

MADISON COUNTY SHERIFF'S OFFICE GENERAL ORDER



SUBJECT: In-Car Video (ICV) and Body Worn Camera (BWC) Policy

GENERAL ORDER: 6.4.001

PAGES: 16

PROCEDURE: P & PM

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Christopher F. Wisner

AUTHORIZED SIGNATURE ()NEW (X)AMENDED

Transition Note: The Madison County Sheriff's Office (MCSO) is working to install WatchGuard video systems in its Patrol vehicles. Previously, patrols vehicles had been equipped with 10-8 recording systems or no recording system at all. This policy is designed for the use with the WatchGuard MVR system, which includes In-Car Video (ICVs) and Body Worn Camera (BWCs). This policy will supersede any previous departmental policy in place regarding WatchGuard In-Car Video Systems.

PURPOSE AND SCOPE

- A. The purpose of this policy and procedure is to establish clear guidelines governing the use of the Mobile Video Recording (MVR) system of the Madison County Sheriff's Office (MCSO). The primary components of the MVR system are Body Worn Cameras (BWC) which are issued to those approved by the Sheriff or his/her designee, and In-Car Video (ICV) technology which is installed and maintained in designated vehicles. It is the goal of the MCSO to accomplish the following objectives:
1. Ensure that emergency response deputies in day to day contact with the public have MVR capabilities, as required by MCSO policy, local, state, federal laws and regulations;
 2. To add clarity and transparency to the examination of police related events;
 3. To improve community relations by providing an objective record that can be used to confirm valid allegations, while providing an unbiased record that may assist in disproving false allegations;
 4. To assist in prosecution by adding reinforcement and authentication to police casework, methods and evidence;
 5. To improve accountability by providing objective data for review;
 6. To provide valuable training tools which supply the means to examine the effectiveness of training.
- B. Procedures outlined in this policy will ensure the integrity of the system and its acceptance by the courts. Use of the MVR system is mandatory and must be utilized while acting in any official capacity during the tour of duty, with few exceptions.

- C. MVR recordings may be used as proof in criminal prosecutions, related civil or administrative proceedings, further investigations of actual or suspected criminal acts, or in considering allegations against a law enforcement agency or Deputy(s). Recordings will be monitored for Deputy performance, and may be used for training and counseling purposes.
- D. Prior to utilizing components (ICV/BWC) of the MVR system, affected personnel shall receive MCSO approved training on the proper operation, care and policy with respect to its use. Additional periodic training shall be provided to ensure the continued effective use of the equipment and to incorporate changes, updates or revisions in policies or equipment.

APPLICABILITY

This policy applies to all MCSO employees utilizing any components of the MVR system.

DISTRIBUTION

This policy will be posted within Patrol and will be posted online with other MCSO policies.

MVR RECORDINGS/EVENT CATEGORIES

- A. MVR recordings may only be reproduced and/or duplicated by the WatchGuard Administrator. Only the WatchGuard Administrator shall have keys to the vehicle DVRs (Digital Video Recorder). All video media will be stored to a centralized server maintained by the WatchGuard Administrator and MCSO IT office.
- B. Deputies are responsible for properly categorizing the ICV/BWC recordings they produce via the use of the EVENT dropdown menu. They will be categorized in accordance with the available selections in the MVR system. Deputies who mistakenly categorize recordings incorrectly can only correct the event category prior to uploading. After video is uploaded the category can be corrected by the user by logging into the WatchGuard System on any department computer or by notifying the WatchGuard Administrator so corrections can be made.
- C. MVR recordings shall be categorized in one of the twelve classifications listed. The category determines the length of archival, ranging from (30) thirty days to indefinitely, and the significance of the video recorded. All deputies will be provided with a copy of the Event Category Chart with definitions to be kept in the patrol vehicle. See Chart A: Event Category Definitions.
- D. All recordings on MVR components must be classified in one of (12) twelve event categories. Deputies are not to leave any recorded event classified as "Unknown" which is automatically generated when the Deputy does not make an event category selection. Failure to do so will result in disciplinary action. The WatchGuard Administrator will email a list regularly to the appropriate supervisors of users who have video classified as "Unknown" that need to be corrected.
- E. The ICV system has a number of events that automatically begin a recording. These events include:

- Vehicle emergency lights activated
 - Vehicle exceeds 85 MPH
 - A crash is detected
 - The wireless microphone recording trigger is pressed
 - The record button is pressed on the display
- F. Any automatic speed trigger recordings will be categorized as “other non-criminal.”
- Deputies will only press stop and categorize the video as “other non-criminal” when safe to do so and by pressing stop will not put risk to themselves or to the public.

