

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	41.14 Mobile Video/Audio Equipment			
Effective Date:	2/1/2018	Revision Date:	2/1/2018	
Action:	City of Kenosha Care of Equipment Policy		Number of pages:	2

I. PURPOSE

To provide guidelines for the use and control of squad video and audio recording equipment that is assigned to, or utilized by, sworn members of the Kenosha Police Department.

II. POLICY

The use of the Mobile Recording Equipment maintains public confidence and assists officers in performing their duties in a more efficient manner. The Mobile Recording Equipment also provides officers additional protection while performing their duties.

It is the Policy of the Kenosha Police Department to require the use of the Mobile Recording Equipment during the following situations;

1. Pursuits
2. Traffic Stops
3. Squad accidents
4. Recording of crime scenes or major incident scenes
5. Arrest situations
6. Any time officers are operating in an emergency vehicle mode
7. Crowd gatherings and large disturbances –fights

III APPLICATION

This directive shall apply to all officers operating a department vehicle equipped with Mobile Recording Equipment.

IV DEFINITIONS

Mobile Recording Equipment: Recording equipment installed in the vehicle for capturing Audio, Video or both. This equipment includes the vehicle mounted cameras, the vehicle mounted microphones, the officer worn wireless transmitter, and the vehicle computer that contains the software for the system.

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V PROCEDURE

In order to insure that the Mobile Recording Equipment is functional and available at the time of need thus providing the department with the most benefit, officers operating a vehicle equipped with the Mobile Recording Equipment shall adhere to the following process:

- A. At the beginning of the tour, the Mobile Recording Equipment must be checked for function and serviceability.
 1. The Mobile Recording software shall be running on the vehicle computer and the officer shall log onto the system, entering their identifying information.
 2. The Mobile Recording Equipment shall be checked by the officer for proper operation during the squad inspection at the beginning of the tour. This is accomplished by activating the squad emergency lights and then insuring that the audio and video has been recorded and that the wireless transmitter is synchronized.
 3. If the equipment is not functioning properly the officer will immediately notify their supervisor and complete the proper repair form for the Mobile Recording Equipment.
- B. The Mobile Recording Equipment software shall be running on the vehicle computer for the officers' entire tour so that recording can be activated by the emergency lights, the camera and the remote transmitter at any time.
- C. The wireless transmitter issued to each officer:
 1. Shall be carried at all times during the tour of duty.
 2. Shall be fully charged at the beginning of the tour of duty.
 3. Shall be carried on the front of the uniform in such a fashion as to permit clear reception when activated.
 4. Shall be maintained in a powered on and synchronized mode during the tour of duty.
 5. When involved in a required use situation the wireless transmitter shall be activated.
- D. The Mobile Recording Equipment shall be operated according to instruction and training.
- E. Officers shall document in the investigative report any audio or video recording that could be beneficial as evidence in that case.
- F. When an officer determines that a recording is useful as evidence they shall bookmark the recording in the system with a case number and type of incident.
- G. Officers shall upload the Mobile Recording data from the vehicle recording system once during their tour of duty.