

## HADDONFIELD POLICE DEPARTMENT POLICIES AND PROCEDURES

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<b>PROSECUTOR REVIEW POLICY</b>	REFERENCE:					CHAPTER 14
<b>SUBJECT: MOBILE IN CAR/BWC VIDEO SYSTEM</b>						
ISSUING AUTHORITY:  <b>CHIEF JASON CUTLER</b>						DISTRIBUTION Department
ATTORNEY GENERAL, PROSECUTOR'S OFFICE REFERENCE						EVALUATION DATE:  8/21/15

### PURPOSE:

The purpose of this policy is to establish procedures and guidelines for the use of the mobile in car video system.

### POLICY:

Mobile in car video **and** Body Worn Camera (**BWC**) equipment has proven to be a valuable and effective tool for the documentation of both officer and citizen conduct, and can be introduced as evidence of a crime or traffic violation. **Accordingly, it is the policy of the Haddonfield Police Department to use mobile in car camera systems installed by this agency as well as the BWC's to record police citizen interactions as set forth by this order. Every Haddonfield officer, regardless of rank, as well as Parking Enforcement Officer will wear a Body Worn Camera (BWC) and activate said device with the criteria set forth within this policy during assigned patrol functions from the start of until completion of their shift/duty.**

### TRAINING

All Police Officers and police civilian personnel who utilize the in-car camera system and Body Worn Camera (BWC) will receive appropriate training regarding the operation of the video system upon their hire/FTO program and officially authorized to use upon completion of their training. If at any time any police employee needs additional or remedial training they are to report this to their immediate supervisor immediately who shall arrange for this additional training. The Lieutenant shall be notified in writing by the Officer's Supervisor of the

request for additional training and the additional training provided. The Lieutenant shall determine if additional training is necessary.

## **PROCEDURE**

### **A. Initial Start Up Operation**

1. All officers who are operating a police unit equipped with a mobile video system shall:
  - a. Ensure the mobile video system is on – the system is configured to turn on when the vehicle is started and a system check is completed.
  - b. At the beginning of each watch or assignment, Officers shall synchronize the microphone by removing the microphone transmitter for a moment, powering the microphone “ON”, and then placing the transmitter back into the charger in the police unit.
  - c. Monitor the amount of battery charge remaining on the transmitter and charge the unit as necessary during the course of their shift. During a watch or assignment, the microphone may remain “ON” while being charged (so as not to have to synchronize again).
    1. If any officer is issued or assigned a microphone unit, it shall be the responsibility of that officer to ensure that the microphone unit is fully charged at the beginning of their watch or assignment.
  - d. At the conclusion of the Officer’s watch or shift, ensure that the microphone is in the “OFF” position prior to placing the microphone in the charger after use.
  - e. Perform a check of the camera to ensure it is recording by utilizing the microphone transmitter to manually activate the camera system. This will ensure not only that system is recording but also that the microphone is synchronized.
  - f. Once the test is completed, the officer may stop the recording.

### **B. General Operation**

1. The front camera shall never be removed from the windshield mount. The Officer may rotate the camera while affixed to the windshield mount to capture video as necessary.
2. Officers assigned to a vehicle with a Mobile Recording System MUST wear the wireless microphone synchronized to the system during their shift. The wireless microphone can be worn anywhere on the officer’s person as long as the placement of the wireless microphone does not impede the devices recording capabilities.
2. The mobile video system may be activated by the officer by utilizing the mobile video system main control panel inside of the vehicle or by utilizing the microphone transmitter worn by the officer.
3. The audio recording microphone worn by the officer, the microphone inside of the police unit, and the forward-facing camera, turn on automatically when the video system is recording.
4. The rear seat camera MUST be manually activated by the officer when anyone is present in the rear seat.