MVR SYSTEM COMPONENTS

The Mobile Video Recording (MVR) system consists of a number of mobile and fixed components working in unison creating an automated and secure recording and storage environment. Some of the components are:

- A. In-Car Video (ICV) Cameras: A series of two to four standard definition (SD) and or high-definition (HD) video cameras permanently installed in designated police vehicles.
- B. Display Monitor/Controller: A display screen with controls installed in a police vehicle providing operation of the MVR system. These controls allow deputies to record, test, classify, and playback their recordings.
- C. Digital Video Recorder (DVR): A fixed internal hard drive installed in a police vehicle where ICV recordings are temporarily stored until they can be wirelessly or manually off-loaded to the MVR server.
- D. Body-Worn Camera (BWC): Wearable camera system with non-removable secured internal memory for storage of recorded video and audio.
- E. Charge and Transfer (CAT) devices, (3) three different types:
 1. ICAT - Individual Charge and Transfer Dock: Docking station issued, as necessary, to each Deputy assigned a BWC and is utilized primarily for recharging, but can be utilized for uploading video data via USB port depending on the work place settings.
 2. CATS - 8-Bay Charge and Transfer Station: 8-bay docking unit used to recharge and upload media from BWCs. While charging in the CATS the video data is transferred to the MVR server using a secure network connection. CATS are at most work locations for this purpose.
 3. VCAT - Vehicle Charge and Transfer Dock: BWC dock in vehicles with ICV systems utilized to transfer and sync video data from the BWC to the MVR server when in range of designated secure wireless APs (Access Points). The dock syncs the BWC with the ICV and allows for the BWC to serve as a microphone for the ICV. (THE MANUFACTURER DOES NOT RECOMMEND LEAVING THE BWC IN THE VCAT VEHICLE DOCK FOR MORE THAN FOUR HOURS AT A TIME. DO NOT LEAVE THE BWC OVERNIGHT IN THE VCAT.)
- F. BWC Dash Mount: Vehicle mount installed in some vehicles which do not have an ICV system and will be used for mounting and recording from the BWC.
- G. In-Car Cabin Microphone: Microphone mounted inside the vehicle which remains activated

as long as the MVR system is recording.

- H. Each Deputy shall remain familiar with the operation of the MVR system and equipment.

MVR SYSTEM PROCEDURES

- I. Body-Worn Cameras (BWC) are deployed within multiple divisions of the MCSO “with” and “without” In-Car Video (ICV) systems. Some procedures and policies are unique for deputies using a BWC without an ICV system, depending on their assignment. Investigators in the Criminal Investigation Division and Narcotics are not required to wear or utilize Body-Worn Cameras. Investigators may, at their discretion, be issued and use a BWC, or have a deputy with a BWC present and using the BWC while carrying out their duties, if they believe such will assist in the Investigator carrying out his/her duties. Command and administrative staff are not required to wear or utilize BWC’s. BWC’s will be issued to School Resource Officers, Patrol deputies and Court Services deputies as they become available.
- J. Deputies will adhere to the following when utilizing MVR equipment:
1. While on duty, MVR equipment (ICV/BWC) and magnetic or molle mount will be the responsibility of each Deputy and must be maintained and operated according to policy and procedures, manufacturer’s recommendations and departmental training;
 2. Deputies with assigned “take home vehicles” are not to leave the BWC charging in the vehicle at the end of their tour of duty.
 - a. Deputies will return the BWC to Post or their assigned locations for video offload and charging when it is practical to do so. The manufacturers’ suggestion is to NOT charge the BWC in the car due to its inability to quickly and thoroughly charge the BWC. Each Deputy will have 2 batteries and can change them out when needed.
 3. Deputies deploying with the Patrol Rifle Vest, Non-Ballistic Riot Vest and other special tactical apparel, that does not adapt to the wearing of a BWC, will not be required to wear a BWC when approved by a supervisor or commanding officer.
 4. The BWC and ICV must remain “on” in a state of readiness during the Deputy’s tour of duty and are not to be powered off.
 5. Any time a vehicle equipped with an ICV is within range of one of the department’s MVR Wireless APs (access points) the data will automatically begin uploading. If the upload does not complete, the system will automatic resume uploading when the vehicle comes within range of an AP again.
 6. MVR devices are required to be activated (record mode) whenever a Deputy is interacting in any official capacity.
 7. Once recording has begun, the recording shall not be ended until the event has concluded.
 - a. When responding to non-code/non-emergency calls deputies should not activate “record” until they have arrived on the scene.
 - b. When responding to code/emergency calls, if the blue lights are activated, the record mode of the ICV will automatically be activated, and if the BWC(s) are synced

