



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 525.03 IN-CAR CAMERA

03-03-15

### PURPOSE

The purpose of this order is to establish procedures to ensure that digital in-car camera systems are used to accurately and independently document the actions of citizens and employees.

### POLICY

It shall be the policy of the Sacramento Police Department to use digital in-car cameras in a manner that will assist in criminal prosecutions or civil litigation by providing a recording of the incident that may supplement an officer's report and help document professional police conduct.

### PROCEDURE

#### A. DEFINITIONS

1. ICC Front End Client - Panasonic ICC Arbitrator 360's software solution to control the systems functionality in the mobile environment.
2. ICC Back End Client - Panasonic ICC Arbitrator 360's software solution used to view and archive recorded ICC video after it has been off loaded from the vehicle.

#### B. USE OF THE EQUIPMENT

1. All employees shall utilize the in-car camera (ICC) system in accordance with Department training and this order whenever operating a vehicle equipped with an ICC.
2. All employees who utilize the ICC system shall have an operational wireless microphone.
  - a. If an employee's microphone is malfunctioning, the employee shall immediately contact his/her supervisor if available, or the District supervisor for a replacement.
  - b. If an employee's microphone is lost/stolen the employee shall immediately contact their supervisor and submit a Red Border form (as required in G.O. 410.02) through the chain of command with a summary of the circumstances.
  - c. If no replacement microphone is available that fact shall be noted in the remarks section of the MDC log-on screen along with the supervisor's name.
3. At the start of a shift, employees operating an ICC equipped vehicle shall check the system to ensure that it is operating properly. This shall include:
  - a. Checking the wireless microphone for function and battery strength.
  - b. Positioning the transmitter and microphone properly. Wireless microphones shall be carried on or above the employee's duty belt. Suggested positions for the wireless microphone:
    - (1) the duty belt.
    - (2) inside the uniform shirt pocket.
    - (3) on the uniform epaulette.
  - c. positioning the cameras to record events.
  - d. activating the system and recording a five (5) second test. The employee will then confirm on playback that the system recorded.
4. In the event an ICC equipped vehicle is malfunctioning employees shall:
  - a. Place the vehicle on the "dead line."
  - b. Prepare a Fleet Management Equipment Request/Repair Form which includes a description of the problem.
  - c. Notify the employee's supervisor of the malfunction.
  - d. Take another ICC equipped vehicle from the "ready line."

NOTE: In the event of a shortage of vehicles for a scheduled shift, only a Sergeant or higher authority can authorize an officer to utilize a vehicle with a non-functioning ICC system; officers shall list the name of the authorizing supervisor and that the ICC system is not functioning in the remarks section of the MDC log-on screen.



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5. During a shift, employees who encounter a problem with the ICC system shall contact their supervisor. Supervisors shall determine if a vehicle should be dead-lined if the ICC system is not functioning.
6. Employees shall complete a journal entry on their unit history, to include the nature of the problem, the name of the notified supervisor and whether the vehicle was dead-lined or remained in service.

## C. USING THE SYSTEM

1. Prior to going in service each officer will be required to log into the ICC Front End Client with a username and password.
2. The ICC system can be activated manually by pressing the "Record" button on the camera, wireless microphone, or on the "Arbitrator 360 Front End Client Application."
3. The ICC system has four (4) automatic activation triggers:
  - a. Light Control: The ICC system will automatically begin to record when the patrol vehicle's emergency lights are activated.
  - b. Speed Activation: The ICC system will automatically begin to record when the patrol vehicle's GPS speed reaches 90 MPH.
  - c. [REDACTED]
  - d. Crash Sensor: The ICC system will automatically begin to record if the vehicle is involved in a collision.
4. The ICC system will save 30 seconds of video recorded before the system was activated by any of the triggers. The ICC system will record an additional 30 seconds of video after the system is stopped.
5. The ICC system (audio and video recording) shall be activated as soon as practical whenever an officer in an ICC equipped vehicle makes any field contact for enforcement or investigative purposes (e.g., suspicious vehicle, suspicious subject, traffic stop, bike stop, subject stop), whether self-initiated or in response to a dispatched call.
  - a. When the system has been activated in response to any of the above, the incident/contact shall be recorded until the incident/contact has reasonably concluded.
6. [REDACTED]
7. The ICC system shall be activated whenever a patrol vehicle is involved in a pursuit, or operating Code 3.
  - a. Officers that reduce driving Code 3, but continue to the call, shall not turn off their ICC until the incident has reasonably concluded. [see GO 521.01 (Pursuit of Vehicles) and GO 521.02 (Code 3 Driving)].
8. In the event that an employee is unable to activate the ICC system or the system fails to record all or part of an event, the employee shall immediately contact his/her supervisor and note the reason why a recording was not made on the call history and in the appropriate report(s).
9. In the event that an employee has recorded an incident that may have significant evidentiary value, the employee shall contact the appropriate supervisor as soon as practical. If the supervisor determines that the recorded material is of significant evidentiary value, the vehicle shall be driven to the nearest station for wireless video offload as soon as possible.
10. Employees shall note in reports, on citations, or on the related calls (e.g., when no report is generated), if the ICC system was used during the event being documented. Employees clearing a call in CAD where the ICC system was activated shall:
  - a. note in the "Remarks" data field that a recording was made.
  - b. classify the recording by selecting a specific incident type from the drop down list.
  - c. enter the call number in the notes box.
11. Employees may review videos and make notes in recordings using the ICC Front End Client prior to the video being wirelessly off-loaded from the vehicle. After the video is off-loaded officers will only be able to review and make notes using the ICC Back End Client. Employees will only have access to the video footage captured by their assigned ICC.
12. Supervisors will have the ability to view all recorded ICC video utilizing the ICC Back End Client.