## C. Activation of System

### 1. Automatic Activation

- a. The system is designed to automatically activate whenever:
  1. The emergency lights are activated.
  2. Whenever the vehicle is involved in a serious crash or impact.
  3. Whenever the vehicle exceeds 60mph

### 2. Manual Activation

- a. Officers **shall** manually activate the camera and microphone whenever an officer is on a call for service involving:
  1. An arrest situation.
  2. Physical force being used by or against the officer when it is possible for the officer or another officer to activate the camera system without jeopardizing the safety of him/herself or any other person.
  3. Field interviews (including off camera encounters).
  4. The officer is transporting any civilian person including a prisoner.
  5. An officer feels that the activation of the audio/or video would be beneficial in documenting the event, so long as it does not conflict with Section K “Unauthorized Recording” of this policy. (Ex: Irate citizen encounter)
  6. Anytime an Officer is responding to or in the vicinity of an incident whereby the video or audio recording may yield evidentiary value for an investigation. Examples include, but are not limited to:
    - a. Robberies / Burglaries / Assaults / Crimes in Progress where the suspect or vehicle may be fleeing from an area.
    - b. Reports of Missing or Abducted Persons where the person, suspect, or vehicle may be fleeing from the area.
    - c. Fire Scene investigations where evidentiary value may be obtained at another time.

## D. Deactivation

1. Once the mobile video system is activated either manually or automatically the unit must be manually turned off from inside the police patrol unit at the appropriate time.
2. Once a recording (video or audio) has been initiated either by the officer, or when automatically triggered by the mobile video system, officers shall only deactivate the camera recording system (video or audio) when:
  - a. The interaction with an individual has been completed.
  - b. Once the officer has turned off his emergency lights at any incident scene and there is no substantial police activity taking place such as interviewing a person or arriving at a critical incident. In general, the camera system should remain on upon the arrival at an incident, until it is determined that no substantial police activity is taking place.

- c. A supervisor may authorize the deactivation of the camera at the scene of a prolonged incident, such as extended fixed posts, or any time the supervisor feels the deactivation is necessary.
- d. The unit will not be turned off at traffic stops until the stop is complete and the motorist has left the scene of the traffic stop
- e. The camera may be turned off at crash scenes and other highway incidents which involve the officer committed to extensive duties relating to traffic direction providing the officer feels that the crash is sufficiently documented and the officer feels there is no need for further recording.
- f. The camera shall be turned off by an officer when the camera has been activated due to the emergency lights operating while working off duty assignments such as traffic posts or details. However, nothing shall prevent an officer from activating the camera at any time if the officer is required to activate the camera as specified in this policy, or if the officer believes the recording of an event would be beneficial.
- g. Once the officer(s) has stopped the recording he/she shall categorize the incident that was recorded. The Officer shall select the appropriate “tag” when stopping a recording.

**\*\*Officers involved in the same incident (multiple videos) should all choose the same category. Any questions about which category to use should be referred to the supervisor or his/her designee.**

#### E. Pre-Event Recording

- 1. The mobile video system pre-event recording feature constantly records video images even when the mobile video system is not activated. When the system begins to record, the previous 120 seconds of viewable camera image are also recorded but not the audio.
- 2. The system is designed to have pre-event recording for a crash / impact, 120 seconds prior to impact.

#### F. Recording of Prisoners/Occupants Unattended in Police Vehicle

- 1. Each in car camera equipped patrol vehicle will conspicuously display a placard facing the prisoner seat stating, “**BE ADVISED THAT ANY CONVERSATIONS HELD IN THIS CAR ARE SUBJECT TO BEING RECORDED...TENGA EN CUENTA QUE LAS CONVERSACIONES SOSTENIDAS EN ESTE AUTO ESTAN SUJETAS A SER GRABADAS.**”
  - a. In the event this placard is missing or defaced, the Officer shall notify a supervisor immediately.
  - b. The officer may continue to utilize the mobile video system; however, the officer prior to leaving the person alone in the vehicle must advise the person, with the video and audio recording activated that any conversations held in the car are recorded.
- 2. The in car camera system shall be activated prior to placing any person into a police vehicle for transportation, or for temporary detainment.

#### G. Logout

1. The Officer must logout of the mobile video system at the end of his/her shift.

#### H. Use of Recorded Videos for Training

1. Supervisors may authorize the utilization of the playback feature of the video system for in-house training purposes. The viewing of these videos shall be viewed only by Haddonfield Police personnel. The videos shall not be copied or saved in any format.

#### I. Video Viewing

1. At no time are civilians permitted to view any video, unless authorized by the Chief of Police or his / her designee. This includes an officer playing back a video in his/her patrol unit, or playing back a video in his/her patrol unit when a person is in the viewing area. This also includes playing video back in Police Headquarters for any person. Officers must take necessary precautions when viewing video to ensure civilians, or prisoners are not able to view the video, or overhear audio.
2. During the course of an investigation, law enforcement officers from another agency assisting with the investigation, may view mobile video system recorded videos when such viewing will assist in the investigation providing this has been approved by on the on duty supervisor.
3. This section does not apply to videos that are released as part of discovery.

