

TITLE: VEHICLE MOUNTED CAMERA SYSTEM

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PURPOSE

The purpose of this directive is to provide officers with guidelines for the use of the Vehicle Mounted Camera System.

DISCUSSION

Mobile video/audio recording equipment has proven to be a valuable law enforcement tool. The Department has adopted the use of in-car video/audio systems in order to enhance the effective and efficient delivery of police services, and to serve as an asset to prosecution of criminal cases.

POLICY

It is the policy of the Santa Fe Police Department to utilize Vehicle Mounted Camera Systems (VMCS) in order to enhance officer reporting, evidence collection and court testimony. Vehicle Mounted Camera Systems will also enhance the effective and efficient delivery of police services by providing a tool for evaluation of arrest procedures, officer and suspect interaction and as a guide for officer evaluation and training.

PROCEDURE

VEHICLE MOUNTED CAMERA SYSTEM INSTALLATION AND CARE

98.1.01 At the direction of the Chief of Police, the Technical Services Section Commander shall be responsible for the deployment and installation of Vehicle Mounted Camera Systems.

98.1.02 Vehicle Mounted Camera Systems will be installed to automatically activate when the vehicle's emergency lighting is activated.

A. Officers may also activate the camera system at their discretion.

98.1.03 Officers assigned Vehicle Mounted Camera Systems will be responsible for the operation and care of the assigned VMCS equipment.

A. Prior to each shift officers shall ensure that VMCS equipment is properly powered and is working satisfactorily.

B. In the event of equipment malfunction, the officer's immediate supervisor will be notified. A memo detailing the malfunction will be generated no later than the end of the officer's tour of duty and forwarded to the Technical Services Section through the officer's chain of command.

C. Prior to each shift, officers shall ensure proper alignment, focusing and positioning of VMCS equipment.

D. The VMCS shall be powered on from the time the Officer first begins to use his police car, and during the entire shift, until no longer using the police car after duty. This will ensure that the VMCS is ready for activation should an incident occur that calls for its use.

OPERATION

98.1.04 VMCS will automatically engage when the vehicle's emergency lights are activated. Every traffic contact shall be recorded until it is concluded.

98.1.05 At the scene of extended incidents (other than traffic contacts), the officer has discretion in terminating the recording when there is no other evidentiary value to be obtained. Examples of these types of events include, but are not limited to:

A. Traffic crash scenes while waiting for clean up or wrecker service;

B. Motorist assists or abandoned vehicle while waiting for wrecker service.

98.1.06 The VMCS will also be used to record the following incidents/contacts:

- A. Arrests;
- B. Field contacts;
- C. Pursuits;
- D. DWI investigations;
- E. Domestic Violence calls;
- F. Other violent calls;
- G. Any other type of call at the discretion of the officer or as ordered by a commander/supervisor.

98.1.07 Officers must be aware of limitations to the VMCS recording ability, specifically interference caused by buildings, traffic noise and moving outside of the transmission range of the wireless microphone unit.

- A. Even though the video recording may be unrevealing, an audio record is transmitted from the wireless body microphone whenever the VMCS equipment is activated.

98.1.08 Officers shall annotate in their Offense/Incident Reports if VMCS equipment was utilized. If the VMCS was not utilized for one of the incidents listed in 98.1.06, the officer shall document why it was not utilized.

98.1.09 Officers holding the rank of Sergeant, or above, will be responsible for loading, unloading and submitting CF cards. This responsibility will not be delegated except in those cases of absence where all other supervisory responsibilities are also delegated to a subordinate.

98.1.10 Tampering with or disabling VMCS equipment, shielding, or taking any other action which interferes with the proper operation of VMCS equipment or erasing or in any manner altering VMCS CF cards is cause for disciplinary action.

98.1.11 Full CF cards shall be submitted in an evidence envelope for downloading.

98.1.12 Once a supervisor installs a compact flash (CF) card in a unit, the card will not be removed until the end of the officer's shift, or at such time as is necessary, due to the card becoming full or being placed into evidence.

VIDEO CONTROL

98.1.13 VMCS video recordings are considered open records unless marked as evidence.

- A. Public requests to view any portion of a video recording shall be referred to the City Clerk's Office or the City website under the link, "How do I...Make a Public Records Request"
- B. The Property Custodians and their designee(s) are responsible for downloading the CF cards, and for duplicating videos as needed for legal proceedings.
- C. The duplicate CD shall be labeled with the following:

1. Santa Fe Police Department
2. Date of duplication
3. Further duplication or distribution of this CD without the expressed written consent of the Chief of Police or his/her designee is prohibited

98.1.14 VMCS recordings relating to use of force incidents and/or containing information that may be of evidentiary value or used in any civil proceeding shall be safeguarded and a chain of custody maintained as with other evidentiary items. Video recordings marked as evidence will only be released according to the procedures already established for the release of evidentiary items.

STORAGE

98.1.15 Each recording shall be maintained in the computer system for a period no less than 100 days at which time it may be purged from the system. Prior to being purged, a recording shall be made on a Compact Disk which shall be maintained for a period of no less than five years from the date of original submittal.