- with the ICV, the BWC(s) will also automatically begin to record. Note that if either or both the ICV and the BWC are sent into record mode as a result of the blue lights or siren being activated, the recording will continue until the record button is pushed on the BWC or the stop button on the in-car display. In such instances the recording should continue until the event has concluded.
- c. On self-initiated calls the Deputy will initiate recording immediately upon instigation of the situation.
 - d. A Deputy may end the recording (deactivate record) after he/she has ended public contact and or interaction. There is no need to continue recording while completing the report, doing routine paperwork, and when no further contact will be made with the public.
 - e. If during an active recording event a Deputy must take a restroom break, the deputy will leave the BWC “on” but place the BWC in their pocket to avoid any possibility of recording. The BWC is to be returned to the body mount upon the conclusion of the restroom break.
 - f. Roll calls, administrative, supervisory meetings and court hearings are not to be recorded unless a supervisory deems it necessary for a disciplinary issue. **BWCs can be worn and used in courtrooms only if emergency circumstances require it**, otherwise the BWC should remain off.
 - g. Parking a BWC while in record mode. A supervisor, at their discretion, may instruct a Deputy(s) to “park” the BWC during a recorded event. Parking means to place the BWC, while it is in record mode, on the dash of the vehicle facing forward to the windshield. The supervisor shall be responsible for determining the need to park a BWC, and when to instruct a Deputy(s) to un-park the BWC during a recorded event.
8. In order to preserve the integrity of a recording, once the MVR system (ICV/BWC) is activated, it shall remain in “Record” mode until the event has concluded, with few exceptions.
- a. A Deputy shall stop recording or not record, only when directed by a supervisor. Each Deputy will indicate the conclusion of such a recording by stating, “*End of recording by request of [enter requesting supervisor’s name and rank]*” and then stop the recording. The requesting supervisor is responsible for determining the need to not record an event or to end a recorded event. The supervisor will document these reasons.
 - b. If a Deputy(s) transports to Narcotics, CID, Rape Crisis, hospitals or like facilities, etc., just prior to entering, will have the BWC(s) in standby mode. If there is a request to continue recording by an investigator, clinician, etc. you may continue recording. Once you return to a patrol function, jail transport, etc., the cameras must be turned back on and normal procedures followed.
 - c. If transporting, a Deputy shall not end the recording until custody is completely transferred to the detention facility or jail.
9. All MVR recordings shall be considered as evidence, regardless of nature, and treated

accordingly.

10. Each event is to be categorized using one of (12) twelve categories using the table in Chart A: Event Category Definitions.
 - a. Upon pressing stop the Deputy will complete the following steps:
 - i. Tag the recording with the appropriate category (mandatory)
 - ii. Tag the recording with the assigned incident number
 - Incident numbers will be entered as issued by dispatch (i.e. 23-00001)
 - If multiple deputies have a recording of the same event all Deputies will save their video with the primary incident number
 - If no incident number is assigned to the event this step can be skipped by selecting "Skip"
11. Deputies shall immediately notify a supervisor once any damaged, malfunctioning or lost MVR system components are discovered.
 - a. If the problem is identified as the BWC, the Deputy shall contact the WatchGuard Administrator during normal business hours. If the issue is outside the WatchGuard Administrators business hours, The Deputy shall complete an Interdepartmental Incident Report and place the damaged BWC and copy of the report in the Watch Guard Administrators box. The Deputy will then notify their immediate supervisor regarding the situation or any other issue with the BWC for further guidance.
 - b. If the problem is ICV related, the Deputy will complete an Interdepartmental Incident Report and place a copy in the WatchGuard Administrators box. The Deputy will then notify their immediate supervisor regarding the situation and for further guidance. The original Interdepartmental remains with the supervisor.
 - c. If a replacement BWC or an ICV equipped vehicle is unavailable, the Supervisor shall notate on the shift summary that no replacements were available for that shift.
12. Policy and Procedures Specific to School Resource Officer's (SRO'S):
 - a. It shall be the SRO's responsibility to make sure the MVR data is uploaded on a regular basis;
 - b. Daily, upon completing their shift, Deputies assigned to schools will place their BWC in the ICAT in their office or other predetermined safe and secure location within the school to charge and upload video;
 - c. If the SRO must return to Post, the Deputy can place their BWC in an ICAT/CATS to upload video.
 - d. Each SRO will be issued an ICAT (Individual Charge and Transfer) for their school, for charging the BWC and it will be his/her responsibility to ensure it is fully charged at the beginning of each tour of duty.