#### J. Reporting of Malfunctioning/Damaged Equipment

If any malfunctions of the mobile video system are discovered by any employee, a supervisor shall be notified immediately. The supervisor must then notify a Lieutenant as soon as possible.

#### K. Unauthorized Recording

1. Police personnel are not authorized to activate the recording features of the mobile video system for the purpose of recording conversations solely between police officers or police supervisors.
2. The mobile video system shall only be utilized and or activated for a law enforcement purpose.

#### L. Report Documentation

1. Whenever there is police generated video of an incident, the existence of the video evidence shall be listed in the police report of the case if a report has been generated.

## Video Camera Policy Update/Addendum: Policy & Procedure Volume 04 C14

### M. Addendum: Supervisory Mandatory Video Review of Shift

The following information *is an addendum* to our Audio/Video Recording camera policy:

*“Supervisory Responsibility for review of video/audio recordings by their Platoon Officers”.*

**ALL SUPERVISORS OF A SHIFT SHALL REVIEW IN-CAR AND/OR BODY WORN CAMERA VIDEOS OF THEIR SHIFT PERSONNEL FOR THE FOLLOWING CONDITIONS AND FILL OUT THE APPROPRIATE FORM AND HAVE SAID FORMS SUBMITTED TO THE INTERNAL AFFAIRS LIEUTENANT BY THE 5<sup>TH</sup> DAY OF THE NEXT MONTH.**

## **FORM (A)**

### **Routine Supervisor Review /Camera Review Log (Form A)**

This is the form that should be used for the following situations:

- 1. Random Review** - The reviewing Sergeant or Supervisor shall review 3 random videos per month per officer unless there are not 3 recordings available to review. Sergeants/Supervisors shall be reviewed by their supervisors (Lieutenants) who shall be reviewed by their supervisors (Chief).
- 2. New Officer**-During the course of the officers’ first year of employment, the reviewing Sergeant/Supervisor shall review a minimum of 3 videos per week (7 day period) during officers first year of employment when such videos exist.
- 3. When the Supervisor has been advised by the Lieutenant(s) (IA) that there has been an Early Warning System Activation**-----When a Supervisor/Commander has been advised of an Early Warning System Activation the Supervisor shall inform the officer of the Early Warning System Activation and review 3 videos per week (7 day period) for 20 working days.
- 4. Inconsistencies**----When during the course of the Supervisor Review, the reviewing supervisor has documented one or more video reviews where the answers to the review questions have resulted in “No”, the supervisor shall review an additional 3 Camera videos in the preceding month and an additional 3 videos beyond the required 3 videos in the next 20 working days.

## FORM (B) (Enhanced)

Supervisor/Administration Review of Digital Video/Audio Recording

Form (B) should be used for the following situations:

1. During the course of accepting an Internal Affairs complaint and the review of any camera recordings may be helpful in resolving the concerns of the complaint or assisting the supervisor in reviewing the incident.
2. Supervisors Review. An Officer's immediate Supervisor or Platoon OIC may review the camera recording of an officer under his command if he/she feels the review is necessary to assist in managing an investigation or assisting with individual officer training needs.
3. Whenever an officer has suffered a work related injury.
4. When reviewing a motor vehicle crash or pursuit incident, vehicle or foot.
5. Whenever a civilian has suffered an injury as a result of law enforcement action or a civilian has suffered an injury on or in Borough property and it is possible the officers' cameras captured a recording of the incident resulting in the injury.

**\*\*\*\* This policy is IN ADDITION to the New Jersey Attorney General's Directive NO. 2015-1 and not in place of. \*\*\*\***

*This policy shall provide that: 1) a law enforcement/ parking enforcement officer employed by the agency only may use a BWC system that has been issued and approved by the Haddonfield Police; 2) an officer equipped with a BWC must comply at all times with the requirements established in this policy and pursuant to NJAG Directive 2015-1.*

*3) A BWC shall be accessed , viewed, copied , disseminated, or otherwise used by a sworn officer or civilian employee of the agency except for an official purpose specified in this policy and Directive, and; 5) Any sworn officer or civilian employee of the agency who knowingly violates the requirements of this Policy and Directive 2015-1, shall be subject to discipline.*