

WATERTOWN POLICE DEPARTMENT GENERAL ORDER



**JOANNA W. VITEK
CHIEF OF POLICE**

Effective Date: May 1, 2009	Rescinds: Amends: A-196 December 20, 2006	Number: A-196
Subject: 8mm Video Cameras		Re-evaluation Date: May 2012
Distribution: ALL PERSONNEL	Related CALEA Standards:	

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures
5. Storage Procedures for Tapes
6. Retention and Copying of Tapes
7. Inspections

1. PURPOSE

The purpose of this policy is to establish procedures for the use of the 8mm video camera systems for the Watertown Police Department.

2. POLICY

Officers are encouraged to utilize the 8mm video camera systems as a support tool to successfully support their enforcement and investigative efforts in conjunction with their assigned duties.

3. DEFINITIONS

- A. FILLED TAPE CHECK-OUT LOG ó WPD 230.1 - This form is maintained with the completed (filled) õmaster tapesö and is utilized to check out and track the movement of the tapes. Only a supervisor may check out a tape to an Officer.
- B. VIDEO TAPE ACTIVITY LOG ó WPD 231.1 - This form stays with an issued tape. It is maintained by the Officer and shall be turned in with the tape. This form contains specific information concerning the contents of a tape i.e., case report number, date, defendant's name etc. The Officer should maintain a copy of this log.
- C. VIDEO TAPE ISSUE LOG ó WPD 232.1 - This form records information regarding a õnew tapeö when issued to an Officer. Form is completed by supervisor.

4. PROCEDURES

- A. Officers operating the 8mm video cameras shall ensure that an 8mm cassette is inserted into the system recorder, and note that the correct date and time is displayed, and that the camera is working properly.
- B. Officers will verify that the tape system is working, and immediately report any problems or malfunctions to his or her supervisor.
- C. Any supervisor receiving a report of the 8mm video camera not operating correctly will be responsible for obtaining proper systems, maintenance.
- D. Officers encountering ordinance or statute violations, should utilize the 8mm video systems to:
 1. Obtain evidence of the ordinance or statute violation.
 2. Obtain video/audio of communication between citizens and Officers.
- E. Systems may also be used to support other duties and investigative encounters in which the use of the 8mm video system might assist with successful investigation or prosecution efforts.

5. STORAGE PROCEDURES FOR TAPES

- A. In order to control the quantity of tapes utilized in this program, Officers may record multiple events on one tape, tracking all events on the õVideo Tape Activity Logö (WPD 231.1).
- B. Fully recorded tapes, or those nearing full recording use, must be returned to the department's secured tape storage area at which time a õnewö blank tape will be issued. The date returned will be noted by the Officer on the õVideo

Tape Issue Logö (WPD 232.1). Before turning in tapes be sure that all the information you need for reports has been retrieved.

- C. When a criminal event is captured by the videotape system which may result in criminal prosecution, unless otherwise instructed by appropriate authority, the video operator shall utilize the following guidelines:
 - 1. If the video tape depicts a Felony or Class 1 misdemeanor, the original tape will be taken out of service and stored until after a court disposition has been received by the Watertown Police Department records supervisor.
 - 2. A copy of the tape will be made upon request of the City or State's Attorney.
 - 3. When copying a criminal event from a videotape, the copy shall include the entire event without any deletions or "tape-over". The copied video cassette shall be marked with the; case number, defendant's name, date of offense, Officer's name, and the name of the video operator.

6. RETENTION AND COPYING OF TAPES

- 1. Tapes and supporting documents shall be maintained until conclusion of sentence.
- 2. Deliberate altering, deleting or changing the content of a recorded videotape from its original form is a violation of law and subject the officer to criminal and administrative sanctions.
- 3. Only a Captain or higher may authorize the copying of tapes containing non-criminal events.

7. INSPECTIONS

- 1. It is the responsibility of the unit/squad supervisor to monitor the activities of their personnel and to periodically review a sampling of video tapes of citizen contacts, and other incidents and activities.
- 2. On a quarterly basis, the Assistant Chief will inspect the In-Car Video Camera Tape Storage Area and associated logs to ensure policies and procedures are adhered to and to determine whether resources are adequate and are properly utilized.

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