SHREVEPORT POLICE DEPARTMENT
GENERAL ORDER

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ISSUED BY: Alan Crump	DISTRIBUTION: All Personnel	REVISION DATE: SEP 2016	PAGE 1 OF 6 PAGES
SUBJECT: RECORDING			
INDEX: CASE CREATION FORM, DIGITAL MOBILE VIDEO SYSTEMS, BODY WORN CAMERA, VIDEO SYSTEMS, VIDEO SYSTEM CASE CREATION, VIDEO RECORDING			
CROSS REF:			

Index

I. PURPOSE

The purpose of this general order is to establish procedures for the operation and control of recorded evidence obtained using officer recording systems and for the documenting and storage of captured video and/or audio events. The use of recording equipment may result in reducing the number of complaints against officers and frivolous lawsuits against the City of Shreveport.

II. POLICY

The Shreveport Police Department shall utilize recordings in various mediums to enhance officer safety, efficiency, document events, and collect and retain evidence. This policy does not govern the use of covert recording devices used in undercover operations.

III. DEFINITIONS

These definitions apply to terms used in this order only.

A. ***Body Worn Cameras (BWC)*** – a device worn or carried by an officer that captures video images and audio for collection as evidence.

B. ***Mobile Video Recorder (MVR)*** – applies to all elements of mobile video/audio recording systems regardless of format or transfer method for the recorded event. Wherever the operation of the MVR is referenced, such operation includes both the video and audio capabilities of this equipment including wireless body microphone, interior microphone and video equipment. This term shall be interchangeable with Mobile Video System (MVS).

C. ***Recording*** – an authentic, unaltered, official copy of an event captured by an MVR/BWC system subsequently transferred by mechanical or electrical means to a medium for transporting or storing the recorded event. These recordings may be referred to as an event. Any video and/or audio taken in the performance of official police duties.

D. ***Supervisor*** – an officer's immediate supervisor (sergeant or above). In the absence of the officer's supervisor, this shall mean any supervisor holding the rank of sergeant or above.

E. ***Video Evidence Clerk*** – an employee with the responsibility of maintaining and documenting mobile video/audio files and recordings under the direction of Police Department supervision.

IV. RESPONSIBILITIES

A. The assistant chiefs of Uniform Services Division (USD) are responsible for facilitating the operation of and requesting maintenance for the MVR/BWC. In addition to any other duties, the assistant chiefs of USD, are responsible for the following:
   1. Facilitating the proper use of all recording equipment to include evidence collection and storage.
   2. Ensuring training is conducted on MVR equipment, BWC equipment and any other recording equipment in use.

B. The Communications Services Bureau commander is responsible for:
   1. Managing the Technical Support Unit required to maintain the recording equipment and preserve evidence.
   2. MVR/BWC equipment installation, maintenance and repair as necessary for operation. Inspecting and cleaning each MVR system in the manner recommended by the manufacturer.
   3. Designating a location for vehicles with malfunctioning MVR systems to be parked while out of service.
   4. Issue, install and maintain the necessary equipment and supplies to continue daily operation of the MVR program.

C. Officers operating vehicles equipped with MVR systems or using BWC equipment are responsible for the following:
   1. Inspecting, maintaining, operating and using the recording equipment in accordance with training.
   2. Logging into the recording equipment in a manner consistent with training prior to working on or off duty in an official capacity, if the equipment is available.
   3. Officers shall ensure the recording equipment is not bypassed, modified or altered in any fashion to impede its operation. Officers shall not edit, alter, erase, duplicate, copy, share or otherwise affect or distribute in any manner, recordings without approval from the chief of police or designee.
   4. Officers may not operate a unit when the MVR equipment is malfunctioning other than to arrange for service. Malfunctions shall be recorded on a vehicle maintenance card and the vehicle shall be immediately removed from service, if possible. Vehicles with malfunctioning MVR systems shall be parked in the area designated by the Technical Support Unit until repaired and returned to service.
   5. Prior to the beginning and upon the completion of their shift, officers shall ensure all uploading conditions are met or report any issues. Prior to the completion of their shift, officers shall submit any case creation forms as needed.

D. The video evidence clerk, in addition to any other duties, shall be responsible for:
   1. Maintaining, securing and operating the recording storage system under the direction of Police Department supervision.
   2. Maintaining a record to serve as chain of custody for evidence that reflects the distribution of DVDs, who obtained them, the date/time and purpose.

