

Columbus Police Division Directive	EFFECTIVE Mar. 12, 2002	NUMBER 11.02
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Cruiser Video System (CVS)		



I. Introduction

The principal purpose of a cruiser video system is to collect evidence, which may be used to prosecute traffic and criminal offenses, assist with investigations, or to help evaluate and train personnel. The Division's use of a recording system provides documentation of whether the situation was handled lawfully and professionally. Police interactions with individuals during enforcement activity may rapidly evolve and recording these interactions is an excellent way to prove that Division personnel will be held accountable for their actions and provide transparency to the community.

II. Definitions

Accidental/Incidental Recording (AIR)

The classification of any recording of an incident, whether accidental **or intentional**, which has no evidentiary or administrative value.

III. Policy Statements

- A. Sworn personnel operating a CVS-equipped unit shall record all **investigatory stops**, traffic **and pedestrian** stops, suspected OVI stops, and when engaged in emergency vehicle operations from the beginning of the action.
 1. Recording of an event shall not be stopped until the enforcement action or incident has ended, or as directed by a sworn Division supervisor.
- B. **When** the CVS unit is used while effecting an arrest, **personnel** shall check the CVS box on the Arrest Information, form U-10.100, and **shall** indicate the unit (50, R50, etc.) and **officer(s)** who recorded the incident in the narrative section.
- C. The driver, or probationary officer in an FTO unit, shall wear the body microphone and shall turn on the body microphone when exiting the marked unit anytime the CVS is recording.
- D. Sworn personnel shall add the letter "V" after the clearance code of a run if a CVS is **used**.
- E. Upon inquiry, sworn personnel shall inform citizens the CVS is **recording**. Personnel are not required to cease recording at the request of any person, unless ordered by a sworn Division supervisor.

- F. Sworn personnel shall complete the required training prior to operating the CVS.
- G. Sworn personnel may **use** the CVS to provide evidence or record an incident to document the actions and statements of suspects during interviews or while being placed into custody, or as a means to verify an action taken, **such as** the signing of a Consent to Search, **form I-26.102**, or Constitutional Rights, form **I-20.109**. Personnel may use the CVS to supplement, but not replace the use of, any required forms.
- H. Sworn personnel should not use the CVS to record routine patrol duties unless there is a reasonable belief the recording could benefit the Division.
- I. Sworn personnel are not required to use the CVS to record while working traffic control.
- J. Sworn personnel shall activate the CVS backseat camera anytime a **person** is placed in the rear of their marked unit.
- K. All recorded images and audio recordings made on the CVS are the property of the Division of Police. Division personnel shall not disseminate or duplicate these recordings outside of the Division unless approved by the Chief **of Police**, or pursuant to the Ohio Public Records Act or a legally binding subpoena.
- L. Personnel shall not tamper with, erase, delete, alter, or destroy any recorded section of video.
- M. Division personnel shall classify all CVS recordings consistent with Division training. Personnel shall not intentionally classify a video inappropriately, or knowingly take actions to prevent a recording from being viewed or downloaded. Personnel who are unsure of the appropriate classification shall contact a sworn supervisor for clarification.
- N. CVS audio/video recordings shall be **maintained by PoliceNET and the Department of Technology** pursuant to the City of Columbus approved Records Retention Schedule.
- O. Division personnel **needing** to hold a CVS recording longer than the required Records Retention Schedule shall reclassify the recording as permanent within the **CVS**.
 - 1. When the recording no longer needs **to be** maintained, re-classify it appropriately.
- P. Supervisory and investigative review of CVS recordings
 - 1. Supervisors wishing to request a **copy** of a CVS recording shall complete and forward an Internal Video/Audio Tape Request, form S-35.104.
 - 2. All CVS recordings are subject to review by a police supervisor or investigator at any time while the recording is in the CVS in the marked unit.
 - 3. Supervisors and the involved chain of command wishing to review a CVS recording shall **conduct the** review on a Division computer.

- a. Supervisors shall logon **to** the secured **CVS** server with their Division-issued password.
- b. Upon upload to the secured server, Division supervisors will have access to all cruiser videos.
4. Supervisors shall document **the** review of all CVS recordings made pursuant to incidents under investigation.
5. Each Patrol **commander** shall assign a Patrol lieutenant to conduct random reviews of CVS recordings.
6. Supervisors conducting random reviews of CVS recordings shall document the review on the Cruiser Video System (CVS) Supervisory Review, form U-10.193, in compliance with the current collective bargaining agreement.
- Q. Supervisors using CVS recordings for an investigative purpose shall review CVS recordings in accordance with established law, Division policy, and current collective bargaining agreements.
- R. The Division may **use** CVS recordings for law enforcement training.
- S. **Public Records Unit** personnel shall process all CVS requests for police personnel, court personnel, subpoenas, discovery, or preservation of evidence **and** shall process all requests made pursuant to the Ohio Public Records Act.

Note: In the event a CVS recording cannot be located, Public Records Unit personnel will contact PoliceNET for further investigation.

- T. Sworn personnel may be ordered by a sworn Division supervisor or Critical Incident Response Team personnel to return to headquarters for immediate download of video/evidence.
- U. Sworn personnel shall report malfunctioning CVS equipment as soon as practical, but prior to the end of the shift, to their immediate on-duty supervisor.
- V. Sworn supervisors who are informed or otherwise become aware of malfunctioning CVS equipment shall ensure the equipment is taken for authorized repair as soon as practical **and** as follows:
 1. Communications Shop for repairs to the camera, docking station, Digital Video Recorder, microphone, or connections.
 2. PoliceNET Unit for memory card or video/network problems with the **CVS**.

IV. Procedures

A. CVS

1. **Prior** to marking in-service, **sworn** personnel using a CVS:
 - a. Login **with** username, area/zone, shift, and unit **number using** the provided drop-down menu.
 - b. Ensure the body microphone is synchronized.
2. Keep the CVS powered-up during the tour.

3. Upon completion of a CVS recording, sworn personnel shall stop the recording, classify it appropriately, and place the incident number in the "**Case File Number**" field.
 4. Logoff at the end of the tour and return the body microphone to the appropriate charging cradle.
 5. **Upload video as often as practical.**
 6. **In exigent circumstances**, supervisors shall contact PoliceNET personnel to remove the memory card from a CVS **if the video can not be uploaded by the normal uploading process.**
- B. Assigned Patrol Lieutenant(s)
1. Select and review at least 12 randomly selected CVS recordings each month. Look at videos from the appropriate shift, varying precincts, and personnel on a regular basis. The incidents should be no more than 30 days old.
 2. Complete and forward the Cruiser Video System (CVS) Supervisory Review form to the Patrol Administration **Section** for filing when there are no areas of concern.
 3. Forward completed Cruiser Video System (CVS) Supervisory Review forms to the bureau commander when there are areas of concern, for example, data-entry errors or observations of misconduct, etc.
Note: Data-entry errors could include failure to logon, inappropriate categorization, or failure to categorize videos and/or add incident numbers to the "**Case File Number**" field.
- C. Bureau Commander
1. Forward Cruiser Video System (CVS) Supervisory Review forms with data-entry errors through the chain of command to the immediate supervisor of the officer(s) who made the recording.
 2. If potential misconduct is discovered within the recording, determine the appropriate course of action.
- D. Immediate Supervisor
1. Ensure sworn personnel who created the CVS recording correct the error.
 2. If directed by the chain of command, complete an administrative investigation and send a copy to the Patrol Administration **Section**.
- E. Patrol Administration **Section**
1. File completed Cruiser Video System (CVS) Supervisory Review forms.
 2. Track results annually to determine compliance/training needs.