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| Series 300 Support Services | Effective Date 09/07/2022 | Review Date Three Years | Directive Number 303.3 |
| Chapter 303 – Facilities and Equipment | | | <input type="checkbox"/> New <input checked="" type="checkbox"/> Directive Revised <i>Revisions in italics</i> |
| Reviewing Office Civil Rights Division | | | |
| References | | | |

IN-CAR VIDEO CAMERA

303.3 – 1 PURPOSE

The purpose of this directive is to establish procedures and guidelines for Department members for the utilization of in-car digital video recording equipment installed in Detroit Police Department (DPD) vehicles. The procedures outlined will support the integrity of the system and its acceptance by the justice system.

303.3 - 2 POLICY

1. In-car video cameras have demonstrated to be of value in the prosecution of criminals as well as protecting members against the risks associated with wrongful accusations. It is the policy of the DPD that members are prohibited from erasing, altering, or tampering with any mobile audio or video equipment or attempting to erase, alter, or tamper with any audio/video media.
2. In addition, patrol media shall be reviewed in response to a citizen’s complaint, investigations of incidents of uses of force, injuries to detainees or members, and in relation to any civil or criminal investigation. Whenever a violation of Department policy is observed, the appropriate corrective action shall be taken. The patrol media may be used in conjunction with the Field Training Officer(s) program to assist the Field Training Officer(s) with the evaluation and development of a Probationary Police Officer.

303.3 - 3 Equipment

1. Scout cars will be equipped with audio/video equipment that shall remain activated at all times when on patrol.
2. The equipment shall consist of:

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- a. A mounted video camera and monitor;
- b. A trunk mounted Digital Video Recorder (DVR);
- c. A microphone and video camera mounted in the rear seat of the scout car;
- d. A body-worn camera issued to each member at the beginning of their tour of duty; and
- e. Wireless connectivity to upload digital media to the centralized content management server.

303.3 - 4 Member's Responsibilities

303.3 - 4.1 Assignment of Body-Worn Cameras

Each member that is assigned or transferred to a patrol-related function shall ensure their in-car audio/video equipped units and body-worn camera are inspected and operable by the member and an immediate supervisor. The member shall report any known issues to an immediate supervisor.

303.3 - 4.2 Members Assigned to Audio/Video Equipped Units

At the beginning of the shift, members assigned to audio/video equipped units will be issued body-worn cameras by an immediate supervisor. *The supervisor shall ensure that the body-worn cameras are docked properly and charged in the transfer stations before their tour of duty.*

303.3 - 4.3 Tour of Duty Preparation

Members shall ensure that their in-car audio/video equipment is operating properly at the beginning of their shift and are required to synchronize their body-worn camera with their scout car. In addition, members shall comply with the following procedures at the beginning of their shifts:

- a. Members shall start the vehicle ignition to power on the audio/video equipped unit digital video recorder (DVR), pairing the wireless microphone with the base associating the body-worn camera with the in-car audio/video equipment DVR and log in;
- b. Member's shall power on the audio/video equipment DVR system and ensure the lights located on the control panel flash when the DVR begins to flash. The indicator on the display screen will show its progress with the number of boot progress bars. The member will hear a tone sound when the boot process is complete. Members shall log in to the audio/video equipment DVR system at the beginning of their shift to ensure that their name is associated with the video recorded in the vehicle. The member shall press the "Menu" button on the control panel and touch the "Officer" button, then select "Officer

