



**Maryland-National Capital Park Police
Prince George's County Division**



DIVISION DIRECTIVE

TITLE IN-CAR VIDEO CAMERA			PROCEDURE NUMBER PG1715.0
SECTION Uniform and Equipment	DISTRIBUTION A	EFFECTIVE DATE 09/01/19	REVIEW DATE 05/01/21
REPLACES PG1715.0 "In-Car Video Camera", issued 06/01/17			
RELATED DIRECTIVES	REFERENCES CALEA 41	AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson	

I. POLICY

The policy of this Division is to install the in-car video camera in every uniformed police cruiser to record traffic stops and other incidents intended to enhance officer safety, self-awareness, training and to provide an additional method of collecting evidence to prosecute violators.

II. PROCEDURE

The in-car video camera system is not intended to be used as a disciplinary tool against officers for minor infringements of policies or procedures. However, when cases of misconduct and/or repetitive negative behavior are brought to the attention of the department by complaint, the video may be used in work performance counseling or disciplinary actions. Further, when supervisory perusal of the video reflects misconduct or negative behavior in violation of Division Directive PG1500.0 –“Law Enforcement Officers’ Bill of Rights”, Disciplinary Recommendation Guide, Appendix L, then the video becomes the basis of, and used in, work performance counseling and disciplinary actions. Supervisors are not to review in-car video footage for the sole purpose of seeking out infractions of an officer.

The video recording is automatically activated whenever:

- Emergency lights are activated
- Siren is activated
- Remote microphone transmitter is activated
- Manual activation in the vehicle

**IN-CAR VIDEO CAMERA
PG1715.0**

All Field Training Officers will utilize the in-car video camera cruisers, throughout the field training period as a tool to enhance the training and evaluation process.

III. RESPONSIBILITIES

A. Officer Responsibility:

1. Each officer operating a cruiser equipped with in-car video shall:
 - a. Inspect the equipment to ensure the recording device is operational at the beginning of the shift. A test consisting of a voice log-in and day/time announcement should be made.
 - b. Report damaged or inoperable equipment immediately to the squad supervisor.
 - c. Ensure that the system is on at the beginning of their shift and remains on. The system will be deactivated only when the vehicle operator is out of service; i.e.-meal periods, court, personal breaks, report writing.
 - d. Activate the system and give a verbal warning describing the actions of the subject once they believe they may be stopping the vehicle or approaching an individual or group.
 - e. Once activated during an incident, the officer shall continue to record the incident through completion, to include arrestee transports.
 - f. Inform citizens, in a timely manner, that they are being audio and video taped. Officers will make a reasonable attempt to ensure citizen notifications are recorded. Officers do not have to obtain permission of citizens to initiate or continue audio and video recording.
 - g. If an officer is utilizing a Division issued BWC and also operating a vehicle with an in-car system, the in-car audio transmitter is not required to be worn by the officer. The audio from the BWC shall suffice.
 - h. All videos recorded by the in-car camera will be uploaded. All recorded arrests, or other incident's, that an officer feels may be of evidentiary value shall be classified as evidence. Upon the request of the State's Attorney Office, a copy of the video footage will be forwarded to that office by Staff Services.
 - i. Officers may review recordings during their tour of duty by utilizing back in client.

**IN-CAR VIDEO CAMERA
PG1715.0**

B. Supervisor Responsibility:

- a. Shift Supervisors will occasionally review the video footage to ensure that officers are properly using the system. They will offer constructive criticism to both improve the quality of enforcement techniques and aid in improving officer safety.
- b. If a supervisor feels that video may be useful as a training tool, they will notify Support Operations via the chain of command. No video footage will be used for training purposes while the case is being litigated.

IV. REQUIRED STORAGE AND MAINTENANCE OF RECORDINGS

- a. All files shall be securely saved and stored in accordance with agency policy.
- b. The System Administrator will maintain the security of and set the user access roles for the BWC system.
- c. All access to and use of the server is logged including the viewing and copying/exporting of videos

V. REVIEW OF RECORDINGS

- A. Except for contexts involving disciplinary actions and/or Internal investigations, involved officers may review video for any reasonable purpose related to official business including but not limited to:
 - a. Report writing and preparation of other official documents
 - b. Federal or State court preparation
 - c. Review of prosecution evidence
 - d. Victim/witness/suspect statements
 - e. Crime scenes
 - f. Statement of charges
- B. With the exception of contexts involving disciplinary actions and/or Internal Affairs investigations for which they are subject of the investigation, the Park Police Division Chief or designee, sworn command staff in an officer's direct line of supervision, and members of the Internal Affairs Section may review video for any reasonable purpose related to official business including but not limited to:
 - a. Report writing and preparation of other official documents
 - b. Federal or State court preparation
 - c. Review of prosecution evidence

**IN-CAR VIDEO CAMERA
PG1715.0**

- d. Victim/witness/suspect statements
- e. Crime scenes
- f. Statement of charges
- g. Administrative investigations
- h. Training
- i. Performance review
- j. Incident critique
- k. MPIA requests
- l. Compliance review
- m. Disclosures required by law

VI. REQUESTS FOR IN-CAR CAMERA VIDEO

- A. Supervisors and management can request a copy of the in-car video by contacting the Park Police Management and Technology Section who will store the requested video on a data storage device. Physical copies of recorded videos will only be burned to DVD when necessary for inclusion in a case file. Videos that must be reviewed as part of an investigation will be reviewed within the ICVC software.
- B. Officers may request a copy of the recorded video for court purposes through the Park Police Help Desk. The Management and Technology Section will transfer the video to a data storage device and forward to the Evidence Section. The requesting officer will then retrieve the device from the Evidence Section. If the device is not retained by the State's Attorney's Office, it will be returned to the Evidence Section for destruction or maintained in the officer's case file.

End of Document