13. Deputies assigned to Post shall retrieve their individually issued BWC from the CATS after roll call:
 - a. At the beginning of the shift, deputies will confirm that their BWC has a sufficient charge and has no physical signs of damage.
 - i. Deputies who do not report to a location for roll call (or otherwise daily) will use procedures for uploading video and other requirements specific to their work assignment/unit/bureau as described later in a section specific to their assignment;
 - b. After roll call deputies are to mount the BWC to their uniform in the “on-ready for use” position;
 - c. Deputies not reporting to a location for roll call (or otherwise daily) are to mount the BWC to their uniform in the “on-ready for use” position prior to the beginning of their tour of duty;
 - d. At the end of each shift, deputies who return their assigned vehicle to Post, must park within range of the wireless APs (Access Point) in order for the video data from the vehicle’s DVR (Digital Video Recorder) to upload wirelessly to the MVR server.
 - i. The in-car DVR only stores data from the ICV. The BWC stores its data to a separate non-removable secured internal memory card;
 - ii. When returning a vehicle to the work location at the end of the shift, uploading the data from the BWC using the VCAT is not desired due to its inability to quickly and thoroughly charge the BWC. The BWC must not be left in the vehicle. The BWC manufacturer’s suggestion is to return to a single bay or 8 bay charger to charge the BWC.
 - e. If either the BWC or the ICV should reach 70% data capacity prior to designated MVR uploads, the Deputy is to notify a supervisor. The supervisor at their discretion may instruct the Deputy, at their earliest convenience, to proceed to a location with a wireless AP, and upload the MVR data, or make other arrangements as deemed necessary.
14. Deputies assigned to court services will retrieve their BWC from the designated secure area.
 - a. It shall be the Deputy’s responsibility to make sure the MVR data is uploaded on a regular basis;
 - b. Daily, upon completing their shift, Deputies assigned to court services will place their BWC in the ICAT or other charging bay in their office or other predetermined safe and secure location within their office to charge and upload video;
 - c. If the Deputy must return to Post, the Deputy can place their BWC in an ICAT/CATS to upload video.
 - d. It will be his/her responsibility to ensure it is fully charged at the beginning of each tour of duty.
 - e. Deputies assigned to court services will not actively record court sessions unless

an event occurs that requires the deputy to activate a recording.

f. Under NO circumstances shall a Deputy's safety be compromised in an effort to record an event.

K. Deputies will ensure that their MVR system components (ICV/BWC) operate effectively during their interactions and enforcement actions. In doing so they will ensure that:

1. The front-facing ICV dash camera is positioned and adjusted for optimal view. The back seat camera and other ICV cameras, if installed, should be inspected but should never need adjusting;
2. The BWC is worn center-chest on the outside of clothing for unobstructed recording. It should be attached to clothing utilizing the issued mount. The BWC camera lens is adjustable 20 degrees up or down and must be properly set the first time it is used. It should not have to be re-adjusted after the first time;
3. The ICV/BWC must always be in a state of readiness by having it turned ON and in the "Stand By" mode during the tour of duty.