E. The assistant chief of Support, through the Information Service Bureau, is responsible for requesting recorded events and compiling them for the release process.

V. OPERATION

A. In-car cameras:
   1. MVR equipment is installed so the video and microphones create an event automatically whenever the vehicle's emergency equipment is activated. Additionally:
      a. The MVR system may be set to activate at a predetermined speed and activates in the event of a collision.
      b. The MVR system maintains a brief rolling history that becomes a part of any event generated.
   2. Prior to duty, officers shall verbally confirm automatic MVR activation and verify the wireless microphone is activated and records.
   3. Officers shall ensure that the unit functions and the proper alignment, focusing and positioning of MVR equipment is in place to provide quality documentation.
   4. Officers shall log in at the beginning of their shift using a flash drive and ensure their first initial and last name appear on the screen. Officers shall log out at the end of each shift.
   5. Prior to responding to a call, officers shall activate the MVR and announce the type of call to which they are responding. This shall be accomplished whether the officer is dispatched, the event is self-initiated or a citizen initiates the contact.
      a. MVR equipment, including the wireless microphone, shall be activated during all citizen contacts and enroute to calls, to include dispatched or self-initiated calls, traffic stops, pursuits, domestic violence calls and enforcement actions.
      b. Officers shall also record other notable events, situations and circumstances. These may include but are not limited to citizen contacts, armed encounters, acts of physical violence and unusual conduct.
      c. The officer shall ensure the wireless microphone remains activated at all times during the duration of any call to provide narration with the video.
   6. MVR equipment may also be utilized to document crime and accident scenes where evidence or contraband is collected and/or document a suspect's actions.
   7. Officers shall activate MVR equipment whenever instructed to do so by any supervisor.
   8. Officers must be aware that even though the video record may be unrevealing, an audio record is transmitted from the wireless body microphone and interior microphone whenever the MVR equipment is activated.
      a. While in the vehicle, officers may use the interior microphone, but when officers exit their vehicle, they shall activate the wireless audio system.
      b. The vehicle should be parked with the camera adjusted toward the citizen so a visual record may result.
      c. Officers shall not deactivate the MVR equipment until the recorded contact is complete.
   9. When an officer is ceasing recording at the end of an event, he/she will be prompted to input a priority code and shall use one of the categories as listed below. An officer may designate any event as evidence by completing a case creation form on the event. Officers shall use the following categories for selecting the appropriate priority code between one and five.

a. ***ALL OTHER EVENTS*** – All other events recorded by the system that do not appear to have an immediate need for retention.
b. **NOTABLE EVENT** – All events an officer may deem significant enough to require retention. Examples of such events may include field interviews, civil unrest, demonstrations, events that may generate complaints, hazardous conditions, etc
c. ***TRAFFIC*** – Traffic stops where a traffic citation is issued or no other action is necessary.
d. ***DRIVING WHILE INTOXICATED*** – All DWI-related contacts and arrests including events leading up to a suspected DWI stop.
e. ***ARREST*** – All arrests regardless of charge or court jurisdiction except DWI-related offenses.

B. Body Worn Cameras (BWC):
1. Prior to shift, officers shall confirm the BWC equipment is in operating condition. BWC equipment shall be operated in accordance with the manufacturer's guidelines and departmental training and policies. Inspection, general care and maintenance reporting shall be the responsibility of the officer who is assigned the equipment or using the equipment. Malfunction, damage, loss or theft of BWC equipment shall be reported immediately to a supervisor.
2. Officers shall wear the BWC equipment in accordance with training and in a location that optimizes a frontal view.
3. Prior to contact, officers shall activate the BWC equipment and announce the type of call to which they are responding. This shall be accomplished whether the officer is dispatched, the event is self-initiated or the citizen initiates the contact.
4. Officers shall ensure the BWC equipment is placed for download and charging at the end of the tour of duty. Any issues shall be immediately reported to a supervisor.

VI. DOCUMENTATION

All recordings with evidentiary value taken during official police duties shall be submitted as evidence, regardless of equipment type.

