



SHOREWOOD HILLS POLICE DEPARTMENT STANDARD OPERATING PROCEDURES

In-Car Video Cameras

Purpose

To provide members of the Shorewood Hills Police Department (SHPD) with guidelines for the use, management, storage, and retrieval of audio-visual media recorded by in-car video camera systems. The department has adopted the use of in-car cameras to:

- To enhance officer safety.
- To accurately capture statements and events during an incident.
- To enhance the officer's ability to document and review statements and actions for both internal reporting requirements and for courtroom preparation/presentation.
- To provide an impartial measurement for self-critique and field evaluation during recruitment and new officer training.
- To capture visual and audio information for use in current and future investigations.

Policy

The use of an in-car camera system provides persuasive documentary evidence and helps defend against civil litigation and allegations of officer misconduct. It is the policy of the SHPD that officers assigned the use squad cars with these devices installed shall adhere to the operational objectives and protocols outlined herein to maximize the effectiveness and utility of the system and the integrity of evidence and related video documentation.

General Guidelines

- All in-car camera equipment shall be installed according to the manufacturer's recommendations.
- In-car camera equipment shall automatically activate when emergency lights or a body-worn camera synced to the in-car camera is activated.
- All officers shall receive training on proper use of the equipment prior to use and when upgrades are made.
- Officers shall log into the system, and make sure that body-worn cameras are synced to the in-car system.
- Officers shall make sure that the equipment is operating properly at the beginning of each shift.
- Malfunction, damage, or other problems with the equipment shall be reported to a supervisor.

Mandatory Recording

Officers shall have the in-car camera system recording for the duration of:

- Traffic stops (to include, but not limited to traffic violations, stranded motorist assistance and all crime interdiction stops).
- Priority responses.
- Vehicle pursuits.
- Prisoner transports.

Recommended Recording

Officers are encouraged to record:

- Crimes in progress.
- Any situation or incident that the officer, through training and experience, believes should be audibly and visually recorded.

Operational Protocols

All officers shall log into the in-car camera system of their patrol vehicle at the start of their shift when time allows. Temporary short-term use of vehicles shall not apply such as transporting a vehicle for repair.

Officers wearing a body-worn camera shall activate both recording devices when possible. Body-worn cameras shall be synced with the in-car video system.

Except for police radios, officers shall ensure that the volume from other electronic devices and the AM/FM radio within the police vehicle do not interfere with recordings.

In-car recordings shall be noted on all incident reports when they record any of the following:

- Arrests.
- Assaults.
- Physical or verbal confrontations, vehicle pursuits.
- Vehicle searches in which contraband is recovered.
- Driving while intoxicated or under the influence or impaired arrests.
- All prisoner transports.

When the in-car camera is activated to document an event, it shall not be deactivated until the event has been concluded unless:

- The incident or event is of such duration that the camera may be deactivated to conserve recording times.
- The officer does not reasonably believe that deactivation will result in the loss of critical documentary information.
- The intention to stop recording has been noted by the officer either verbally or in a written notation.

Supervisor Responsibilities

Supervisors who are informed or otherwise become aware of malfunctioning equipment shall ensure that authorized personnel make repairs in a timely manner.

The Sergeant shall conduct periodic reviews of officer recordings to:

- Assess officer performance.
- Assure proper functioning of camera equipment.
- Determine if camera equipment is being operated properly.
- Identify recordings that may be appropriate for training.
 - Minor infractions (not criminal in nature) discovered during the routine review of recorded material should be viewed as training opportunities and not as routine disciplinary actions. Should the behavior or action become habitual after being informally addressed, the appropriate disciplinary or corrective action shall be taken.

Technician Responsibilities

A designated officer or other employee shall be responsible for the ordering, issuance, repair, and administrative functions of the in-car camera system. They shall also be responsible for duplication of recordings related to fulfilling open records requests.

Release of Records

All recorded images and audio are the property of the SHPD. Dissemination outside of the department is strictly prohibited without specific authorization of the Chief of Police or designee.

End.

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