SUPERVISORY RESPONSIBILITIES

98.1.16 Supervisors shall ensure officers utilizing VMCS equipment adhere to established procedures, guidelines and policies.

98.1.17 Supervisors shall conduct monthly inspections of the VMCS equipment to evaluate its suitability for its intended use. If defects are

discovered, a repair request memorandum will be completed and forwarded to the Technical Services Section prior to the end of the officer's tour of duty.

98.1.18 At their discretion, supervisors may request to view the video or to pull the VMCS CF card from an officer under their command. Nothing contained in this section shall be construed as prohibiting a supervisor from addressing apparent policy violations with an officer, such as procedural deficiencies with regard to arrest, investigation, interpersonal communications or other deficiencies and/or officer safety issues that are discovered during review of a VMCS video.

98.1.19 Supervisors who fail to enforce or abide by the policy as outlined in this Directive will be subject to disciplinary action.

DIGITAL VIDEO MIRROR (DVM) SYSTEM

98.1.20 The DVM system consists of the following:

- A. In Car Equipment;
 1. Digital Video Mirror (DVM) System (Main Unit)
 2. 900 Mhz Rubber Ducky Antenna (installed on mirror)
 3. Color Camera with windshield mount attached.
 4. In-Line Fuse holder with fuse (engine compartment)
 5. Rear View Mirror Mount
 6. Digital CCD Camera (Rear Facing Camera)
 7. External Rear Seat Microphone.
 8. Wiring Harness for DVM.
- B. Equipment Provided to Employee:
 1. 900 Mhz Wireless Microphone
 2. In-Car Charger 12V Power Cable.
 3. In-Car Charger for wireless microphone.
 4. AC Wall Charger for Wireless Microphone.
 5. Belt Clip for Wireless Microphone.
 6. Lapel Microphone.
 7. Two 4 Gigabyte Compact Flash (CF) Cards.

98.1.21 Removing Compact Flash Card

Do not insert or remove the CF card while the unit is powered on. Briefly press the MENU button before removing the card and look for any activity on the LCD screen. The CF card may be safely removed from the DVM if there is no activity on the LCD.

- A. The DVM has a special access door that must be opened with the supplied key before the CF card can be accessed. Only Supervisors may perform this procedure.
- B. The keyhole is located on the bottom of the unit, next to the metal CF card access door.
- C. Align the end of the key with the slots and stud of the keyhole.
- D. Insert the key into the keyhole and push key in approximately 1/8 of an inch.
- E. While keeping the key inserted into the keyhole, use the black knob on the access door to slide open the door to the left until it stops approximately 1/4 of an inch.
- F. Remove the key from the keyhole and completely slide the access door to the left the remainder of the way.
- G. Press and release the CF card release located to the right of the CF card.
- H. Allow the CF card release to extend completely out of the DVM, then press the CF card release until it returns to its original position. (The CF card will be pushed downward and away from the DVM when this is completed.)
- I. Remove the CF card from the DVM and replace it with a newly formatted CF card provided.

98.1.22 Inserting Compact Flash Card

- A. The white label and lip located at the bottom of the CF card should be visible when inserting the CF card into the DVM.
- B. Place the top of the CF card (consisting of 50 pin holes) into the card slot on the DVM. (Make sure the CF card release is in its original position out of the way of the access doors path before performing this step.)
- C. Press the CF card into the DVM unit until you feel the CF card settle onto the DVM connecting pins.

- D. Close the access door.
- E. Do not use any tools to assist in performing this operation, as damage may occur.

98.1.23 Powering the DVM

- A. Press and hold the “MARK” button located to the left of the DVM for 2 to 3 seconds. (The “MARK” button functions as an ON and OFF switch.)
- B. The system will power up and conduct an automatic system check which looks like this:
 1. INITIALING CR CARD
 2. Digital Ally Inc. Logo with version info.
 3. Select User, or Enter User ID log-in screen.

98.1.24 Logging into the DVM

- A. Select user by using the Down(4) and Up(5) buttons to select a user by highlighting the user name.
- B. Press Enter(2) to select the user and the words “Enter Password” with an asterisk field will then appear.
- C. Enter your five digit user password by using the buttons located at the lower portion of the DVR for 1-6. For 7 and 8 use the REC/7/8 by pressing Record once for 7, and twice for 8. For 0 and 9 use the MARK/9/0 by pressing once for 9 and twice for 0.
- D. If the password was entered correctly “Preparing New Video File” will display for a few seconds, and then the main camera image will appear on the screen and DVM is ready for recording.
- E. If the password was incorrect “Login Failed” will appear. Re-enter your password. (If problem persists contact and authorized programmer for assistance.

98.1.25 Methods of recording video.

- A. On demand, by manually pressing the REC button on the DVM to begin recording.
- B. Via Wireless Microphone, by pressing the RECORD button on the remote controller.

- C. By activating the Record-Trigger, by turning on emergency lights or by exceeding a user specified speed.

