not erase, alter, reuse, modify or tamper with MAV recordings.

422.9 MAV TECHNICIAN RESPONSIBILITIES

The MAV records technician is responsible for:

- (a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.
- (b) Erasing of media:
 - 1. Pursuant to a court order.
 - 2. In accordance with established records retention policies, including reissuing all other media deemed to be of no evidentiary value.

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- (c) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the Department evidence storage protocols and the established records retention schedule.

The MAV fleet technician is responsible for:

- (a) Assigning all media hardware an identification number prior to issuance to the field
- (b) Maintaining a record of issued media.
- (c) Ensuring that an adequate supply of recording media is available.

422.10 TRAINING

All members who are authorized to use the MAV system shall successfully complete an approved course of instruction prior to its use.