A. For each event or arrest where the recorded event is evidence, an officer shall complete a case creation form and submit the form to the video evidence clerk's box not later than the end of his/her tour of duty.
1. If an arrest event does not contain evidence, a case creation form is not necessary.
2. If a member wishes to designate an event as evidence, a case creation form may be submitted on the event.
3. The case creation form contains tag boxes created by the department to assist in sorting and locating recorded events. Officers shall check each one that applies when completing the form.
4. When an event has been tagged as evidence, the member shall note on the offense report the existence of the event.

B. Officers must carefully consider when to cease recording an event and be prepared to justify the action in the event that an incident occurs while MVR/BWC equipment is not recording.
1. The intentional stopping of recording during incidents where the use of the MVR/BWC equipment is required by this order may be cause for disciplinary action. Obstructing, shielding or any act of interfering with the MVR/BWC equipment is not permitted.
2. Officers shall not cease recording of an event, situation or other circumstances solely at the demand of anyone other than a supervisor. Officers shall inform those who ask that video/audio recording equipment is in use.
3. Officers shall verbally confirm their intention to stop recording an event on the audio portion of the system prior to it being deactivated each time.

C. The remote microphone is assigned to each vehicle unit. The officer operating each unit is responsible for ensuring it is properly charged and functional. In the situation of two officers riding together, the most senior officer is responsible for ensuring the remote microphone is on and operating.

D. In the event of a critical incident that disables an officer, the event may be reviewed by responding officers at the scene to obtain investigative and safety information.

VII. REVIEW GUIDELINES –

MVR/BWC event data shall be routinely reviewed for quality of service, evidence review, training and to ensure efficient operation. Supervisors are expected to randomly review events of officers under their command to determine whether MVR/BWC equipment is being fully and properly utilized.

A. Review for cause may occur whenever an officer is involved in a high-visibility event, a civilian complaint is lodged against an officer or a supervisor articulates a reason to suspect an officer is involved in activity contrary to the mandates of departmental policies.

B. The supervisor of the primary vehicle involved in a pursuit shall review all video events of the pursuit and include findings based upon the review.

C. Evidentiary review – Video events prioritized as potential evidence shall be treated as such and review is limited

to those investigating the event, including the Internal Affairs Unit, the Management Team or others designated by the chief of police.

D. Quality of service review shall be conducted as follows:
   1. The academy staff shall review events upon request.
   2. Each Patrol area commander, the Community Oriented Policing Bureau commander and the Field Support Bureau commander shall conduct a quality control review of ten events each month from officers assigned to their shift. The commander or their designee shall review the selected events.

E. Any review that shows the need for training or supervisory, corrective or punitive action, shall be identified and the appropriate entity notified. Additional video events may be reviewed to determine the extent of the problem.

F. A report of randomly reviewed events shall be included in each commander's monthly report to the USD assistant chief. The information to be reported shall include officers' names, dates of reviewed events, the reviewing supervisor's name, findings and actions taken.

G. Supervisors shall ensure events are noted in supervisory review files such as pursuits and use of force, even if they are not to be utilized as evidence. Those events shall have a case created and be tagged as evidence.

H. Unusual or exceptional incidents related to law enforcement activities generate the interest of many individuals. However, officers shall not allow unauthorized persons access to any portion of any event without prior authorization of the chief of police or designee.

VIII. MANAGEMENT AND DISSEMINATION OF EVENTS

A. Secure storage facilities, duplication equipment and supply inventories shall be established and maintained by the West Side Uniform Services Division assistant chief and the Communication Services Bureau commander or designees.

B. Events, other than evidence, shall be retained for a period of 65 days, when possible due to ample storage space. Each event is assigned identifying information during recording.

C. Video event information that may be of value for case prosecution in any criminal or civil proceeding shall be safeguarded as evidence, pursuant to SPD 502.01. Dissemination shall be limited and in accordance with this policy.

D. Video events are to be considered departmental documents intended only to further the law enforcement and management functions of the department. Copies of events are the property of the Shreveport Police Department and may not be released to the public, the media or any other entity outside of law enforcement without authorization from the chief of police. Copies may only be released following written request and authorization.

