



City of Racine Police Department
Policy and Procedure

Number: 1940

Subject: Mobile Videotaping – Digital Arbitrator System		
Date issued: 11-12-10	Effective Date: 11-12-10	Revision Number: 1

POLICY:

The use of Mobile Video Recording Equipment (MVRE) by the Racine Police Department helps our agency maintain public confidence, and assists us in performing our duties in a more efficient manner. This law enforcement tool also provides our employees additional protection while performing their daily duties.

It is the policy of the Racine Police Department to require the use of MVRE during the following situations:

- 1) Pursuits
- 2) Traffic Stops
- 3) Transporting of Prisoners
- 4) Vehicle Searches
- 5) Recording of crime scenes involving the Major Crimes Unit or other significant incidents.
- 6) Arrest Situations
- 7) Enforcement Actions that have a probability of resulting in an arrest.
- 8) Field Interviews/FI Stops
- 9) Crowd gatherings and large disturbances/fights

Members may determine additional situations when the use of MVRE is necessary or desired. Advising citizens they are being recorded may serve to deescalate potentially volatile and/or dangerous situations.

DEFINITION:

MVRE – Mobile Video Recording Equipment (Panasonic Digital Arbitrator System)

PROCEDURE:

In order to ensure that the MVRE is available and functional at the time of need and providing the Department with the most benefit, members operating a Department vehicle equipped with an MVRE shall adhere to the following process:

MEMBER:

1. At the beginning of the work shift, the MVRE must be checked for function and serviceability per the manufacturer's instructions and training.
 - a. Make sure the Arbitrator Software is running on your MDC and log yourself on to the software.
 - b. Test the system and bookmark the test. This test will include the member, with pocket microphone activated, walking outside of the squad in view of the camera and stating the date out loud.
 - c. If the MVRE is not functional during your initial check, immediately advise a supervisor, complete a Vehicle and Equipment Checklist Form (RPD 123) and submit it to the Lieutenant of Technology.
2. The MVRE shall be turned on in the Auto-mode.
3. A functional wireless transmitter shall be carried and turned on.
 - a. The wireless transmitter shall be carried in a uniform shirt pocket, jacket pocket or in a holster attached to the duty belt.
 - b. The lapel microphone shall be worn on the front of the uniform shirt, sweater or jacket in a position to clearly record audio.
 - c. At the end of your shift place the wireless transmitter in the in-car charger for the next officer to use.
 - d. If the wireless transmitter is not fully charged (Green LED lit) at the beginning of the shift:
 - 1) Place the wireless transmitter in the charger in the Patrol Sergeant's office and take a fully charged wireless transmitter, or:

- 2) If partially charged (Yellow LED lit) you may leave the wireless transmitter in the in-car charger until fully charged. The wireless transmitter must be carried as required when the member exits the squad even though only partially charged.
4. Operate the MVRE consistent with instructions and training.
5. When Involved in a required use situation the wireless microphone **shall** be activated in order to provide narration with the video recording to explain the reason for the current or planned enforcement action.
6. Ensure that any recorded incidents (video or audio) are documented through the normal reporting process (Case Report/Arrest Header/UTC/UMCC Narrative, etc).
7. After each use of the MVRE review the incident video and add any bookmarks or notes as needed.
 - a. Make sure the proper bookmarks for each type of incident are set as this will determine the retention time of the data.
 - b. Add complaint number (if generated) in the bookmark/comment box.
8. If recorded data will need to be preserved for a period of time greater than the normal retention period – notify the Technology Lieutenant and your immediate supervisor via e-mail with the call information so the data can be marked to be saved.
9. Notify a supervisor and request assistance under the following conditions:
 - a. Any recorded sequences that may be of value for training purposes.
 - b. If the MVRE malfunctions at any time throughout the shift.
10. At the end of your shift upload any video data recorded on the hard drive.

SUPERVISOR:

1. Assist officers with reviewing and book marking recorded video or audio files as needed.
 - a. If a copy of a file is required for the purpose of investigation into a citizen's complaint or in anticipation of a citizen's complaint:
 - 1) Bookmark the Video with an IA bookmark. This will limit access for this file to the Internal Affairs Lieutenant and Chief of Police.
 - 2) Interviews for Civilian Complaints conducted outside of the Department shall be recorded using the audio portion of the MVRE when possible. (Video recording interviews is optional.) Interviews inside the Department will also be recorded. Portable tape recorders are also permissible.
2. If recorded data will need to be preserved for a period of time greater than the normal retention period – notify the Technology Lieutenant with the call information so the data can be marked to be saved.

**SHIFT/UNIT
COMMANDER:**

Review any recorded video or audio files in the CMS Viewer as needed.

**TECHNOLOGY
LIEUTENANT:**

1. Provide overall responsibility for the installation, maintenance, and replacement of Mobile Video Recording Equipment (MVRE).
 2. Develop retention policies for recorded data.
 3. Work with MIS to ensure retention policies are implemented and working in the CMS Viewer program.
 4. If notified that recorded data will need to be preserved for a period of time greater than the normal retention period – make the needed changes in the CMS Viewer to flag the data so it is preserved.
- Retention policies are being developed and will be incorporated into policy when approved.
 - Only MIS personnel and Lieutenant of Technology shall access MVRE recording unit or data card.
 - Members shall not attempt to tamper with or alter digital data in any fashion.

**RELATED
PROCEDURES:**

[505 – Processing Civilian Complaints Against Department Members and Employees](#)
[1201 – Property Inventory Excluding Vehicles](#)
[1214 – Requests for Review/Duplication of MV Tapes](#)
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