



**General Order: 5.31
IN-CAR VIDEO SYSTEM**

Effective: September 23, 2004
Last Revised: March 3, 2014

PURPOSE

The purpose of the In-car Video System (IVS) is to provide an accurate, unbiased audiovisual record of enforcement related and non-criminal incidents that will enhance criminal prosecutions and limit civil liabilities.

POLICY

It is the policy of this Department to install, use, and maintain an In-car Video System (IVS) in designated enforcement vehicles. Use of the IVS equipment is mandatory as outlined in this policy. It is recognized that it may not always be practical to activate the IVS, however those occurrences should be the exception rather than the rule.

PROCEDURE

Training - Department personnel will not use the IVS until they have completed training in the proper use of the system. The training will be provided by the Professional Standards Division and will consist of the following:

1. A review of the Department policy on the use of the IVS equipment.
2. A video review of the IVS, its functions and recommended activations.
3. An orientation and hands-on review of the IVS and its associated components.
4. An in-field presentation followed by practical application by the trainee to demonstrate competency of use. A written record of the training provided will be completed by the trainer and maintained in the employee's training file.

Components of the In-car Video System - The in-car video systems consists of:

1. Camera, front and rear
2. Monitor
3. Control panel
4. Video recorder
5. GPS sensor
6. Wireless recording system
7. Wireless microphone
8. Personal USB key

All personnel assigned to a patrol function will be issued a wireless microphone and a charging unit. All sworn personnel will be issued an access control USB key used to log in to the in-car video system.

In Car Video System Personnel Responsibilities

1. To update and keep current the list of users stored in the individual units system.
2. Ensure there is a sufficient supply of spare wireless microphones and access control USB keys.
3. Account for all DVD-RAM disks currently in inventory by the corresponding serial/barcode number, date returned, and Department member's name. The DVD-RAM disks and recorded incidents will be retained for a two-year period, or as required by policy and/or statute.
4. Process all requests for copies of recorded incidents.
5. Maintain all wirelessly uploaded files in the manner and for a period of time as prescribed by this policy. Update file incident types/file preservation times as necessary (see the table on page 5 of this policy).

Department Personnel Responsibilities

1. Department personnel using the wireless/IVS should start the unit normally. Once the camera system boots up, employees shall place their access control USB key into the USB port of the video recording unit and place their microphone into the charging base in the unit to synchronize the microphone to that unit's system. The employee shall then follow the log on procedure for the unit. Once logged on, the employee may remove and store their USB key.
2. The power to the system shall be left on during the entire shift to ensure proper temperature control for the system's components.
3. At the conclusion of the Department member's duty shift, the employee will log off the unit and verify that the officer name display on the screen now shows, "No Name."
4. If any member of the Department determines that a recorded incident should be retained beyond the required three-year period, the IVS Custodian shall be notified via Department memorandum. The recorded incident shall be retained for the period of time requested, or until the Department member notifies the custodian, via memorandum, that the recorded incident can be purged. The Chief of Police or his designee can also authorize the purging of a retained incident.
5. Department personnel **shall** activate the IVS, audio and video, during all pursuits, all vehicle stops and all detentions. Recording is mandatory whenever driving "Code 3."

6. Any and all conversation with the subject of a detention should be recorded by using the in-car microphone or the remote transmitter; whichever is necessary to capture the conversation.
7. Department personnel should record any other activities when, in their judgment, it would be beneficial to do so. This includes probable cause for stops and detentions, or any situation, condition or event having a potential for loss of life, injury or damage to property.
8. Department personnel shall not knowingly use the IVS system to covertly record police personnel.
9. Unless impracticable, department personnel should indicate the nature of the recording by pressing the stop button the number of times necessary to scroll to the proper incident type. The first press of the stop button will result in the incident being classified as a "Non-Event." Subsequent presses of the stop button will allow the employee to cycle through the following list of event types from the table on page 6 of this policy:
 - a. Non-Event (Default)
 - b. Non-Arrest Report
 - c. Arrest Report
 - d. Pursuit
 - e. Unit-Involved Traffic Collision.

Activation of the In-car Video System (IVS)

1. The IVS is automatically activated when the overhead lights are turned on, when the crash sensor senses G forces over a certain threshold and when the vehicle exceeds 80 miles per hour. Officers may manually activate the system by pressing the "record" button on either the console or the wireless microphone.
2. Once the IVS is activated, it shall remain on until the incident has reached a conclusion or the Department member leaves the scene.
 - a. Once an event has been stabilized, if it is necessary to discuss issues surrounding the investigation with a supervisor or another officer in private, officers may mute their remote transmitter thereby preventing their private audio conversation from being recorded. The video recording shall not be stopped until the incident has reached a conclusion or the Department member leaves the scene.
3. Department personnel shall not in any manner attempt to modify, alter, erase, or tamper with any portion of the system or any recorded incident.
4. The IVS is equipped with a "pre-event record feature," which will allow for sixty seconds of video to be captured prior to the system being activated by the Department member. This portion of the video will have video, but no audio recording.

This allows the Department member to record information that may be pertinent to an enforcement incident in which they subsequently become involved.

