



POLICY & PROCEDURE

STOUGHTON POLICE DEPARTMENT

SUBJECT: **In-squad Video**

NUMBER: 4.04

SCOPE: All Sworn Personnel
DISTRIBUTION: Policy & Procedure Manual

ISSUED: 11/06/2018

EFFECTIVE: 11/06/2018

RESCINDS

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REFERENCE:

WILEAG 4TH EDITION

STANDARDS: 4.1.1

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PURPOSE: The purpose of this policy is to record and preserve video evidence while the officer is in the field.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY STATEMENT
- II. DEFINITIONS
- III. PROCEDURE

I. POLICY STATEMENT

The purpose of this policy is to record and preserve video evidence while the officer is in the field. There is a frequent use of this evidence for court and assists in prosecuting those persons arrested. It provides evidence to protect officers and the City from false allegations and lawsuits. Officers are responsible to record their visual and audio incidents and preserve the recordings as evidence. These recordings may be released under the Wisconsin Open Records Law.

II. DEFINITIONS

- A. **Anonymous Complainant (Informant):** An anonymous complainant is defined by Wisconsin Statute 19.36(8)(a)1 and is an individual who requests confidentiality or under circumstances that it is reasonably inferred or implied from a law enforcement agency.
- B. **Record:** Record is defined by Wisconsin Statute 19.32 (2) and includes video tapes and files that are used to record visual and audio recordings from an in-car squad car video system.
- C.

III. PROCEDURE

A. In-squad Video Recording:

- (1) Officers shall prepare their squad car at the very beginning of the shift in case they are summoned for an emergency. At this time they shall turn on the video recorder and if a tape is needed, they will insert the video tape. At the beginning of their shift, they shall equip themselves with an audio transmitter and microphone (digital is built in) assigned to that car. If a transmitter is not available, they can use a spare transmitter and assign the appropriate frequency. If the in-car camera system is not functioning, they shall leave a note on the board indicating the problem and switch to a car that has an operating system.
- (2) Officers shall prominently mark in pen/marker any videotape prior to use, their complete name and beginning date of the tape.
- (3) Officers shall remove any video tape from the recorder at the end of their shift and keep it in a safe place until needed for their next shift.
- (4) If the video tape is full or near full, they shall place the date of the last recording on the tape prominently marked in pen/marker. They shall secure the tape into the evidence locker and e-mail the detectives the tape is in evidence.
- (5) If a digital recorder is getting low on recording time, they shall notify the Lieutenant by e-mail.
- (6) All in car video tapes no longer in use or full shall be secured in evidence until requested for a records release or request of City or County Attorney.
- (7) Officers shall cause their recorder to capture any visual and audio incidents that involve emergency response, traffic stops, and prisoner

transports. If officers are summoned to a call where they should reasonably expect problems, they should utilize the in-car camera system.

- (8) Officers shall not record over any video tape or attempt to modify any part of the video/audio recording.
- (9) Officers shall include in every report, including citation reports, their car number, whether they were in an unmarked or marked car, in plain clothes or full department uniform, and if there was operating video and audio.
- (10) If an anonymous caller/informant is recorded on the video, either by visual or audible means, the tape shall be noted with the date/time of anonymous printed on the cassette tape. A prominent note in the narrative report is required to be recorded by the recoding officer.
- (11) The recordings are open records and may be released to the public at any time.

Gregory W. Leck
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 05/11/2015