

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 02/12/19
Chief of Police: 	In-Car Mobile Recording, 41.4	
Cross Reference: SOP 41.10 Body Worn Cameras 625 ILCS 5/11-205 720 ILCS 5/14-3		Policy Sections: 41.4.1 Equipment/Maintenance 41.4.2 Training 41.4.3 Operations 41.4.4 Digital Transfer and Usage 41.4.5 Video Review

PURPOSE

The purpose of this policy is to establish guidelines for the use of in-car mobile recording equipment.

POLICY STATEMENT

It is the policy of the Elgin Police Department to use in-car mobile recording equipment to assist in documenting traffic enforcement and other law enforcement activities. The use of such equipment shall be in accordance with applicable laws. Proper use and maintenance of the equipment is essential to ensure operational readiness and proper functioning of the equipment.

DEFINITIONS

Emergency Driving: Driving during the use of emergency warning devices or in accordance with 625 ILCS 5/11-205.

Enforcement Stop: As defined in 720 ILCS 5/14-3(h), an action by a law enforcement officer in relation to enforcement and investigation duties including, but not limited to traffic stops, pedestrian stops, abandoned vehicle contacts, motorist assists, commercial motor vehicle stops, roadside safety checks, requests for identification, or responses to requests for emergency assistance.

Presence of a Uniformed Officer: A uniformed officer that is in sufficiently close proximity that the person speaking would know or reasonably believe that the uniformed officer could hear what is being said by the person speaking.

PROCEDURES

41.4.1 EQUIPMENT/MAINTENANCE

- A. The public safety systems specialists are responsible for the maintenance of all in-car digital recording equipment and the video server.
- B. To report equipment issues, officers shall utilize the PD help link to notify the public safety systems specialists.
- C. Officers shall not handle any aspects of the digital recording or storage equipment except for controls used during normal operations as described during training.
- D. A notice in English and Spanish shall be affixed to the prisoner screen informing the occupant that he/she may be video recorded. Whenever possible, verbal notification of the video recording shall be provided to the occupant.

41.4.2 TRAINING

All officers shall receive training on in-car mobile recording equipment.

41.4.3 OPERATIONS

- A. In-car video recording equipment automatically activates upon engaging emergency lights and shall remain activated while responding to an emergency. Officers shall not stop the video recording unless they receive authorization from a supervisor or cease the emergency response.
- B. Video recording shall be utilized during traffic stops and enforcement stops, as defined in this policy. Officers shall not stop video recording during a traffic stop, unless authorization from a supervisor is granted. Traffic and enforcement stops shall not be considered complete until either the subject of the stop or the officer leaves the scene. In the case of a stop involving an arrest, the video recording shall remain activated until arrival to the police department or transport destination.
- C. In cases of an arrest where the emergency lights were not being utilized, including where the emergency lights would otherwise be activated if not for the need to conceal the presence of law enforcement, officers shall manually activate the video recording equipment prior to the transport of a person in custody.
- D. In conjunction with the body worn cameras, officers may manually activate video recording in situations where emergency lights are not being utilized. Examples include:
 - 1. Documentation of crime scenes
 - 2. Surveillance
 - 3. Documenting suspected gang/drug activity
 - 4. Documenting the actions of a suspect
- E. Officers shall manually activate video recording in situations where the officer was involved in a traffic crash. This does not apply when the crash occurred in the police department's patrol parking lot, to include the sally port. These locations are continuously recorded through the police department's security system.
- F. Officers shall when possible, reposition their camera angle or vehicle or call for a back up vehicle with in-car mobile video recording equipment in order to capture field sobriety tests that are not performed in front of the patrol vehicle.
- G. When reports are written involving incidents where mobile video recording equipment is used, the use shall be documented including the squad number. If recording is stopped manually, accidentally, or due to equipment failure, an explanation shall be documented in the report.
- H. Once the recording is complete, officers shall classify the video with an appropriate stop type and input the case number in the appropriate field, in the front end application, for ease of retrieval.

41.4.4 DIGITAL TRANSFER AND USAGE

- A. The in-car video recording system is set to automatically download recordings to the system. Supervisors, through periodic inspection, shall ensure the system is downloading the recordings.
- B. The public safety systems specialists are responsible for the storage and maintenance of all video files downloaded onto the server. Access to the server shall be limited to essential records or supervisory personnel. Requests for video files shall be submitted to the Records Division at least 3 working days in advance.
- C. If an officer is involved in an incident in which the recording will be useful to document the case, an e-mail shall be sent to the Records Division requesting that the recording be saved. The file shall be copied to a secure storage location.
- D. Digital video files shall only be released pursuant to subpoena, where applicable law requires the release, supervisory request, or to law enforcement agencies using the video to assist in a criminal investigation. All requests for video files shall be documented by Records Division personnel.

- E. Digital video files will be automatically purged 90 days after their creation unless the recordings are made as part of an arrest or the recordings are deemed evidence in any criminal, civil, or administrative proceeding. In such cases, any video recordings shall only be purged or otherwise destroyed upon a final disposition and an order from the court. Under no circumstances shall any recording be altered or erased prior to the expiration of the designed storage period.
- F. Digital video recordings shall only be used for official police purposes.

41.4.5 VIDEO REVIEW

- A. To ensure officers are adhering to department policies and procedures, supervisory personnel have the option to conduct documented random reviews of video files of assigned personnel.
- B. Video files may be reviewed by supervisory personnel conducting internal investigations.
- C. Video files may be used for training purposes.
- D. Refer to Standard Operating Procedure 41.10 Body Worn Cameras to review protocol associated with the supervisory review of body worn camera footage.