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| <p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 6.05</p> | <p>Date of Issue</p> <p>2/23/2016</p> | <p>Effective Date</p> <p>2/23/2016</p> | <p>Revision Date</p> |
| <p>Subject: IN-CAR VIDEO CAMERAS & EQUIPMENT</p> | <p>Amends:</p> | | <p>Rescinds:</p> |
| <p>Index as: In-Car Video Cameras Uniform Patrol Division</p> | <p>State Certification Standards: 1.28</p> | | |
| <p>Special Instructions:</p> | | | |

PURPOSE

The purpose of this General Order is to prescribe the policies and procedures of the Rabun County Sheriff's Office regarding In-Car Video Cameras and Equipment.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office to install and maintain In-Car Video Cameras and Equipment in select vehicles for law enforcement purposes.

DISCUSSION

The use of In-Car Video Cameras and Equipment has proven to be an asset to law enforcement in general and to the Rabun County Sheriff's Office in particular. In-Car Video and Recording Equipment has proven to be an asset for the prosecution of traffic offenders, the collection and documentation of evidence and as a training aid for departmental classes. Deputies assigned to vehicles with In-Car Video Cameras and Equipment will adhere to established procedures to ensure the equipment is fully functional and to preserve the integrity of any documented evidence.

DEFINITIONS

"In-Car" video – In-Car Video Camera and Equipment

I. GENERAL PROCEDURES

- A. Deputies with assigned vehicles equipped with an "In-Car" video will be responsible for the equipment and proper maintenance according to manufacturer's recommendations.
- B. Prior to beginning each shift, deputies shall determine if the video equipment is working properly. Any problems or malfunctions should be brought to the attention of their immediate supervisor as soon as possible.
- C. Prior to beginning a tour of duty, the video equipment should be checked for proper position and adjusted to record traffic stops and other enforcement actions. The audio function should be checked at this time to ensure that it is also properly working.
- D. CD's or Flash Drives should be removed from the recording unit at the end of each watch and replaced in the recording unit at the beginning of each watch if the vehicle is not assigned to the deputy.
- E. At anytime a vehicle equipped with an "In Car" video is out of service for a period of time, the CD or Flash Drive should be removed from the recording unit. This will include but not be limited to the following:
 1. When the vehicle is in a repair shop for maintenance or repair;
 2. Between tours of duty;
 3. When the vehicle is at the Georgia Public Safety Training Center or other training facility; or
 4. Any other time the vehicle will not be utilized for extended periods of time.
- F. Deputies shall make sure that they have access to blank CD's provided by the Rabun County Sheriff's Office.

II. DOCUMENTATION OF EVIDENCE WITH THE "IN-CAR" VIDEO

- A. The "In-Car" video is activated either manually or when the emergency lights are activated. The video shall not be deactivated until an enforcement action is completed.
- B. In cases of non-enforcement action, such as protecting an accident scene or roadway hazard with emergency lights, the video may be deactivated after any necessary evidence is recorded.
- C. When making traffic stops, deputies should activate their wireless microphone and provide narration for the planned enforcement action. The transmission of vehicle information and location of the stop should be recorded as it is given to Rabun County Central Communications.
- D. Where possible, deputies should also use their "In-Car" video to record:

1. Actions of suspects during interviews, performing field sobriety tests or when placed under arrest;
 2. The circumstances at crime and accident scenes or other events such as the confiscation of evidence or contraband; and
 3. Whenever it is possible to document probable cause or suspicion to stop a vehicle. This would be particularly valuable in Driving under the Influence cases.
- E Whenever an officer answers a call for service that brings them into contact with the public, any subsequent conversation(s) should be recorded.
- F Types of calls that should always be recorded may include, but are not limited to the following:
1. Domestic Disputes;
 2. Any victim statements relating to a theft;
 3. Any victim statements relating to an assault or a battery;
 4. Any statements from drivers during an accident investigation;
 5. Any belligerent or argumentative statements made by parties to an incident or to an officer; and
 6. Any other incident that may indicate further review by either the judicial system or by the Rabun County Sheriff's Office.

III. "IN-CAR" VIDEO LOG AND DISPOSITION OF CD's

- A. All deputies assigned an "In-Car" video will submit a Mobile Video Recording Tracking Log for each CD or Flash Drive that is recorded. This log will contain the following information:
1. CD Number: This number shall consist of the current year, deputy's name, and tape number, for example - "10-Harris-001";
 - a. 10 – Current year;
 - b. Harris – Officer's last name; and
 - c. 001 -Tapes number consecutively as used for one year.
 2. Start date of the CD;
 3. Each officer will log pertinent information on the video log regarding arrests, certain citations, chases or any information that would possibly need to be retrieved at a later date.
 4. Any other comments by the officer;
 5. Date the tape is turned over to the Uniform Patrol Division Commander.

- B. On the label of the CD, the officer will write the CD number, the date the CD started and the date the CD was removed to be turned in to Uniform Patrol Division Commander.
- C. When a CD is fully recorded, the CD or Flash Drive and the log will be turned into the Uniform Patrol Division Commander.
- D. In the case where a officer is assigned a Flash Drive to record the following procedure will be used. The officer will be issued a flash drive to insert into the recording device. At the end of each month or when a flash drive reaches full capacity, the shift supervisor will assist the deputy in downloading all video information to a CD or CD's. Once that process is complete the shift supervisor will view the CD's to confirm that all video information has been transferred and the Flash Drive can then be deleted. Once deleted the flash drive shall be inserted back into the mobile video device for recording. The CD will then be turned into the Patrol Commander with the proper forms for storage.
- E. Any CD or Flash drive containing the incident or injuries sustained for which a "Response to Resistance and/or Aggression report" was completed by an officer, shall be submitted to the Patrol Commander immediately following the incident as outlined above. This is also to include vehicle chases or any other incident that a patrol supervisor feels should be viewed following the incident. Copies of related reports shall also be submitted in these cases with the recordings.

IV. TAPE CONTROL AND MANAGEMENT

- A. Deputies shall not erase or alter in any manner "In-Car" CD's or Flash Drives.
- B. Deputies will use only the CD's or Flash Drives issued by the Rabun County Sheriff's Office.
- C. A CD shall not be destroyed, erased, or recycled until all recorded pertinent cases are disposed of through the appropriate judicial channels.
- D. The Uniform Patrol Division Commander shall be responsible for the collection and filing of the completed CD's. Additionally, the Patrol Commander will be responsible for release of the stored CD's for the purposes such as court, training, etc., and the subsequent re-storage of such CD. The full CD shall be retained for a period of 5 years. At the end of the 5-year period, the CD will be saved for training purposes or destroyed.
- E. CD's may be copied and/or turned over to the appropriate prosecutor upon their request.
- F. Before a CD is shown to, copied for, or turned over to defense attorneys, defendant or any other party, it must be approved by the, Division Commander of the Uniform Patrol Division, Chief Deputy or Sheriff.
- G. Absent exigent circumstances, deputies requesting stored CD's shall make such request no less than 48 hours prior to the need for such CD.

V. SUPERVISORS RESPONSIBILITIES

- A. Supervisory personnel who manage deputies with "In-Car" video shall ensure that all deputies follow established procedures for the use and maintenance of video equipment and proper disposition of recorded evidence.

- B. Supervisors of personnel utilizing "In-Car" video shall periodically review CD's to assist in the periodic assessment of officer performance, to ensure the equipment is being used properly and to identify material that may be appropriate for training



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County