



# Edina Police Operations Manual

Policy Number  
765.00

Subject:

## In-Squad Video/Audio Equipment

Effective Date  
03/30/2009

Revised Date  
05/08/2018

Page  
Page 1 of 4

### PURPOSE

To establish guidelines and procedures for the installation, operation, and use of the in-squad video/audio system and to establish procedures for the control of evidence obtained.

It is the policy of the Edina Police Department to use in-squad video equipment to provide accurate documentation of events, actions, conditions, and statements made during law enforcement contacts.

**765.01**

### OBJECTIVE

- Subd.1** The objective for in-squad video recording equipment and data obtained is to:
- a) Enhance officer safety.
  - b) To accurately capture statements and events during the course of an incident.
  - c) To enhance the officer's ability to document and review statements and actions for both internal reporting requirements and for courtroom preparation/presentation.
  - d) To provide an impartial measurement for self-critique and field evaluation during recruitment and new officer training.
  - e) To capture visual and audio information for use in current and future investigations.

**765.02**

### PROCEDURES

- Subd. 1** The in-squad video/audio system will be installed within the occupant compartment of patrol vehicles in accordance with the manufacturer's recommendations and will be installed so as to present neither a safety hazard nor vision impairment to the driver.
- Subd. 2** Officers will assure that the camera's view is not obstructed.
- Subd. 3** Officers should operate the in-squad video equipment according to training. Officers should not remove, dismantle or tamper with the in-squad video equipment.
- Subd. 4** Officers may operate squads with non-functioning in-squad video systems if no other squad is reasonably available.

**Subject:****In-Squad Video/Audio Equipment****Page 2 of 4****765.03      GENERAL USE**

- Subd. 1** The in-squad video system should be logged into at the beginning of each shift and logged off at the end of the shift. The officer is responsible for ensuring that the in-squad video equipment is operating correctly before utilizing the equipment. Any malfunctions should be noted and reported to a supervisor and I.T. helpdesk as soon as reasonably possible.
- Subd. 2** Officers should wear the remote control/wireless microphone assigned to the squad. Spare microphones are available if a microphone is malfunctioning.
- Subd. 3** The in-squad video system is activated by the following:
- a) The remote control/wireless microphone.
  - b) The in-squad control console.
  - c) When forward facing squad emergency lights are activated.
- Subd. 4** One of the primary purposes for using audio/visual recorders is to obtain evidence; therefore, officers should activate the in-squad video system to record the following:
- a) Squad initiated traffic stops, pursuits, or emergency vehicle operations.
  - b) Other incidents or public contacts which, in the judgment of the officer, may result in criminal charges, complaints against the officer or other personnel, civil liability, may have other value to law enforcement, for training purposes, or any other time deemed necessary by the operator or supervisor.
  - c) When transporting prisoners.
- Subd. 5** Officers have the discretion to manually begin recording as circumstances warrant.
- Subd. 6** Once recording begins, officers should record the entire incident. Officers are not required to cease recording for anyone except at the officer's own judgment or a supervisor's discretion. At the conclusion of the incident, officers are responsible for properly classifying the incident for system retrieval and storage.
- Subd. 7** The wireless microphone mute button may be activated when conferring with other officers to eliminate the possibility of officer's strategy being monitored.
- Subd. 8** Recording may be stopped during situations where the police vehicle will be stationary for an extended period of time, such as directing traffic at emergency

**Subject:****In-Squad Video/Audio Equipment****Page 3 of 4**

scenes and the officer determines there is no evidentiary need to continue recording.

**Subd. 9** Officers who record an incident will document in their report that an incident has been recorded. If the recording was stopped for any reason, the report shall document why the recording was stopped.

**Subd. 10** The in-squad video system will record video for 30 seconds prior to activating the recording system. If an officers feels more time is needed to record driving behavior, officers should manually activate the in-squad video system prior to activating the emergency lighting in order to record the driving performance of a motorist with reasonable suspicion for a traffic stop or probable cause for an arrest.

**Subd. 11** Officers may review video footage of an incident in which they were involved prior to preparing a report, giving a statement or providing testimony about the incident. Agency personnel are prohibited from accessing in-squad video data for non-business reasons and from sharing the data for non-law enforcement related purposes. The in-squad video system prevents the recording over of previously recorded portions of existing video.

**765.04**      **CONTROL AND RETENTION**

**Subd. 1** Audio/video recordings generated are the exclusive property of the Edina Police Department and shall be governed by the policy and law regulating government data.

**Subd. 2** The digital recordings are transferred to the server from the wireless access points located at the police department. The process is automatic and does not require the user to initiate the transfer.

**Subd. 3** Only supervisors have access to the internal, in-squad flash drives.

**Subd. 4** Digital video recordings of traffic stops or contacts in which a citation was issued will be classified as "**Traffic Citation**" and retained for **one year**.

**Subd. 5** Digital video recordings of traffic stops where no citation was issued will be classified as "**Traffic / No Citation**" and retained for **30 days**.

**Subd. 6** Digital video recordings of arrests, recordings of physical confrontations, and/or use of force incidents will be classified as "**Arrest or Use of Force**" and retained for **three years**.

**Subd. 7** Digital video recordings of an emergency response to calls will be classified as "**Emergency Response**" and retained for **30 days**.

# EDINA POLICE OPERATIONS MANUAL

Policy Number  
765.00

Subject:

In-Squad Video/Audio Equipment

Page 4 of 4

- Subd. 8** Digital video recordings of all custodial transports will be classified as “**Transport**” and retained for **180 days**.
- Subd. 9** Digital video recordings where officer turned on video system accidentally or for equipment checks will be classified as “**Test / Squad Check**” and retained for **30 days**.
- Subd. 10** Digital video recordings of pursuits with no arrest or incidents that do not fall into any other classification will be classified as “**Misc. Other**” and retained for **180 days**.
- Subd. 11** Any digital recording that contains evidentiary information regarding a **homicide** will be burned to a DVD disk and **permanently** retained.