5. The IVS is equipped with a "crash record activation kit," which will activate the IVS system in the event of a traffic collision. If an IVS equipped unit is involved in a traffic collision and is disabled, the scene supervisor will request the in-car video system personnel download the video manually from the unit as soon as practicable and process it as described above. If the vehicle is drivable, the scene supervisor should return the car to the PD to allow the video to download over the wireless system, prior to the car being sent for service.
6. The IVS is equipped with a GPS sensor which reports the vehicle's identity, speed and location to the video recorder and over the air back to the PD network. The speed indications will cause the IVS system to activate whenever the vehicle's speed exceeds 80 miles per hour. The unit identifier and GPS coordinates will also be wirelessly transmitted real-time to the PD network and will be utilized to show GGPD Dispatch, the Watch Commander and any authorized supervisor logged into the system a live representation of where all police units are at any given time. This feature is known as an Automatic Vehicle Locator (AVL). The AVL will also interface with our CAD system to recommend the closest unit available for a particular call for service. This functionality, like all others of the IVS, is not intended to be used as a disciplinary tool. It is intended to be used to improve officer safety, response time to calls and to allow dispatch to send the closest units to a call for service or request for help, as required by this manual. Minor policy violations inadvertently observed on the AVL should first be handled by advising personnel to correct the violation. Repeated or persistent violations observed on the AVL may result in disciplinary action.

Recorded Incident Review

1. IVS recordings **shall not** be randomly reviewed to monitor officer performance. The exception is for an officer who has been placed on a Personal Improvement Plan in order to address identified behavior. An investigator participating in an official Department investigation, such as a personnel complaint, claims investigation, administrative inquiry or criminal investigation may review a specific incident either on the car console or on the video system after it has been downloaded. Any other review will require the express approval of the Chief of Police.
2. Department personnel should review their own incidents, including critical incidents, for training and/or report writing purposes. This review should be done;
 - a. because the video tape is an extension of the officer's own personal knowledge of the events surrounding the incident;
 - b. because video recordings are a form of "video notebook" that the officer should use to prepare their reports, just as they would from a written notebook, and;

- c. because we advise officers to review all evidence before testifying in court. As officers are allowed to review written notes, even on the witness stand, to refresh their recollection, it would be advisable to review the video also.
3. A supervisor may review a specific recorded incident for the purpose of training, critique or addressing a personnel complaint.
 4. In no event shall any recorded incident be used or shown for the purpose of officer ridicule or embarrassment.
 5. No video or portion of a video recording from this system may be released to a media organization, unless previously authorized by the Chief of Police or his/her designee.
 6. Department personnel shall be notified as soon as practicable whenever one of their video recorded incidents is being reviewed. This notification may occur after review of the incident. This notification shall be documented on the Garden Grove Police Department **IVS WORK REQUEST** form. The only exception to this notification requirement is if it would compromise an official investigation and the Chief of Police has approved such action.
 7. All reviews shall be logged unless the review is done with the Department member's knowledge during or immediately following their shift during which the recording occurred. The only exceptions to this requirement are described in sections 2 and 5 above.

Recorded Incidents Integrity

1. **Recorded Incidents** shall be retained in a format that is readily accessible on the Department network for a minimum of 30 days and in an archived format for a minimum of three years unless a specific request is made to store them for a longer period. The table below lists the periods of time recordings will be retained in an archived format (DVD discs) based upon their classification by the employee, the investigating officer, the IVS Custodian or a supervisor. Only the first five settings can be made at the time of recording. Therefore, classification as one of the other four settings will require the employee, investigating officer or a supervisor to notify the IVS Custodian to change the incident type of the video recording in question.

Type of Incident	Retention Period
Non-Event (Default)	3 Years
Non-Arrest Report	3 Years
Arrest Report	3 Years
Pursuit	3 Years
Unit-Involved Traffic Collision	3 Years
Employee Request	3 Years (or as requested)
Administrative Investigation	3 Years (or as requested)
Training Video	Permanent (or as requested)

Homicide or Kidnapping	Permanent (or as requested)
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2. Only a copy of a specific incident may be released. The original DVD-RAM/DVD disk shall not be released unless ordered to do so by a valid court order and only after review of that order by the Chief of Police or his/her designee.
3. If a member of the Department needs a copy of a specific incident the request shall be made using the **IVS WORK REQUEST**. The request should include as much pertinent information as possible to assist the IVS Custodian in locating the incident. Absent extenuating circumstances, the request shall be made at least three court days in advance. A Lieutenant or above may authorize the immediate duplication of an incident, if circumstances require. If this is authorized, the work request shall be completed and the immediate duplication need shall be noted in the additional information portion of the work request. The request will then be turned into the IVS room. _The above describes the only authorized manner in which a copy of a recorded incident or DVD can be made.
4. It is the responsibility of the Department member obtaining a copy of a recorded incident, to ensure it is not copied and to return that copy as soon as practicable to the IVS Custodian. The IVS Custodian shall erase/destroy the copy immediately.
5. All DVD-RAM/DVD disks and recorded incidents are the property of the City of Garden Grove and shall be stored in a secure location with limited access.

**GARDEN GROVE POLICE DEPARTMENT
 IVS WORK REQUEST**

Employee Requesting		Employee #	Date of Request	Disk Number
Name and Address of Other Person/Agency Requesting				Date Required
DR/Cite/IA number	Type of Incident	Date/Time of Incident	Location of Incident	
Source of Video <input type="checkbox"/> In-car Video System <input type="checkbox"/> Interview <input type="checkbox"/> Jail Other _____			Type of Request <input type="checkbox"/> Copy <input type="checkbox"/> Review	
Department Personnel Involved with the Incident (Names and Employee #'s)				
1.	2.	3.		
4.	5.	6.		
Notification of Involved Employees				
Employee(s) Notified of the Request for Copy/Review		Notified By	Date/Time	
1.				
2.				
3.				
4.				
5.				
6.				
Additional Information				

Date/Time of Approval		Supervisor Approving Request: Employee Number:		
Disposition <input type="checkbox"/> Completed and forwarded to the requester <input type="checkbox"/> Unable to locate the incident		<input type="checkbox"/> Completed as follows: _____ <input type="checkbox"/> Other: _____		
Date Completed	Completed by		Approved for Release by	