

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
1140.0, MOBILE VIDEO RECORDING SYSTEMS**

EFFECTIVE:	2/03/14
RESCINDS:	
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CHIEF OF POLICE:	PAUL ROONEY

CONTENTS:

1. DEFINITIONS
2. IN-CAR CAMERAS
3. BODY-WORN CAMERAS
4. DOCUMENTATION
5. RESTRICTIONS
6. MOBILE VIDEO SYSTEM ADMINISTRATOR
7. DISSEMINATION
8. RETENTION
9. TRAINING

POLICY:

It shall be the policy of the Orlando Police Department to utilize the Body-Worn Camera (BWC) and the In-Car Camera equipment to document law enforcement interaction with the public with video and audio recordings. Through the use of mobile recording systems, this agency will better protect the rights of citizens and police officers while balancing privacy interests.

PROCEDURES:

**1. DEFINITIONS**

Body-Worn Camera (BWC): A recording system that captures audio and video that is individually worn by officers and includes, at a minimum, a camera and recorder.

Buffering: The thirty seconds of video prior to activation of the BWC event mode held in temporary storage.

Evidence Transfer Station: A docking station that recharges the Axon Tactical Computer (ATC) while uploading to Evidence.com all data captured from the BWC operator's point of view during the operator's shift.

Evidence.com: The online web-based digital media storage facility accessed at [www.evidence.com](http://www.evidence.com). The virtual warehouse stores digitally-encrypted data (photographs, audio and video recordings) in a highly-secure environment.

In-Car Camera: A mobile video recording device installed in a police vehicle.

Mobile Video System Administrator: Department member with full administrator rights who assigns and tracks equipment, controls passwords, acts as liaison with Taser Axon representatives and is the department's subject matter expert on all vehicle and body-worn devices.

**2. IN-CAR CAMERAS**

The officer assigned shall ensure that the equipment is operating and positioned properly. Any problems should be brought to the attention of the Mobile Video Systems Administrator.

The power on the In-Car Camera system will be active at all times during patrol functions; the audio transmitter shall be active. The equipment will automatically activate when the vehicle's emergency lighting is in operation. The

equipment can also be activated when the officer presses the record button on the In-Car Camera or the wireless microphone.

Officers shall activate the In-Car Camera whenever a traffic stop is conducted or there is a potential for dealing with a suspect of a crime. This would include, but is not limited to, suspicious persons contacts or calls for service. The In-Car Camera may be activated whenever the officer feels its use would be beneficial to his/her police duties. Deactivation shall not occur until enforcement action is complete.

The In-Car Camera system does not permit deletion or alteration by users. The user is responsible for properly classifying and uploading each recording.

### **3. BODY-WORN CAMERAS**

Officers assigned a BWC shall don a fully-charged system prior to their tour of duty. In order to best capture that which is observed by an officer using a BWC, the camera should be located as close to the eyes as possible. Officers shall activate the BWC whenever there is a potential for dealing with a suspect of a crime. This would include, but is not limited to, traffic stops, suspicious persons contacts, or calls for service. The BWC may be activated whenever the officer feels its use would be beneficial to his/her police duties. Once the camera is activated to the "event" mode, it shall remain on until the police action is complete.

An officer who is lawfully present in an area protected by the Fourth Amendment shall activate the BWC when there is reasonable suspicion that a crime is being committed, has been committed, or is about to be committed, or that evidence of a crime is present. In the absence of such criteria, the officer must turn off the BWC if asked to do so by a person with apparent authority over the constitutionally-protected area. As a reminder, entry into a Fourth Amendment protected area requires probable cause and a warrant or warrant exception.

Inspections and maintenance of the BWC shall be the responsibility of the assigned member. Only authorized personnel to whom a recording system is assigned may use, touch or handle that recording system. Unauthorized personnel shall not use, touch or handle any recording system.

At the end of a member's tour of duty, the recording system will be placed into the assigned docking station slot on the Evidence Transfer Station located at OPH and each substation; or, recordings shall be uploaded as otherwise directed. The recording system should not be removed from the Evidence Transfer Station until all of the data has been uploaded and the battery has been fully charged. Any functionality or serviceability problem shall be reported to the Mobile Video System Administrator immediately.

### **4. DOCUMENTATION**

The member shall document the use of any mobile video recording system in reports, citations, affidavits, FIRs, etc. Before writing reports involving the response to resistance, critical incidents, confessions or admissions, officers shall review any video. Members are encouraged to review available video while preparing written reports to ensure accuracy, and will provide the following disclaimer on each document: "The contents of this document are based on my observations of the incident and a review of the recordings captured by a mobile video recording system."

Note: The BWC records at a level beyond human ocular capability.

### **5. RESTRICTIONS**

The following uses of mobile video recording systems are strictly prohibited:

- Using a mobile video recording system to take a statement in lieu of a sworn written statement, unless approved by a supervisor.

- Video-recording undercover officers or confidential informants.
- Duplicating or distributing recordings for other than official law enforcement purposes.
- Permitting citizens to review recordings for other than official law enforcement purposes.
- Altering captured data.
- Accessing recordings for other than case-related purposes, responses to resistance, formal or informal complaints, legal review, pursuant to established policy or as directed by the Chief of Police or designee.
- Making or creating, by separate device or otherwise, a copy of any recording except as directed by the Chief of Police or designee.
- Posting to social media sites without approval by the Chief of Police.
- Monitoring officer performance through random review.

## **6. MOBILE VIDEO SYSTEM ADMINISTRATOR**

The Mobile Video System Administrator is responsible for overall maintenance, management, training and retention, and acts as a liaison to Technology Management, the Technology and Forensics Unit and associated vendors. The Mobile Video System Administrator reports to the Professional Standards Division Commander.

## **7. DISSEMINATION**

All digital media collected using the mobile video recording systems is public record as defined in Chapter 119, Florida Statutes. Public records requests shall be handled pursuant to established policy.

Accessing, copying, or releasing any recordings for other than official law enforcement purposes is strictly prohibited, except as required by law. Evidence.com's digital records are accessible only to authorized personnel; the system maintains an audit of user activity.

## **8. RETENTION**

Recordings shall be retained as established in Florida public records retention laws.

## **9. TRAINING**

Officers shall be trained and instructed prior to being assigned a mobile video recording system.