L. On-Duty Use of ICV/BWC:

1. Depending on the Deputy's job assignment, the BWC must be worn and in the "Stand By" mode at all times, and must be "Recording" during any service call, traffic stop, or public encounter that, based on the deputy's training and experience, a recording would be necessary.
2. Under NO circumstances shall a Deputy's safety be compromised in an effort to record an event.
3. Deputies shall NOT attempt to erase, alter, tamper with or duplicate any portion of the MVR system recordings.
4. Deputies are not to use any offensive, vulgar, demeaning, etc. language.
5. If a request is made by a member of the public to stop the recording, the Deputy should advise the person requesting such, "*Policy does not allow that.*"
6. Deputies are NOT required to advise a member of the public with whom he/she has contact that they are recording the event. The BWC has a "stealth recording feature" called Covert Mode that turns the red recording light off. Deputies are authorized to utilize Covert Mode when such a tactic may be considered necessary and is at the Deputy's discretion.
7. A Deputy, at his/her discretion, may at any time; or when dealing with uncooperative, hostile, irritated, combative, etc. individuals, use a tactical approach to recording by reminding the individual that the interactions are being recorded.
8. When individuals are in various stages of undress, medically incapacitated, ICV/BWC recordings should continue. When needed, videos will be redacted by system administrator in a manner to reasonably protect privacy. BWC's should be in standby mode when entering CID, Narcotics, Rape Crisis Center and Hospitals.

9. Deputies are encouraged to use the “Bookmark” feature in the ICV system. Bookmark notates the exact GIS location of the vehicle when applied. An example of use would be during a vehicle pursuit the offender starts throwing items out of the vehicle. By pressing the “bookmark” feature, the exact location in the video can be reviewed and the Deputy will know exactly where to return and search for the items.
 10. Deputies are permitted to review ICV/BWC recordings only about incidents he/she has been personally involved in prior to writing an incident report or giving a statement about a critical incident.
 - a. ICV recordings can only be viewed in the vehicle prior to uploading. Once the video is uploaded to the MVR server it cannot be seen on the ICV monitor display;
 - b. Video from the BWC can only be viewed by the Deputy after it is uploaded to the server or on the Smart Control App prior to video being uploaded.
 - c. BWC and uploaded ICV recordings can only be viewed on designated computers and only with the permission of a supervisor.
 11. Deputies are required to wear and utilize their issued BWC while on-duty, whether regular or extended hours, and while working any special event or overtime detail, etc. as directed by policy.
 - a. BWCs are to be worn into courtrooms on standby mode on only used if necessary.
 12. DUI specific procedures: Deputies shall administer field sobriety tests with the suspect in front of the ICV forward facing camera and position themselves so they do not obstruct the camera and record simultaneously with their issued BWC.
 - a. If a Deputy does not have an ICV then the BWC becomes their primary camera and must be utilized;
 13. Deputies are encouraged to inform their supervisor of any recordings that may be of training value.
- M. All recordings made by a Deputy while acting in an official capacity as a Deputy Sheriff shall be treated as evidence and all appropriate forms, when necessary, must be completed and submitted to the WatchGuard Administrator.
- N. No Deputy is authorized to mute the microphone of the BWC

MVR VIDEO REQUEST PROCEDURES

- A. When ICV/BWC recordings are needed for an investigation or to be tagged as evidence, a WatchGuard Video Burn to Disk request form must be completed and submitted to the WatchGuard Administrator by the primary/arresting Deputy. This request form will be placed in the WatchGuard Administrators box.
- B. Deputies will complete this form prior to the end of shift for all cases in which video evidence would be required.
- C. Once the request form is completed the WatchGuard Administrator will burn the incident to disk to submit to CID so the burned disk can be included with the case file. The WatchGuard administrator will maintain 1 copy of the request for their records, 1 copy will

be returned to the video requester, and the original request will be turned in with the burned disk to CID.

- D. Freedom of Information Act (FOIA) and Tennessee Open Records Act requests require approval from the Sheriff or his designee.
- E. Requests from The District Attorney's office will be completed to the WatchGuard Administrator by phone, email, or text. Copies of the video will be provided to the DA's Office. A video request form will be completed for all videos that had not been previously requested.

TRANSFERS, PROMOTIONS, RETIREMENTS, OTHER STATUS CHANGES

- A. Deputies with assigned MVR equipment; BWC, Magnetic Mount, ICAT, etc. who are transferred, promoted, retired or any other job status change occurs must immediately notify the WatchGuard Administrator with the information so MVR system updates can be made.
- B. Deputies with issued MVR equipment transferred to a work assignment where BWCs are not utilized must return the equipment to the WatchGuard Administrator prior to starting their new assignment.
- C. Deputies with issued MVR equipment transferred to a work assignment where BWCs are utilized are to retain their equipment for the new assignment.
- D. Deputies with issued MVR equipment who are promoted, retiring, leaving the employment of the MCSO, or enter into any other job status change not listed, must make arrangements with the WatchGuard Administrator to return all MVR equipment.
- E. Deputies with no assigned MVR equipment transferred to an assignment where the MVR system is utilized should immediately notify the WatchGuard Administrator with the information. The WatchGuard Administrator will confirm whether training and certification is required prior to the issuance and utilization of MVR system and equipment.
- F. Deputies will be issued a BWC, Magnetic Mount and any other accessories specific to the work assignment.

