

## **Appendix A**

### **Audio/Visual Recording**

#### Briefings

- Briefings for all pre-planned tactical operations will be audio & video recorded (unless impractical).
- Prior to starting the recording, whoever is conducting the briefing will notify all present that the briefing will be recorded and that recording is commencing. The briefer should include the date, time and case number at the start of the recording.
- The video file will be downloaded and saved to the MPD evidentiary server, to be retained in accordance with MPD records retention schedules. A copy of the file may also be saved in the PD Root SWAT folder (under team activity, with other SWAT documents related to that incident).
- A SWAT supervisor will document that the briefing was recorded in an MPD police report.

#### Negotiations

- Negotiations will be audio recorded unless it is impractical to do so.
- The audio file will be downloaded and saved to the MPD evidentiary server, to be retained in accordance with MPD records retention schedules. A copy of the file may also be saved in the PD Root SWAT folder (under team activity, with other SWAT documents related to that incident) for training purposes.
- The lead negotiator will document that negotiations were recorded in an MPD police report.

#### Tactical Operations

- Body worn cameras will be utilized consistent with MPD Standard Operating Procedure (SWAT Body Worn Cameras).