

# Hamden Police Department General Orders

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**Policy Number:** 024-029

**Effective Date:** August 01, 2005

**Section:** Patrol

**Rescinds:**

**Title:** Mobil Video Operations.

**Approved By:**

**Approval Date:**

## PURPOSE

To establish guidelines on Operations and Procedures regarding mobile audio/visual equipment installed in departmental vehicles.

## POLICY

The Hamden Police Department requires the use of video equipment in vehicles so equipped. The purpose is to aid in the prosecution of those who violate the law and to provide protection for Officers and higher level of service to the public. It shall be the policy of the Department, that when assigned vehicles so equipped, the Officer shall record by video and audio all traffic stops, pursuits, and other criminally related circumstances including but not limited to: armed encounters, acts of physical violence, or acts of unlawful conduct, when possible and practical.

## Procedures

A. Mobile equipment will be installed in vehicles based on availability of equipment and the recommendation of the Commanding Officer of the Patrol Division.

B. Officers to whom the vehicle is assigned shall be responsible for routinely inspecting the equipment and reporting any deviations in operations or appearance immediately to the Shift Commander.

1. It shall be the Shift Commanders responsibility to assure that the first Officer to use a vehicle equipped with a camera cleans the tape head on the first of every month.

C. The audio/visual equipment installed shall not be moved without authorization from the Commanding Officer of the Patrol Division.

D. The audio/visual recorder will be set at the slowest recording speed.

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E. Audio/Visual recording shall be treated as evidence. Rules of evidence shall apply. Tapes shall not be copied or redistributed without written consent of the Chief of Police.

F. Only department tapes issued for this purpose shall be used in the mobile recorders.

1. The Patrol Division Deputy Chief and the Patrol Captains are responsible for the accountability of the tapes. They are the only people authorized to assign, install or remove tapes from the vehicles. They are responsible to maintain and store tape log in the Patrol Division.

G. An operator's tape log will be maintained in the vehicle. This log will be kept with the tape at all times and will be entered as evidence with the tape.

H. Recorded tapes will be entered as evidence and stored in the I.D. division with the Patrol Officers log. (Log to be developed by Patrol Commanders).

I. Officers shall document that the Mobile Video Unit was in use when written enforcement is taken as a result of a motor vehicle stop and/or criminal related circumstances if applicable.