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- Screen” to display a list of names. The member shall select the “Find” button to open the “Find Officers” screen and enter the member’s name and select the correct name from the drop down list. Next select the green “Login” button on the audio/video equipment DVR system display screen. If the member’s name is not listed in the system, then the member shall notify an immediate supervisor. The member’s body-worn camera must be cradled in the docking base located inside the vehicle equipped with the audio/video equipment DVR system for proper synchronization to form a recorded group with the vehicle. This shall be documented on the member’s Officer Daily Report;
- c. Members assigned to an audio/video equipped scout car shall make an introduction verbally on the audio/video equipment DVR system and body-worn camera by recording their name and badge number, the date, the time, and then state, “Audio/visual check from scout...e.g. four eight.” Members shall make the introduction while standing in the front of the car while wearing the issued body-worn camera mounted visibly and displayed in the center of their chest. *Members shall categorize the recorded event as an “Intro;”*
 - d. The results of both shall be recorded on their Officer’s Daily Report;
 - e. The name of the supervisor inspecting the audio/visual equipment DVR system shall be documented on the Officer’s Daily Report;
 - f. In addition, the member shall verbally notify the dispatcher of the results of the inspection (e.g. “Scout four-eight’s in-car video and audio is operational,” or “scout four-eight’s in-car video and audio is not operational”); and;
 - g. When a member identifies that the in-car audio/video equipment is not functioning, they shall report the information to their immediate supervisor and document the communication on the Officer’s Daily Report.
2. The body-worn camera shall be worn visibly centered on the front of the chest, or in a manner suitable to provide the most effective use with a clear and optimal view of the recorded event. Each member shall wear a body-worn camera while performing patrol duties to effectively document the incidents being recorded.
 3. The audio/video equipment DVR system camera will automatically focus appropriately for the event to be recorded. The audio/video equipment DVR system is equipped with a rear view camera mounted in the rear, facing the backseat to film the passenger(s) in the rear seat of the vehicle. Members shall not turn and/or rotate front cameras in vehicles equipped with the Data 911 or WatchGuard 4RE in-car video system. Tampering with any of the cameras mounted in the vehicle is strictly prohibited as it will damage the cable causing the system to stop working. There is

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a camera located in the rear of the vehicle's interior that will record the transport of a detainee or subject.

303.3 - 4.4 Recording the Shift

1. Members shall activate the in-car audio/visual system and body-worn cameras including, but not limited to, the following events:
 - a. Traffic stops;
 - b. Arrests;
 - c. Prisoner conveyances;
 - d. Citizen investigations; and
 - e. During any other citizen contact.
2. Newer model scout car's audio/video equipment automatically initiates recording when the following triggers are activated:
 - a. Activation of lights;
 - b. Activation of sirens;
 - c. Driving at excessive speeds or maneuvers;
 - d. Opening of the rear doors; and
 - e. Vehicle crash detection.
3. Additionally, recorded events are typically activated by an automatic-start trigger, such as emergency lights and sirens. However, an event may manually be recorded by depressing the "Record" button located on the Display Control Panel of the audio/video equipment DVR system at the beginning of the shift.
4. Members shall proceed with police activities as they ordinarily would in a manner that will facilitate a clear, intelligible audio/video record of the incident. Members shall utilize the recording equipment as follows:
 - a. During all traffic stops and citizen contact, members are encouraged to give a brief narrative of the stop (i.e. reason for stop, nature of run, driver's actions, etc.). Members may wish to make after contact remarks as well. Members are required to immediately advise suspects that their actions are being recorded;
 - b. When a driver is suspected of Operating While Impaired (OWI);
 - c. To record an accident scene, if in the member's opinion, the recording of the scene will assist in the investigation of the accident;
 - d. At any time when the use of audio/video recording will aid in the

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- documentation of events or actions of involved parties;
- e. During transportation of any detainee(s) or conveyance, the audio/video shall remain on from the time the detainee/person being conveyed is placed into the vehicle until the detainee/person conveyed reaches the designated conveyance location;
- f. Members who turn off their vehicle and secure it while making citizen contact shall manually activate the wireless body microphone;
- g. All vehicle pursuits;
- h. All radio runs;
- i. All consents to search a vehicle;
- j. All deployments of a drug-detection canine; and
- k. All vehicle searches.

303.3 - 4.5 Classification of Recorded Incidents

Newer model audio/video equipment will prompt the user to classify the type of incident that was recorded. A member will select from a drop down menu the type of incident that most closely describes the recorded sequence.

303.3 - 4.6 Repair of Damaged Audio/Video Equipment Digital Video Recorder (DVR) System

Members are responsible for the direct care and maintenance of the In-Car Audio/Visual 4RE System to ensure that it is operational at all times. If an in-car audio/video equipment DVR system is in need of repair or is damaged, the member must bring it to Lyndon Radio for repair or replacement and document the issue on the Officer's Daily Report.