SUPERVISORY RESPONSIBILITIES

- A. Supervisory personnel shall ensure that deputies who are equipped with ICV/BWC devices utilize them in accordance with policy and procedures defined herein.
- B. Supervisors shall ensure that deputies have been trained and certified in the use of the MVR system and its components. If not, contact the WatchGuard Administrator for instructions.
- C. All supervisory level personnel shall take prudent steps to ensure that the sworn members under their command understand that improper use of the MVR system components will not be tolerated and evidence of such practices will not be condoned or ignored.
- D. Supervisors are responsible for determining when a BWC can be parked, for when a recording may be stopped prior to the conclusion of a recorded event, and when uniform apparel does not adapt to the wearing of a BWC.
- E. Supervisors must review the MVR recordings prior to approving reports involving use of force.

- F. When an incident arises that requires the immediate retrieval of ICV/BWC recordings for chain of custody purposes (including, but not limited to: serious crime scenes, officer involved shootings (OIS) or other situations as determined by policy/supervision), a supervisor will respond to the scene and ensure the BWC remains affixed to the Deputy in the manner it was found and that the BWC recording remains uncompromised. They will also ensure that any vehicles with ICV recordings are secured. The supervisor is responsible for the care and custody of these recording devices until their files have been removed and secured by the WatchGuard Administrator.
- G. MVR recordings may be randomly reviewed by supervisors within their own shift to assess a Deputy's performance.
- H. Supervisors may access and review ICV/BWV video of officers directly under their command. Any such review is permitted as follow-up to a complaint investigation or any other ongoing training, performance, or administrative related issue.
 - Supervisors will not review the video from other shifts unless absolutely required
- I. An audit can be performed by the WatchGuard Administrator at the request of the Sheriff or his designee to see the history of individual WatchGuard user accounts.
- J. Supervisors will ensure all those under their command have read, understand, and acknowledged understanding of this policy.

WATCHGUARD ADMINISTRATOR

- O. The WatchGuard Administrator will:
 1. Maintain and archive all MVR audio/video recordings made during the course of enforcement efforts by the MCSO
 2. Maintain the security of user accounts and the inventory of BWCs and accessories;
 3. Conduct an annual audit of all equipment, user accounts and passwords;
 4. Oversee the usage, storage and disposition of all recordings;
 5. Ensure the chain of evidence, safekeeping and integrity of recordings;
 6. Burn copies of requested disks to enter as evidence for CID
 7. Provide video copies to the District Attorney's Office when requested
 8. Furnish recordings, as authorized by policy, to bureaus and agencies;
 9. Assign, troubleshoot, replace and reassign BWCs and accessories when needed;
 10. Generate "Unknown" event category reports and other reports as needed or requested;
 11. Work with Motorola approved installers to coordinate vehicle installations
 12. Troubleshoot WatchGuard issues with WatchGuard Customer Support
 13. Periodically review and update, as needed, any MVR policies and procedures;
 14. Respond, when directed, to officer involved shootings (OIS) or any incident deemed necessary by MCSO command staff for the collection of all MVR recordings.

