
	SPRINGFIELD POLICE DEPARTMENT POLICY MANUAL	POLICY # 36.1.2
EFFECTIVE DATE 12-12-22	 Andrew Shearer, Chief of Police	ACCREDITATION REFERENCE 2.5.4

Jail Transport Van In-Car Video System

36.1.2.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for the proper use and handling of the video recording equipment in the jail transport van, the vehicle microphones, the video system software, and the video files created by the system. The policies and procedures are also designed to establish guidelines for the acquisition, use, maintenance, retention, labeling, duplication, and destruction of video files, and to identify the responsibilities of detention officers, detention supervisors, and other administrators.

The use of in-car digital video (ICV) can provide valuable documentation of interactions between adults in custody and detention officers. The use of ICV assists with ensuring adults in custody safety, enhancing detention officer safety, and addressing allegations of officer misconduct. ICV is designed to assist and complement detention officers in the performance of their duties. Video recordings are intended to provide a visual/audio record of any transport of an adult in custody or record any time the jail transport van is utilized.

36.1.2.2 DEFINITIONS

Definition related to this policy include:

Recording equipment: A Springfield Jail approved in-car video recording system consisting of a car video recording system, a camera assembly, recording mechanism, video processing unit, wireless transmitter charger, and in-car equipment.

Microphone (audio): A device installed into the jail transport van to capture any audio recordings

Video media: The storage platform used to store the video data, including the in-car video computer hard drives, Springfield Police/Jail cloud-based server

Video files: The computer files created by the Springfield Jail in-car video recording system. These files include, but are not limited to, the digital video files and still photo files, data associated with each recording such as the car identification, audio recordings, vehicle speed, patrol light indicators, and geographic location. The files include a complete history of video file activity by network users, such as creation date, retrieval, viewing, labeling, saving and dates or workstations.

Recording system software: Springfield Jail approved software, which facilitates the handling and processing of video recordings.

Categorize: The act of associating specific video files such as event type, case or citation numbers if applicable, and other information as desired with video recordings.

Jail Transport Van In-Car Video System

Duplication: The process of copying video recordings to a portable media or other electronic storage devices.

Recording System: The Springfield Jail approved in-car digital video recording equipment and software.

36.1.2.3 PROCEDURES

Before transporting any person/s or adults in custody in the jail transport van equipped with an ICV system will properly equip themselves to record audio and video during the transport. Ensure the respective system is functioning properly and verify:

- a) Proper power is established
- b) Correct date and time stamp
- c) Correct camera orientation and freedom of obstruction
- d) System records both audio and video information

Detention officers should obtain permission from their supervisor prior to utilizing a jail transport van does not have a properly functioning ICV system

Detention officers shall manually activate the system anytime the jail transport van is in use and while transporting an adult in custody or any other reason deemed necessary.

36.1.2.4 DETENTION OFFICER VIDEO RECORDING

Detention officers shall manually activate the recording equipment including the wireless transmitter, to record any of the following circumstances:

1. Prisoner and courtesy transports
2. Incidents where officers anticipate a citizen complaint
3. Any incidents or situations where an officer's safety may be placed in jeopardy (if the officer can safely do so)
4. Any other situation that the detention officer deems fit to record any transport or interaction

Detention officers should not compromise their safety to provide notification but shall provide notification when they have a person/s in their vehicle not in custody or when they are transporting an adult in custody.

36.1.2.5 DEACTIVATING RECORDING

Detention officers may terminate the recording before the transport is complete only in an extended situation if they reasonably believe there is no value in collecting further data i.e. under circumstances where technical difficulties render the system inoperable; or if a supervisor directs the recording to be discontinued.

If you discontinue recording before the transport is complete, verbally record your reason for discontinuing the recording. If the recording is discontinued and you cannot record that fact, the detention officer will notify their supervisor immediately.

Jail Transport Van In-Car Video System

36.1.2.6 POLICE ADMINISTRATION RESPONSIBILITIES

The Digital Evidence Technician is responsible for developing and administering the training process for the proper usage of recording equipment, wireless transmitter, microphone, recording system software, and video media.

The Professional Standards/Training Sergeant is responsible for requiring all detention officers to complete recording system training and serve as custodian of all ICV training records.

