

2. Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely.
 - a. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion .
- F. Except as otherwise directed by the Shift Sergeant or other department-established protocol, all calls for service assigned by a should be communicated by voice over the police radio and electronically via the MDC unless security or confidentiality prevents such broadcasting. MDC and voice transmissions are used to document the member's daily activity. To ensure accuracy:
 1. All contacts or activity shall be documented at the time of the contact.
 2. Whenever the activity or contact is initiated by voice, it should be documented by a [dispatcher].
 3. Whenever the activity or contact is not initiated by voice, the member shall document it via the MDC.
- G. All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio or through the MDC system.
 1. Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDC.
- H. If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member.
 1. If the location is known, the nearest available officer should respond in accordance with the Officer Response to Calls Policy.
 2. Members should ensure a field supervisor and the Shift Sergeant is notified of the incident without delay.
 3. Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are also handling an emergency .
- I. In case of a malfunction of the MDC, a notification shall be given to the Operations Commander through the department email system.
 1. Whenever possible, members will not use vehicles with malfunctioning MDCs.
 2. Whenever members must drive a vehicle in which the MDC is not working, they shall notify Monroe Communication Center. It shall be the responsibility of the [dispatcher] to document all information that will then be transmitted verbally over the police radio.
- J. When investigating reports of possible bombs, members should not communicate on their MDCs when in the evacuation area of a suspected explosive device.
 1. Radio frequency emitted by the MDC could cause some devices to detonate.

41.3.8 In-car and/or Body-worn Audio Video

- A. The Monroe Police Department has equipped marked patrol cars with Mobile Video Recording (MVR) systems.
- B. The Monroe Police Department has issued each officer assigned to the Patrol Unit a Body Worn Camera (BWC).
 1. The MVR and the BWC are designed to provide records of events and assist officers in the performance of their duties.
 2. This policy provides guidance on the use of these systems.
- C. Definitions related to this policy include:
 1. Activate - Any process that causes the MVR and/ or BWC system to transmit or store video or audio data in an active mode.
 2. Axon Docking Station - Defined as a six-port docking system which uploads video files and charges the Axon BWC. The Axon Docking Station allows units to transfer recorded events to EVIDENCE.COM via an internet connection
 3. EVIDENCE.COM - Defined as an AXON system used for accessing recorded events. Officers have a unique login to enable viewing or uploading recorded events. The website address is <https://monroepdoh.evidence.com>.

4. Body Worn Camera System (BWC) - is defined as any department approved and authorized recording device that is issued to officers to record audio and video consistent with Department policy and procedure.
 5. In-Car Camera System and Mobile Video Recorder (MVR) - Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor. This system may work together with a body worn camera.
 6. Incident - Defined as any situation in which an Officer has the legal authority to act or is involved in any lawful purpose.
 7. Recorded media - Audio-video signals recorded or digitally stored on a storage device or portable media.
- D. It is the policy of the Monroe Police Department to use mobile video recording technology to more effectively fulfill the department's mission and to ensure these systems are used securely and efficiently.
- E. Prior to going into service, each officer will properly equip him/herself to record audio and video in the field.
1. Officers will wear all supplied components of the BWC systems and ensure it is properly positioned to record events.
 2. Officers shall inspect the BWC prior to the shift to ensure proper functioning of the system.
 3. Officers will immediately report a malfunctioning BWC to a supervisor.
 4. Officers will only use the BWC assigned to them, and will not use a BWC assigned to another officer.
 5. At the end of the shift, each officer will follow the established procedures for providing to the Department any recordings.
 - a. Connect the Axon BWC to the Axon Docking Station to automatically upload recordings and charge the unit.
 - b. This should be completed at the end of an Officers shift or intermittently during the shift as reports are generated.
 - c. The MVR shall not be removed from the assigned vehicle without authorization from a supervisor.
 - i. All digital information and images obtained in the MVR system is downloaded to the department's Evidence.com account over a secure wireless transmission through the vehicle.
- F. The MVR and the BWC shall be used to record all calls involving law enforcement incidents and activities.
1. If an Officer assists as a backup/cover unit, that Officer must ensure that they are added to the CAD call.
 2. The Officers will refrain from using the MVR or the BWC under the following circumstances:
 - a. Officers will not use the BWC to record confidential informants or undercover officers unless requested to do so by the undercover officers involved.
 - b. Officers will not use the BWC to record department personnel during routine, non-enforcement related activities, unless recording is required by a court order or is authorized as part of an administrative or criminal investigation.
 - c. Officers will not use the BWC to record In any place where there is a reasonable expectation of privacy (e.g., restroom, locker room) except during an active incident (e.g., foot pursuit that leads into a locker room).
 - d. Officers will not use the BWC to record during discussions/briefs regarding tactics and/or strategies .
 3. The MVR system is designed to turn on whenever the unit's emergency lights are activated.
 4. The rear seat camera of the MVR must be turned on manually by the officer.
 - a. This camera shall be activated whenever any prisoner or suspect is placed in the rear seat of the cruiser.
 5. The BWC is activated manually by the officer.
 6. The systems remain on until it is turned off manually.