E. Procedure for access to view or request recordings of events:
   1. The chief of police or designee reserves the right to limit or restrict video reviewing as deemed necessary.
   2. Shreveport Police patrol officer/corporal:
      a. May review his/her own. All others only with a sergeant's consent.
      b. In usual circumstances, requested recordings for court, other than those subpoenaed, may be released to the officer by the video evidence clerk following a written request with supervisor approval. The recording must be provided to the prosecutor for court or returned to the video evidence clerk. The recording may not be duplicated.
   3. Investigators, agents, IAB, supervisors and the public information officer:
      a. May be granted routine access to view by the chief or designee for investigations and department efficiency.
      b. May obtain copies for investigative purposes or prosecution with written request.
   4. Prosecution requests for access to recordings in preparation for trial or as evidence.
      a. Prosecutors must make the request through the court liaison or an authorized representative of the prosecutor's office.
      b. The court liaison or authorized representative must request and retrieve the recording from the video evidence clerk.
      c. The chief or designee may grant direct access to the digital video system upon request.
   5. Requests for copies of events, other than internal or prosecution, shall be administered by the Information Services Bureau, Records Unit.
   6. Requests for events, other than those subpoenaed, must be made in writing on a form created by the Information Services Bureau.
      a. Requests by citizens, other law enforcement agencies or governmental entities, for recordings of events shall be forwarded to the chief of police or designee for consideration and response.
      b. Defense counsel must request a copy through a Records Unit supervisor and demonstrate representation to a party involved in a matter related to the event.
      c. An administrative fee shall be charged for each recording released to entities other than police or prosecution. The administrative fee shall be collected by the Records Unit.

d. The Records Unit shall arrange to obtain the recording from the video evidence clerk.
e. The Records Unit shall then release the recording in accordance with current SPD procedures.
f. Civilians shall not be directed to the video evidence clerk office or allowed to make phone contact with the clerk. The video evidence clerk is allowed, however, to make phone contact with civilians in the scope of his/her duties.

7. Subpoenaed copies of events, criminal or civil.
   a. The Records Unit shall receive the subpoena.
   b. The Records Unit shall obtain the recorded event and release the recording.
8. Recordings shall be provided to the Records Unit by the video evidence clerk upon request. Civilians are not allowed to pick up recordings from the video evidence clerk.
9. Other requests for access shall be directed to the chief of police. The Chief's Office may respond by denial, granting access for viewing only or duplication of an event depending on the case status, evidentiary value, and officer safety issues.
10. The requesting person, agency or entity shall be responsible for the administrative cost of duplication.
11. Civilians shall not be directed to the video evidence clerk.

F. This order applies to all video events captured by Shreveport Police MVR/BWC equipment and images stored on or archived from the MVR/BWC server or similar device.

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Alan Crump
Chief of Police

Link to Printable Form

CASE CREATION FORM
(For retaining digital video as evidence)
SUBMIT TO THE USD VIDEO CLERK

REQUEST DATE _____ CAD # _____ DATE/TIME OF RECORDING_____

NAME/BADGE # OF OFC'S VIDEO TO BE USED_____

LOCATION OF INCIDENT _____ SPD UNIT NUMBER _____

DEFENDANT NAME _____ DOB _____ SEX ☐ Male ☐ Female

RACE: ☐ American Indian ☐ Asian ☐ Black ☐ Hispanic ☐ Other ☐ White

IF THERE ARE MULTIPLE VIDEOS (I.E., PURSUITS OR INCIDENTS WITH MORE THAN ONE UNIT), LIST ALL OFFICERS INVOLVED:

_____

_____

_____

FOR DWI ONLY:

DWI TESTING ROOM #: _____

TIME OF PROCESSING: _____

OFC. LOGGED ON DVR:

_____

OFC WHO MADE INITIAL CONTACT:

_____

TIME OF INITIAL CONTACT: _____

******This portion to be filled out ONLY if a COPY is needed ******

☐ URGENT ☐ ROUTINE

PERSON REQUESTING COPY_____

SUPERVISOR'S SIGNATURE/BADGE # _____

Or a copy of the subpoena requesting evidence

SUBPEONA: ☐ YES ☐ NO DATE/TIME OF REQUEST _____

REASON FOR REQUEST:

_____

_____

DO NOT WRITE BELOW THIS LINE - FOR THE USD MOBILE VIDEO CLERK ONLY

DATE CREATED	
DISPLAY NAME	
CREATED BY	
DATE COPIED	
DVD NUMBER	
COPIED BY	
RELEASED TO/DATE	

JANUARY 2009