Chart A: Event Category Definitions


<u>Event Categories for MVR (Mobile Video Recording)</u> Event Categories are the same for both the BWC and the ICV <i>MVR devices are required to be activated when acting in official capacity.</i>			
#	Event Category	Definition	Retention # days
1	Traffic Case Verbal	Any traffic incident where no warning citation, state citation, or incident number as issued.	30
2	Traffic Case Citation/ Warning Citation	Any traffic incident where an incident number was generated for a warning citation or state citation.	120
3	Motorists Assist	Any event, commonly referred to the 10 code of 10-83, where the Deputy is assisting a motorist.	60
4	D.U.I. Investigation	Any incident involving a DUI investigation.	366
5	Drug Investigation	Any incident involving a drug/narcotics investigation.	366
6	Transport 10-15/ 10-16	Any and all transports whether for arrest or not will be recorded.	366
7	Pursuit	All vehicle pursuits will be categorized under pursuit. The recording will be stopped upon the arrest, transport, or termination of pursuit.	366
8	Other Criminal	Any event based off the Deputies training and experience the Deputy feels the recorded event contains evidentiary value that cannot be categorized in the other present categories the Deputy shall select this option even if no incident number has been assigned to the case	366
9	Other Non-Criminal	Any event if based off the Deputies training and experience the Deputy feels the recorded evidence does NOT contain evidentiary value the Deputy may select this options. Examples include but are not limited to: <ul style="list-style-type: none"> - Emergency lights activated to clear debris from roadway - Emergency lights flashed to warn other drivers - Automatic speed trigger 	60
10	Deputy Involved Crash	Any event where the Deputies vehicle was involved in a crash.	Indefinite


11	Deputy Involved Shooting	Any event that Deputies were involved in a Deputy Involved Shooting or other Critical Incident.	Indefinite
12	Test Recording	Equipment function test for both the BWC and the ICV.	30
NS	Unknown	Not a selectable category. Default for BWC and ICV when event is not categorized or BWC goes out of range (out of group) of the ICV.	Indefinite

Important: All recordings on MVR system components must be classified in one of 12 event categories. Deputies are not to leave any recorded event classified as “Unknown”. Failure to do so will result in disciplinary action.

Image A: WatchGuard Video Burn to Disk Form

WatchGuard Video Burn to Disk/Record After the Fact Request Form





Requesting Individual: _____

Case Number: _____

Date of Incident: _____

Time of Incident: _____

Date of Request: _____

Comments: _____

If you need video from other Deputies who have video of the same incident you are requesting, please write their names in the comment box above so that it can be burned to disk.

Deputy ID Number: _____

Deputy Signature: _____

Once completed, place the completed request form in Deputy Pinto's and Deputy Glover's box. The original request form will be delivered to CID when the request has been completed by the WatchGuard Administrator. A copy of the completed form will be turned in to your shift box or mailbox when the request has been completed for your records. If you do not receive your copy please contact the WatchGuard Administrator to ensure your original request was received.

Administrator Use Only

Administrator Who Completed Request: _____

Date Request Completed: _____

Burned Disk Turned in to:

CID

Other: _____

Number of Disks Required for Incident: _____

Number of Complete Copies Made: _____

Automatic Video Deletion/Purge Date: _____

Comments: _____

Administrator Signature: _____

Deputy ID Number: _____

PROPER MVR EQUIPMENT TEST PROCEDURE

BEGINNING OF TOUR OF DUTY

All deputies driving MVR equipped vehicles must conduct a MVR equipment (ICV/BWC) test at the beginning of their shift and prior to leaving the substation or any other workstation. This includes Mobile Field Force deputies and those working extra duty and overtime details such as THSO saturations.

The proper steps are:

1. Start up the assigned vehicle.
2. Wait for the WatchGuard system to complete its diagnostic check (all 3 camera views appear on ICV display screen).
3. If utilizing a pool car, the driver must log in the system by pushing the MENU button, touch the OFFICER icon, and then select your name from the dropdown menu. If properly logged in, your name will appear at the bottom right of the display screen.
 - a. Sync the BWC to the vehicle by placing it in the dock (when the dock rapidly flashes multiple times, it's synced). If it doesn't, it may have been placed in the dock backwards. If a two-person car, both officers are required to sync their BWCs to the vehicle.
4. Place BWC(s) on uniform via the magnetic mount.
5. Trigger the MVR system using blue lights, etc. (ICV and BWC should both activate / BWC will vibrate letting you know that it's recording).
6. After about 45-60 seconds, stop the recording using the ICV display screen. This will also stop your BWC if synced.
7. Classify the recording as TEST using the ICV display screen (will also classify the BWC if synced).
8. Confirm that ICV/BWC both recorded and ended properly, if so, TEST procedure is completed.

END OF TOUR OF DUTY

9. It is the deputy's responsibility that the BWC battery has a sufficient charge at the beginning of their shift and maintains a secondary battery with a sufficient charge.

Log out of the ICV system by pushing the MENU button, then LOG OUT. This **MUST** be done.