

# Village of Capitan



## Police Department

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Randy S. Spear  
Chief of Police

Birthplace of  
Smokey Bear

### Policy and Procedures

Policy 2015 03-01-2015

Effective 03-01-2015

Subject In-Car and Body worn Video Cameras

#### Purpose;

The purpose of this policy is to establish guidelines for the use, management, storage, and retrieval of audio-visual recordings by in car and body- worn video systems.

#### Policy;

It is the policy of the Capitan Police Department to utilize in-car video cameras in department owned marked vehicles, and body- worn video camera to collect audio- visual evidence of criminal activity, evaluate employee performance and as a training tool for department employees.

#### PROCEDURES:

The use of in- car and body- worn video cameras to accomplish the following:

1. Provide an accurate depiction of events for courtroom presentation;
2. Accurately capture statements and events during the course of an incident or investigation;
3. Enhance the employees' ability to document and review statements and actions for report writing purpose and courtroom preparation;
4. Provide an impartial measurement for self-critique and field evaluation;
5. Assist in the ongoing training of department employees and police recruits.

The following incidents shall be audio and video recorded on a body-worn:

1. All investigation encounters and calls for service, both in person and by telephone, including follow-up investigation. Telephonic contact must be on speaker so both sides of the conversation can be audially recorded.
2. All emergency responses in which the patrol vehicle's emergency lights are activated;
3. All motor vehicle pursuits;
4. All prisoner transports;
5. All crimes in progress
6. The reception of citizen complaints or feedback on police employee performance.

#### In- Car and Body- worn Video Systems Activation Protocols:

Employees who operate a vehicle that has an in-car camera must activate their in-car and body worn cameras when observing a traffic violation, municipal code violation, criminal activity or other observed emergency situation which requires action.

Employees shall activate their in-car and body worn camera system prior to making an investigation telephone call, and when an incoming call regarding an investigation is received.

Regarding calls for service, employees should consider activating their body-worn camera well before arriving on scene in order to prevent the employee from becoming distracted and forgetting to activate the camera should a dynamic situation occur upon arrival. If, upon review, it is determined an employee had an accurate opportunity to activate their body-worn camera prior to arrival on scene, but they failed to do so, it shall be considered a violation of this policy.

The Department recognizes that employees may be placed in a situation which are stressful, rapidly evolving and unpredictable. There may be circumstance in which an employee may not be able to immediately activate their body-worn camera. In such cases the employee as soon as practicable and when safely able to, activate their body-worn camera.

#### Body- Worn Camera Systems;

All body-worn camera systems shall be worn or near the center of the chest. On patrol uniforms, this can be accomplished by clipping the camera at the top of the zipper below the top button.

Employees will be provided with adequate training in the use and operation of the body-worn camera equipment prior to use.

Prior to coming on duty, all employees assigned a body-worn camera shall ensure the camera has been downloaded and is fully charged as per their training. Body-Worn cameras must be downloaded and charged by the Chief of Police at the Capitan Police Department.

Any malfunction of a body-worn camera shall be immediately reported to the Chief of Police, so the body-worn camera can be replaced,