

# Medina Police Department

Subject: <b>In-House Video Recordings</b>	Policy Number: <b>2041</b>	<b>In – Squad Video Recordings</b>
Reference: <b>Chief’s Directive</b>	Pages: <b>3</b>	
Personnel: <b>Sworn and Non-Sworn Personnel</b>		
Issue Date: <b>01-01-2004</b>	Revised Date: <b>11-16-2020</b>	

## **2040.1 – PURPOSE**

This policy will provide guidelines for the operation and use of the audio/video recording equipment used at or within the Medina Police Department.

## **2040.2 – SCOPE**

This policy is applicable to all sworn and civilian members of this department.

## **2040.3 – DISCUSSION**

The primary purpose for the audio/video system installed at or within the Medina Police Department is for the protection and safety of officers, by recording and collecting any video documentation for use against any offender who assaults and/or injures any officer in the performance of their duty.

The secondary purpose for the use of this system is for the collection and preservation of video documentation in the investigation of any criminal offenses by this department.

This audio/video system will also be used as a training tool for officers, the field training of new officers, reserves, and community service officers, and the investigation of internal affairs complaints.

Proper care and maintenance will be used as recommended by the manufacturer.

Officers using the in-house audio/video equipment shall receive training on the operation of the equipment. The officers should be familiar with the operating procedures and have been given an adequate amount of practice time to become familiar, prior to this policy taking effect.

## **2040.4 - OPERATING PROCEDURES**

In-House audio/video recording equipment shall be activated upon entry into the Medina Police Department facility.

Audio/video recording equipment installed in police vehicles will be utilized in all enforcement contacts with the public when possible.

Members of this agency shall use their discretion as to when they activate the audio/video system during routine patrol of residential and business areas.

Audio/video recording equipment will be installed in such a manner as to automatically begin recording when the police vehicle's emergency lights are activated. Officers will have the capability to manually begin or end recordings as circumstances may warrant.

Recordings may be stopped during traffic control situations (i.e.: funerals, directing traffic, at emergency scenes when the recording equipment is not otherwise being used, etc.) when the police vehicle's emergency lights may be in operation.

Officers shall manually operate the audio/video equipment to record driving performance/conduct of a motorist that may provide probable cause for a traffic stop or arrest (i.e.: DWI, reckless driving).

Officers are required to activate their wireless microphone at all times when the recording equipment is in operation. (Officers may deactivate their wireless microphones as needed to confer with other law enforcement personnel.)

Officers shall activate the in-squad microphone and record all in custody interrogations including Miranda Warnings which take place in the officer's squad car.

Officers are encouraged to provide narration with the video recording preparatory to each stop. The intent of this narration is to assist the officer in necessary written documentation and to assist in supporting probable cause for the stop.

Officers shall not cease video recording until each traffic stop is complete.

Officers shall not erase or re-use departmental audio/video recordings contrary to this policy.

**Officers shall indicate in their report that the contact was videotaped.**

Officers will document if the audio/video failed to record.

#### **2040.5 - VIDEO CONTROL HANDLING**

Recording video will be on the Police Department server in such a manner as to provide easy accessibility in locating them for court reference, purging, or any other reason a recording may be needed by the initiating officer or administration.

Recordings will not be duplicated except through the Chief of Police and/or designate upon a proper request or evidentiary procedure.

All recordings generated by department audio/video recording equipment are the property of the City of Medina and under the control of the Medina Police Department, except when control is dictated by the judiciary system.

Recordings not used as training tapes, per this policy, or for court procedures will be held in accordance with our video retention schedule.

Any recordings used, destroyed, or erased, except as outlined in this policy, will be considered a violation of this policy.

#### **2040.6 - USE OF VIDEOS FOR TRAINING**

Recorded audio/video that contain material that is deemed beneficial by the Chief of Police for training purposes for department personnel may be utilized for training purposes.

Officers are encouraged to recommend recordings for training, especially those of safety in nature.

#### **2040.7 - USE OF VIDEOS BY CHIEF OF POLICE/DESIGNATE**

The Chief of Police may select recordings at random for review. These recordings may be reviewed for administrative purposes such as training, performance evaluation, internal investigations, etc.

Officers are encouraged to review the recordings with the Chief of Police. This can be done to improve officer performance, recommend policy changes, etc.

#### **2040.8 - INTERNAL INVESTIGATION OF EMPLOYEE MISCONDUCT**

During the investigation of complaints of employee misconduct, any audio/video recordings, which may assist in the investigation, shall be reviewed to determine the accuracy of the complaint.

#### **2040.9 OFFICER INVOLVED SHOOTINGS**

Any video captured during an incident involving an officer involved shooting will be secured by the investigating agency, (Hennepin County Sheriff's Office or the Minnesota Bureau of Criminal Apprehension, BCA.) The video will only be viewed by the officer(s) involved in the incident as allowed by the BCA or Hennepin County Sheriff's Office procedures.

#### **2040.10 - REQUESTS FOR COPIES OF VIDEOS**

All requests for copies of recorded audio/video recordings from outside of the department will be directed to the Chief of Police or designee for approval.

Recorded video recordings or portions thereof, provided to another agency requires a remittance fee to the City of Medina to cover administrative costs. The fee schedule is set by the City Council and is listed in the police department.