36.1.2.7 ADMINSTRATIVE INVESTIGATIONS

Jail Sergeants and the Jail Lieutenant are authorized to review relevant recordings under the following circumstances:

- a) After receiving a complaint from the public or another detention officer regarding general misconduct or policy violation(s). The jail Sergeants and/or Lieutenant shall limit such review to the incident specified within the complaint. Any additional review by the jail Sergeants and/or Lieutenant shall be limited in scope to the context of the original complaint and shall occur only to the extent warranted under the original complaint. Inadvertent discovery of other allegations during this review shall require the Sergeants and/or Lieutenant to articulate the purpose of expanding the scope.
- b) After receiving a report from the public or another detention officer regarding meritorious conduct or actions by the detention officer.
- c) If there is an allegation(s) of criminal misconduct by a detention officer(s), or if upon review of recordings pursuant to this policy, a criminal event is observed, the Sergeants and/or Lieutenant may investigate and review additional recordings.
- d) If a detention officer(s) is involved in what would be considered a "Critical Incident" or of a serious nature to the public interest, the Sergeants and/or Lieutenant may review the recordings to evaluate the situation.
- e) If a detention officer(s) is involved in or witnesses a use of force incident which includes the use of focused blows, lateral vascular neck restraints, hobbles, tasers, chemical agents, impact weapons, firearms or any force resulting in injury or complaint of injury.
- f) When an detention officer has been previously disciplined and/or placed on a "work plan" and employee notice of review is a component of the specified work plan. It is understood the Sergeants and/or Lieutenant will limit the scope of their review to conduct of topics relevant to the discipline and/or "work plan".
- g) Any probationary employee may have their recordings reviewed by a Sergeant or the employee's Field Training Officer to assist in the evaluation of the said employee.
- h) If the Sergeants and/or Lieutenant believes a specific incident recording(s) may be a valuable training tool for the rest of the jail staff.

Jail Transport Van In-Car Video System

- i) Sergeants and/or Lieutenant shall not review recordings in a random or other manner not permitted within this policy.

36.1.2.8 DETENTION OFFICERS RESPONSIBILITIES

Recording equipment installed in the jail transport vehicle is the responsibility of the detention officer for the duration of the transport. Anytime the vehicle is in use the video system shall be powered on.

Detention officers shall:

- a) Ensure proper care and maintenance of the recording equipment, wireless transmitter/microphone, and recording systems software in accordance with SPD sponsored training.
- b) Ensure that any recording equipment, wireless transmitter, or recording system software failure is immediately reported to his/her immediate supervisor. Detention officers shall not attempt to make any repairs to recording equipment, wireless transmitter/microphone, or recording system software.
- c) Detention officers should not compromise their safety in order to obtain video.

36.1.2.9 POST RECORDING ACTIVITY

Detention officers shall:

- a) Classify, bookmark, and make any applicable notes to all recordings.
- b) Note the existence of recordings if a report is generated to include date, time and your initials (Example: ICV 070420 at 0803 hrs, SPABC123).
- c) Not access or duplicate video files unless the detention officer:
 - 1. Is directed by a supervisor to do so.
 - 2. performs a work task, which requires viewing or duplication.
- d) Treat all video files as evidence.
- e) Not make copies of video files for personal use.
- f) Not access the video files through any means other than the software accessible from the shared Springfield Police/Jail website.
- g) Document any instance of video deactivation where recording equipment stopped functioning properly during a transport and notify their supervisor of equipment failure.
- h) Not attempt to alter, erase, modify or tamper with data recorded by the ICV system.

Jail Transport Van In-Car Video System

36.1.2.10 VIDEO FILE DUPLICATION

The video recordings generated are the property of SPD. The policies and procedures relating to disclosure of public records and rights of privacy shall be followed. The following restrictions apply to the distribution of video data outside the Department:

- a) Copies can be released to other authorized parties only within the scope of official business
- b) All other requests for copies, such as those from the media, attorneys, and citizens shall be processed by the SPD Digital Evidence Technician or Records Supervisor

36.1.2.11 TRAINING

Recordings from in-car video cameras may be shown for training purposes with the authorization from the Jail Lieutenant.

Detention officers shall be provided with notice if recordings intended for use for training purposes were either made by them or captured their image or voice. If an involved employee/ individual objects to the release of the video, a determination of whether or not to release the video will be made by the appropriate Sergeant and/or Lieutenant.