98.1.26 Marking Events

Once a recording has been started markers can be placed in the recording to indicate when important events take place. For example: the “Mark” button on the DVM can be pressed to tag the longitude and latitude of the point at which contraband was thrown from a suspect’s vehicle during a pursuit. The GPS readout on the DVM can then be used to return to the location to find the evidence.

98.1.27 Audio Controls

The DVM is capable of simultaneously recording audio from the internal and external microphones.

- A. To select the internal microphone press the MIC/5 button for on or off. When the internal microphone is on, the green LED on the DVM will illuminate. The LCD will also display “INT”, “EXT” or both when the microphones are recording.
- B. During “Playback” mode the volume is located at the rear of the DVM and is represented by a wheel that rotates up and down.

98.1.28 Camera Controls

- A. Pressing the CAM/4 button will toggle between the main camera (forward facing) and the rear seat camera.
- B. The AUTOZOOM/1 will cause the camera to zoom in to a predefined zoom level, auto focus, hold for five seconds, and then zoom back out. (Useful for quickly capturing license plates).
- C. The ZOOM/2 button is a manual zoom function. Press and hold the button until it reaches the desired level and then release. To zoom out, press and quickly release the ZOOM/2 button. (the rear seat camera doesn’t have this function.) This same

button is also used to select an item listed on the LCD screen such as “Playback”.

- D. The DVM can be placed into “Covert Mode” by pressing the MENU/6 button for 2 to 3 seconds. The LED’s and LCD screen will be turned off, but the unit is still on standby to record. To return to normal mode press any button on the front of the DVM. **(The CF card must not be removed while in Covert Mode.)**
- E. The MENU/6 button is used to access the main menu and navigate out of sub-menus and main menu.
- F. The STOP/3 button only contains the functions indicated.
- G. The MARK button is used while in the main menu to power down the DVM by holding down the MARK button until the DVM shuts down.
- H. The CAM/4 button is used to navigate to the left in the main menu or sub-menus and to rewind during playback mode.
- I. The MIC/4 button is used to navigate right in the main menu or sub-menus and for fast forward during playback mode.

98.1.29 Main Menu

The main menu is the first screen seen when the Menu/6 button is pressed.. From the main menu the DVM can be powered down or additional sub-menus may be selected.

- A. As a user of the DVM you have limited access to sub-menus. The following are available to all users:
 - 1. Playback
 - 2. Assign Event I.D.
 - 3. Synch Wireless Microphone
 - 4. Logout
- B. When the sub-menu “Playback” is selected all recorded files on the CF card will be

displayed. Select the desired file and the DVM will begin playback.

- C. The “Assign Event ID” sub-menu has a selection of events that each individual file can be tagged with. Once the sub-menu is selected all recorded files on the CF card will be displayed. Select the desired file and a list of event ID’s will be displayed. Select the desired ID and the DVM will tag the file accordingly. Available ID’s are as follows:
 - 1. Traffic Stop
 - 2. Domestic
 - 3. DWI
 - 4. Narcotics
 - 5. Pursuit
 - 6. AGG Assault/Battery
 - 11. Interview
 - 22. Person Stop
 - 33. Disorderly Conduct

98.1.30 Wireless Microphone (RMT)

The wireless microphone contains a condenser microphone built into the unit face, but a lapel microphone can be attached to the input port on the top of the RMT. The RMT also features the following items:

- A. Large “RECORD” button.
- B. A green standby LED, that also illuminates when the RMT is powered on.
- C. A yellow LED that illuminates when the RMT is out of range.
- D. A red LED that illuminates when the RMT is transmitting audio to the DVM.
- E. A “PWR” button for powering the RMT on and off.

The RMT must be synchronized with the DVM upon its initial use. Synchronization of the RMT is performed as follows:

- A. Select “Synch Wireless Microphone” from the main menu.
- B. Select Wireless Microphone #1 or #2.
- C. Remove the RMT from the charging cradle.
- D. Hold down the record button and power button at the same time until the red, yellow, and green LED’s begin to flash.
- E. Press the menu button on the DVM to begin searching for the wireless microphone.

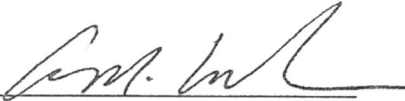
- F. The DVM will indicate that the synchronization is complete and exit from the sub-menu and main menu to the main camera view.

*To prevent permanent damage to the internal battery pack of the wireless microphone, it **must** be charged for at least 12 hours prior to first use. Failure to charge the remote may result in a malfunction of the unit and permanent inability of the battery pack to accept and retain a full charge.*

98.1.31 Logging, Request for Processing, and Handling of Digital Video Evidence from DVM

All users will be provided with a City of Santa Fe Police Department Computer Forensic Lab envelope for each CF card. Upon submitting Digital Video Evidence, the officer will ensure that all required fields on the envelope are filled out. Commanders will verify the information is correct and submit the envelope through proper channels.

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APPROVED: 
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