




City of Manassas Police Department General Duty Manual



Effective Date: 09-26-2015	GENERAL ORDER	Number: 06-31
Subject: In-Car Video Systems		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed 08-20-2019		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 41.3.8	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 3

PURPOSE:

To provide officers with guidelines for the use of the in-car camera system.

POLICY:

The in-car camera system has been demonstrated to be of value in the prosecution of traffic violations and related offenses; in the evaluation of officer performance, as well as in training. In order to maximize the utility of this equipment in these and related areas, officers shall follow the procedures for the in-car camera system set forth in this General Order.

DISCUSSION:

N/A.

PROCEDURE:

I. Program Objectives

- A. The Department has adopted the use of an in-car camera system in order to accomplish several objectives, including:
 1. Accurate documentation of events, actions, conditions and statements made during arrests and critical incidents, so as to:
 - a. Enhance officer reports.
 - b. Assist in the collection of evidence.
 - c. Enhance officer testimony in court proceedings.
 2. The enhancement of the Department's ability to:
 - a. Review probable cause during arrests.
 - b. Review arrest procedures.
 - c. Review officer / suspect interaction.
 - d. Collect and document evidence for investigative purposes.
 3. To aid in the evaluation of officer performance.
 4. For in-house officer training.

II. Administration

- A. The Technical Services Sergeant is the Department in-car camera system program supervisor and ensures that proper maintenance and repairs are performed in a timely and efficient manner. The Technical Services Sergeant is notified of any needed repairs or non-functional in-car camera system.
- B. Responsibilities.
 1. Overall administration of the in-car camera system program.
 2. Storage of data files.
 3. Random review of officer performance recorded on the in-car camera data storage system. This should also be performed by the officer's supervisor.
 4. Manages instructor training and in-house training for the operation / maintenance of in-car camera system.

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III. Operating Procedures for Axon View XL In-Car Camera System

- A. Prior to each shift, officers operating a vehicle equipped with Axon Fleet cameras shall sign in to the Axon View XL application on the Mobile Computer Terminal (MCT). This ensures that any recordings are uploaded to the evidence.com account of the officer who created them. Officers must login using their assigned evidence.com username and password. Once the user has successfully logged in, the camera status is displayed on the MCT screen.
- B. Each vehicle equipped with Axon View XL is assigned two Axon Fleet cameras, which are to remain with the assigned vehicle. The officer operating the vehicle must ensure that one camera is secured to the front mount on the inside of the windshield and is position to record the area in front of the vehicle. The second camera must be secured to the mount on the partition to the rear of the front passenger seat, in order to record the prisoner compartment of the vehicle.
- C. Once the user has successfully logged in to Axon View XL and the cameras are mounted properly, "Ready" will be displayed as the camera status on the MCT screen.
- D. To start recording, the user may tap the camera window on the MCT screen that correlates with the camera that is to be activated. Both cameras may be activated and operated at the same time. Recording also begins when the vehicle's emergency lights are activated. Once recorded has started, the color of the camera window on the MCT screen changes to red.
- E. To stop recording, the user must tap the camera window on the MCT screen.
- F. To review camera recordings, tap the "Review" icon on the main screen. This is also the tab where metadata and tags are added to the user's videos.
- G. At the end of the shift, the user must sign out of the Axon View XL application. This ensures that future recordings created by other officers are not assigned to the previous user.
- H. If not completed prior to exiting the Axon View XL application, all videos recorded by Axon Fleet cameras must be properly tagged by the user to ensure proper retention.
- I. The Technical Services Sergeant and Body Worn Camera Administrator will address any known problems with Axon Fleet cameras or Axon View XL operation.

Attachments: N/A.

Index as: In-Car Camera System.

References: The Commonwealth of Virginia, Library of Virginia, Records Retention and Disposition Schedule, General Schedule Number 17, available at: <http://va.lib.va.us/state/records/sched.ule/gs-17.htm>