303.3 - 5 Supervisor's Responsibilities

303.3 - 5.1 Inspection of In-Car Video Equipment

Supervisors shall visually inspect the in-car audio/video equipment of the vehicles assigned to the members being deployed at the start of each shift to ensure that the equipment is operational. Supervisors shall document the results of the inspection, as well as any reports of non-functioning in-car audio/video equipment, on the Officer's Daily Report, and the actions taken to remedy the non-functioning equipment.

303.3 - 5.2 Supervisory Reviews of Video

1. Supervisors shall review audio/video of all incidents involving:
 - a. Injuries to a detainee or a member;
 - b. Use of force incident;

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- c. Vehicle pursuits;
 - d. External complaints;
 - e. Taser Deployment Form (Beneficial Use); and
 - f. Responses to a crash involving a City of Detroit vehicle.
2. The reviewing supervisor shall document the results of the review of the audio/video in their investigative report on the incident. The reviewing supervisor shall also ensure that the correct classification of the “event” is selected for the incident.

303.3 - 5.3 Random Reviews of Video

1. Commands shall ensure that a supervisor conducts one random audio/video review of a vehicle equipped with an operable audio/video equipment DVR system and of a member equipped with a body-worn camera on every shift. The process of random video reviews shall commence daily once the video has downloaded to be reviewed.
2. Commands will be notified of specific dates, times, and incidents to review by the Civil Rights Division. The supervisor shall review audio/video recordings for training and integrity purposes. The Civil Rights Division shall identify events wherein a DPD member had some type of interaction with a citizen that would necessitate the event to be recorded on audio/video in accordance with DPD policy.
2. Each command that has vehicles equipped with in-car videos and members equipped with body-worn cameras shall require a supervisor to conduct and document the reviews on the In-Car Video Review Form (DPD713B). The content of the form shall be reviewed by the member’s chain of command.

303.3 - 5.4 In-Car Video System Upload Malfunctions

If a patrol unit’s in-car video system did not properly upload into the WatchGuard System, the supervisor shall:

- a. Inspect the patrol unit to verify if the system is operational. If the system is operational, the supervisor shall review a traffic stop event from the patrol unit’s computer screen and document the review on the In-Car Video Review Form;
- b. If there is no video to review for the time period required for a specific patrol unit, select another patrol unit to review a video recorded event, specifically a traffic stop; and
- c. Notify Technical Support of the issue.

303.3 - 5.5 Dispatcher’s Responsibilities

Dispatchers assigned to Communications Operations shall broadcast over the air that patrol members are responsible for reporting the operational status of their audio/video

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equipment. The dispatcher shall be notified at the commencement of each member's tour of duty.

303.3 - 5.6 Care and Safeguarding of Digital Video and Equipment

Commanding officers of commands where in-car audio/video equipment and body worn cameras are utilized shall be responsible for the care and safeguarding of all audio/video equipment and digital media under their control. In all cases, command officers are to ensure that protocol is promptly followed to have any inoperable equipment repaired.

303.3 - 5.7 Deployment of Audio/Video Equipped Vehicles

Commanding officers are to ensure that each scout car deployed is equipped with functional in-car audio/video equipment and that members are equipped with body worn cameras. However, if the audio is inoperable and the video camera is working, the vehicle may be deployed. A vehicle shall not be deployed with inoperable audio/video equipment unless all vehicles, at a minimum with working cameras, have been deployed and the deployment of such vehicle is essential to customer service.

303.3 - 5.8 Retention of Video

The digital video evidence shall be retained by the Central Storage System for ninety (90) days or as long as necessary for an incident to be fully investigated unless otherwise directed by competent authority. *Members are reminded that recordings containing evidence of incidents are retained until the case is solved, closed, and litigation ends (MCL 780.316).*

Related Policies:

- Directive 101.11 – Record Retention

Related Forms:

- In-Car Video Review form (DPD 713B)