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13. Employees shall not tamper with or modify any part of the ICC system.

## D. SUPERVISOR'S RESPONSIBILITY

1. Sergeants shall:

a. Ensure that a burned DVD for an event listed in F1 is properly booked under the corresponding case number.

2. Watch Commanders, Homicide Supervisors and Internal Affairs shall:

a. Maintain keys to the ICC recorder locker (located in the vehicle's trunk) in the event the vehicle is disabled or recordings are required immediately.

b. Download the ICC video into the Back-end Client by using a card reader located at the nearest station.

c. Return the SD Card to PSIT in a completed SD Card envelope.

## E. VIDEO REVIEW

1. Authorized employees may review video footage captured by the ICC system via the Back End Client application.

2. Sergeants and above shall have access to video footage of all users. This will allow instant access when creating or reviewing a Pursuit Report or Use of Force Report in Blue Team and for training or administrative purposes.

3. Officers who are assigned as a long-term Acting Sergeant (pursuant to a transfer order) may be granted access to review video footage.

a. Access shall be removed when the officer is no longer a designated long-term Acting Sergeant.

4. Digital recordings shall only be reviewed by authorized personnel when it is:

a. Part of a Department investigation that is referred to the Internal Affairs Division.

b. Part of a personnel complaint.

c. Part of a civil claim.

d. Part of an administrative investigation.

e. Necessary to ensure compliance with this order.

f. Needed by officers for their own cases (e.g. in response to a subpoena for traffic court).

## F. ICC RECORDING DUPLICATION

1. ICC duplications shall not be made without an approved SPD 524 (Video Request Form). The SPD 524 may be approved by:

a. A Sergeant or higher authority

b. The Internal Affairs Division

c. The Professional Standards Unit

d. The District Attorney's Office

e. The City Attorney's Office

f. A Supervising Police Records Assistant, in response to a subpoena

2. Duplication requests shall be received by EPS at least seven (7) business days before the date required.

3. An SPD 524 is NOT required when the Digital ICC recording is downloaded by:

a. A Sergeant or higher authority

b. The Internal Affairs Division

c. The Professional Standards Unit

d. Court Liaison personnel

e. Authorized Public Safety IT personnel

f. Officers, for their own incidents

4. When a copy is made, the back end client will create a traceable journal entry for that particular video which contains the date/time of the copy and employee's name and badge number. NOTE: A remark shall be added to the video, giving the reason for the copy and the name of the approving supervisor.

5. Recordings created by the ICC system are not to be booked as evidence unless they contain evidentiary information useful in investigations including but not limited to:

a. Homicide investigations.

b. Officer involved shooting investigations.

c. In-custody death investigations.



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- d. Major officer involved collisions.
- e. Upon the direction of a lieutenant or his/her designee.

## G. OUTSIDE LAW ENFORCEMENT AGENCY REQUESTS

1. All outside law enforcement agency requests for recordings of In-Car Camera footage or footage captured from the Air Unit shall be sent to the Professional Standards Unit.
2. These requests shall be approved by the PSU supervisor. Exception: A Watch Commander may authorize the immediate copy and release of ICC footage to outside law enforcement agencies when it is essential to an ongoing investigation.
3. Approved requests shall be processed by the Evidence & Property Section with the exception of Air Unit footage. The Air Unit supervisor can make copies of Air Unit ICC footage when requested by PSU or EPS personnel.

## H. ICC RECORDING ARCHIVE

1. Original recordings produced by the ICC system must be maintained for a period of eighteen months from the date they were created. Original recordings that are evidence in any criminal case, administrative investigation, any claim filed, or any litigation shall be preserved until the matter is resolved.
2. Original recordings produced by the ICC system and any copies made are the property of the Department and may not be used for any personal or commercial purposes. Copies made for court or other review purposes shall be securely destroyed or returned to EPS as soon as practical. Once returned, the copied DVD shall be destroyed if it is not needed for further proceedings.