


TEXARKANA POLICE DEPARTMENT GENERAL ORDERS MANUAL

SUBJECT	Mobile Video Recording		
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Scheduled Review Date	August 30, 2018	ISSUE DATE	May 18, 2011
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APPROVED BY		ALEAP Standards	13.15

I. Purpose and Scope

- A. Mobile video recordings are invaluable tools that remain useful to accurately document events, actions of officers and civilians alike, statements made in the field and circumstances involving arrests and critical incidents. The purpose of this policy is to establish a set of rules and guidelines that govern the manner in which officers of the Texarkana Police Department utilize the mobile video/audio recording equipment installed within the Department's patrol equipped police units.

II. Policy

- A. Mobile video recordings facilitate the collection of evidence, assist in the administrative evaluation process and document identifiable trends that necessitate additional training. Because mobile video and audio recordings and their encompassing equipment are valuable tools for the Texarkana Police Department, it shall remain the policy of the Department to implement and manage a series of operational rules and guidelines that serve to control the manner in which these video and audio recordings are captured, stored and managed.
- B. It shall remain the policy of the Texarkana Police Department to mandate the officers of the Department to utilize the mobile video/audio recording equipment installed within the Department's patrol equipped police units to record all calls for service and any other contact having an enforcement and/or investigative function that occurs between the officer and any citizen the officer encounters during their tour of duty. Field level supervisors are hereby directed to periodically review an assortment of content contained within the video files that are electronically captured and later stored on the Department's server.
- C. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedures

A. Training

- 1. All officers will receive training on proper use of the Department's mobile video recording equipment. All training will be accomplished within and incorporated into the Department's Field Training Program for recruit officers. As deemed appropriate, officers will receive in-service training as necessary to develop and/or maintain competency with mobile video recording equipment. All training shall be documented.

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B. Responsibilities of Patrol Supervisors

1. Patrol supervisors will maintain a working knowledge of all mobile video recording equipment, the General Order that addresses mobile video recording and remain aware of the avenue by which these electronically stored files are accessed;
2. Patrol supervisors shall ensure officers assigned under their command maintain a working knowledge of the mobile video recording equipment utilized by the Department and operate within compliance of established policies and procedures;
3. Patrol supervisors are responsible for conducting random review all mobile video recordings associated with every officer under their command in a manner that allows the supervisor to assess the officer's performance in the field;
4. Patrol supervisors shall ensure the Department's mobile video recording equipment is continuously being used properly by the officers operating beneath their command;
5. Patrol supervisors will ensure all needed repairs of mobile video recording equipment are arranged in a timely manner; and
6. As the need arises, shift commanders may duplicate mobile video recordings for training utilization purposes within the Agency.

C. Responsibilities of Patrol Officers

1. At the beginning of their tour of duty, officers shall determine that the mobile video recording equipment installed within their assigned patrol unit is operating properly and fully functional. Should the officer encounter any problems with the equipment, the officer should report the problem to his/her supervisor as soon as possible. Officers will properly complete a maintenance request that documents the identified problem;
2. Officers will ensure the mobile video recording equipment is utilized properly throughout their tour of duty. Officers shall record all enforcement actions and every call for service in which they become involved;
3. Officers shall ensure their mobile video recording equipment—including the audio function—turns on and begins recording upon their initial receipt of a call for service and whenever the officer initiates interaction with any citizen. Officers will not deactivate the recording equipment until the contact is completed;
4. Upon the system's deactivation, the officer will ensure the captured video file is properly classified by depressing the system's STOP button until the desired classification appears on the system's LCD screen;
5. Officers should record their observations concerning probable cause, intuition, circumstances and reason for enforcement actions, and other information that may serve to refresh memory and clarify events.
6. Officers shall treat those mobile video recordings having evidentiary value accordingly and ensure the appropriate evidentiary language as it relates to the video recording is placed within his/her incident report. For more information regarding the completion of incident reports, refer to [General Order 1108.03--Incident Reporting Procedure](#);
7. Officers are encouraged to inform their supervisor of any videotaped sequences that may be of value for training purposes; and
8. It is not policy of the Department to require its members to cease recording solely at the request of anyone other than their supervisor. If asked, members shall inform those interested persons that audio/video recording equipment is in use.

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D. Control and Management of Mobile Video Recordings

1. All mobile video recordings shall remain the property of the Texarkana Police Department and will not be duplicated or released to the media or other agencies without authorization from the Chief of Police, a Division Commander or their designees.
2. All mobile video recordings having evidentiary value will be classified accordingly within the system on the Department's server. The officer, who is classified within the system as the *owner*, shall ensure those recordings having evidentiary value are assigned to an *internal case file* within the system.
 - a. After locating the video file on the Department's server, the officer responsible for the video file must click the symbol "i" to begin the process of assigning the file to an internal case file. The officer must click the section "Add to Case" located beneath the action list on the left side of screen. The officer must click "Assign New Case", and once accessed, the officer must provide the CCN number associated with the video, the incident date and the applicable suspect information.
3. At the direction of the Chief of Police, a Division Commander or by a court order, a copy of any video file may be duplicated and provided to a member of the bar or to a private citizen. To recover the cost associated with such a procedure, a charge of twenty five dollars (\$25.00) will be assessed to the member of the bar or private citizen. No such charge will be assessed to the Prosecuting Attorney, their representatives or members of the judiciary.
4. Videos are saved on the Department's server and backed up by disk. Disks are stored by the department's property and evidence section.

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