



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



In-Car Video System

Eff. Date 11/30/2017

Purpose

Madison Police Department (MPD) in-car video system utilization can provide accurate documentation of events, actions, conditions, and statements made during law enforcement contacts. The use of the in-car video system shall be limited to trained employees and be in accordance with applicable laws and MPD procedures.

Procedure

USE AND CARE OF IN-CAR VIDEO EQUIPMENT

1. Officers shall be responsible for the proper care and operation of the in-car video equipment installed in MPD vehicles and wireless microphone(s).
2. Officers shall not remove, dismantle or tamper with in-car video equipment and/or microphone(s).
3. At the beginning of each shift, officers shall ensure the in-car video equipment is functioning properly by completing the following procedures:
 - a. System power up upon starting the vehicle.
 - b. Confirm the correct date and time in the in car video application.
 - c. The officer shall be logged into the in car video application throughout the duration of the shift.
 - d. Synchronize the wireless microphone to the in car video system. In the event two officers are assigned to a single squad (i.e. Field Training, Special Events) only one officer will be required to synchronize their wireless microphone.
 - e. Wearing the synchronized wireless microphone (and optional lapel microphone) in a position where it can effectively record audio throughout the duration of the shift.
 - f. Confirm video and audio recording.
4. When previously undocumented problems with the in-car video system arise, officers are required to:
 - a. Call the IMAT support line M-F 0800-1630 at 261-9655 or send an email containing the vehicle number and problem to the IMAT support email address: imat@cityofmadison.com.
 - b. Record the squad number and problem on the appropriate Police District vehicle dry marker board.

Officers may operate squads with non-functional in-car video systems when no other squad is reasonably available, provided that the issues have been properly documented as outlined above.

OPERATION OF THE IN-CAR VIDEO SYSTEM

1. Video recordings (including a 30 second video only pre-event) are initiated when:
 - a. The squad's emergency lights are activated.
 - b. The wireless microphone's record (REC) button or auxiliary (AUX) button is depressed.
 - c. The record button is depressed on the back of the front camera.
 - d. The record button is selected in the in-car video software on the MDC.
 - e. The vehicle crash sensor is triggered.
 - f. The vehicle speed trigger threshold has been exceeded.
2. In-car video equipment shall be used to record the following:
 - a. All emergency vehicle operations.
 - b. All traffic stops.
 - c. All transports of persons in custody.
 - d. All interviews as required by Wisconsin State Statutes when other established recording facilities are not available, practical, or preferred.

3. In-car video equipment may also be utilized to record the following:
 - a. Official police contacts.
 - b. Person(s) the officer reasonably suspects has committed, is committing, or is about to commit a criminal offense or ordinance violation.
 - c. When transporting persons not in custody.
4. Officers should make every reasonable effort to position the front camera to accurately capture events.
5. Officers may temporarily mute audio recording of conversations between police personnel when such discussions involve strategy, tactics, or supervisor's directives.
6. Once initiated, video and audio recordings should not be terminated until the event is complete except:
 - a. When a supervisor authorizes the cessation of the recording.
 - b. When, in the officer's assessment, there is no evidentiary value in collecting further video.
7. Upon completion of a recording, the officer shall select the applicable classification tag from the available menu. Officers will enter the case number in the appropriate field for each recording. It is highly recommended to enter additional information (e.g., license plate, name, suspect information, etc.). The classification and additional information entered by the officer, will serve as the initial selection for the duration of video retention.

VIDEO TRANSFER AND DOCUMENTATION

1. Officers are responsible for ensuring that video recording are transferred at least once during the course of each work shift. Exceptions to this must be approved by the OIC or other supervisor. Transfer of video may be accomplished by:
 - a. Wireless transfer at any MPD district station, other identified wireless or other identified wireless access points.
 - b. Wired transfer at any of the download stations available at MPD district stations.
 - c. If the video recorded during the shift is more than two hours in length, then wired transfer is recommended. If video does not transfer, call the IMAT support line M-F 0800-1630 at 261-9655 or send an email containing the vehicle number and problem to the IMAT support email address: imat@cityofmadison.com.
2. Officers must ensure that video recording deemed to be evidence of a crime are transferred prior to the end of their shift. If the video transfer process requires the employee to be on overtime, the officer shall contact a supervisor or the OIC to obtain approval.
3. In-car video recordings and reasons for any interruptions/microphone muting shall be documented within official reports and citations.

IN-CAR VIDEO MANAGEMENT

1. Evidentiary recording submitted by officers will be maintained on a secure server within the City of Madison computer network until the case has been adjudicated and/or in accordance with existing MPD policies and procedures for the handling and disposition of evidence. Secondary images or video of any recordings shall not be captured at any time through any other application, system or device.
2. Recordings will be maintained based upon the retention schedule designated for each classification tag.
3. Designated members of the Forensic Services Unit (FSU) and IMAT will be responsible for system administration of all captured and stored recordings.
4. Video recording may be placed on an administrative hold, preventing their disposal by:
 - a. The Chief of Police or his/her designee.
 - b. Professional Standards and Internal Affairs Lieutenant.
 - c. A Command Officer.Any later removal of this hold must be submitted in writing to FSU.

5. If upon receipt of a complaint concerning the conduct of an officer or other employee, the supervisor receiving the complaint determines that the event in question has been recorded, that information shall be forwarded to the District Command Officer, and the Professional Standards and Internal Affairs Lieutenant outlining the details of the complaint.

All in-car video system recordings are subject to Wisconsin Open Records Law.

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