- G. Once activated, the MVR and/or BWC system should remain on until the incident has concluded.
1. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed.
 2. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.
 3. If at any time the MVR or BWC is deactivated during an incident, written documentation will be completed with a detailed explanation of the reason for the deactivation.
 - a. This documentation will be forwarded to the Operations Commander.
- H. Officers will use the BWC system inside a private home as long as they have a legal right to be there (e.g., call for service, valid search or arrest warrant or consent of the owner).
- I. Under the majority of scenarios, Officers are not required to inform citizens they are being recorded with the BWC.
1. An officer must inform a citizen that the MVR or BWC is recording the citizen if that person is placed in the back of a police car or a department interview room.
- J. Under extenuating circumstances, utilization of the BWC system may not be possible/feasible (e.g., ambush/assault on a police officer, compromising the tactical advantage of police).
1. When this occurs, officers will report the incident to their supervisor.
 2. The supervisor will investigate and document these incidents.
- K. Officers who fail to use the equipment as required or fail to report damage to the equipment are in violation of section (E) and section (F) of this policy and are subject to the disciplinary process of the Monroe Police Department.
- L. Activation of the MVR or BWC system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.
- M. No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.
- N. All recording media, recorded images and audio recordings are the property of the Department.
1. Dissemination outside of the agency is strictly prohibited except to the extent permitted or required by law.
 2. Officers shall not use non-agency equipment or devices to record or download video from MVR or BWC.
 3. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings.
- O. All access to MVR or BWC footage is automatically logged to create an electronic audit trail.
1. Officers may view BWC footage utilizing vendor-approved software and equipment.
 2. Officers will inform a supervisor of any recorded sequences that may be of value for training purposes.
- P. Court and Evidentiary Video Files
1. When a MVR or BWC video file is required for court/evidentiary purposes, the Prosecutor's Office/Officer will contact Monroe Police Department Records Division at least 48 hours in advance to request the redaction process be initiated.
 2. The Monroe Police Department Records Clerk will determine the media which video/audio footage will be released to the court or public.
 - a. This release will be in accordance to established courtroom procedures, rules of court, and current public record laws.
- Q. Recording Auto Accidents Involving Police Equipment.
1. If an officer is involved in an auto accident, they should activate the MVR or BWC if physically able.
 - a. When activated, the BWC will record 30 seconds of buffered video. (Possibly recording the events prior to the accident)
- R. Users of the MVR and BWC systems and supervisors shall successfully complete an approved course of instruction prior to being deployed with the systems.
- S. Video files will be reviewed by supervisors prior to the completion of any critical incident review. Additionally, video files will be reviewed by supervisors periodically for the purpose of quality assurance and preparation for employee performance evaluations.

- T. Once quarterly the “Advisory Board” chaired by the Training Coordinator will randomly select case files with video evidence from each patrol shift and correlate the video file and case file documents for quality assurance and training evaluation purposes. The “Advisory Board” will generate a report based on an evaluation of professionalism, efficiency, officer safety and communications. This report will be forwarded to the Operations Commander.
- U. The Operation’s Commander will review the quarterly report and prepare an analysis report for the Chief of Police. This report will be maintained in the agencies internal Guardian Tacking software module.