



**WEBER COUNTY SHERIFF'S OFFICE**  
**POLICY AND PROCEDURES**

**In-Car Audio-Video Systems Use, Security, Storage**

EFFECTIVE DATE: 10/07/03 AMENDS/SUPERCEDES: 28.40 STANDARD NUMBER: 41.3.8	REVIEW DATE: 07/30/05 REVISION DATE: 07/30/05  APPROVED: _____ Sheriff Signature
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28.40.1 Purpose

Regarding Weber County Sheriff's Office in-car video and audio recording equipment, the purpose of this policy is to establish the following:

- A. situations for use;
- B. the security and storage of recordings;
- C. access to stored recordings; and
- D. the retention schedule for in-car video/audio recordings.

28.40.2 Rationale

The Weber County Sheriff's Office uses digital tape or computer digital recording devices in patrol vehicles. The recordings of situations and events recorded by deputies on these devices serve several purposes. These include, but are not limited to; evidence in criminal and civil proceedings, administrative investigations and to document deputy performance for use with performance evaluations and disciplinary actions.

28.40.3 Definitions

- A. Video/Audio Recordings: Recordings of images and sounds, in either analog or digital formats. These include electronic recording tapes, compact discs (CDs), digital video discs (DVDs) and computer files.
- B. In-car recordings: video and/or audio recordings made by

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recording devices installed in marked patrol cars.

### 28.40.4 Policy

- A. When possible, in-car recordings should be made of:
  - 1. traffic stops,
  - 2. suspicious incidences, and
  - 3. other street side citizen contacts and high risk activities.
- B. All marked patrol vehicles should be with audio and visual recordings device as specified by the sheriff. The device/s (including all accessories) is/are to be kept in operable condition by the deputy assigned.
  - 1. It is the responsibility of the deputy to immediately report to his supervisor any problems with this equipment.
  - 2. Neglect or abuse of this equipment is prohibited.
- C. In-car recordings are potential evidence and are treated as such. Any tampering with an in-car recording or in-car recording device is a violation of this policy.

### 28.40.5 Procedure

- A. A supervisor is required to conduct regular inspections of the audio/visual recording devices assigned to the vehicles of his/her subordinates. This may be done as part of the regular monthly vehicle inspections.
  - 1. Any audio/visual recording device found to be partially or completely inoperable, malfunctioning, or in neglected condition is to be reported as soon as possible to:
    - a. a Patrol supervisor along with an explanation regarding the reasons for the device's condition; and
    - b. to the fleet manager.
- B. The patrol vehicle audio/visual recording equipment does not need to operate throughout the duration of the assigned deputy's shift. This equipment should be operated during traffic stops, suspicious incidences and other street side citizen contacts or high risk activities. Even when the activities move or are outside the view of the visual recording device, the audio recording device can often

record sounds and conversation from the system's portable microphone worn by the deputy.

- C. **ALL** recordings generated by the patrol car audio/video systems are considered potential evidence and are to be treated as such. When deemed necessary, or when a tape or other storage device is completely recorded, it must be submitted for storage as evidence and a new tape should immediately be obtained from a supervisor.
1. All patrol video tapes/CDs/DVDs will be identified and marked with appropriate information (i.e. name of deputy, date and time submitted, dates recorded on the tape, etc.), and submitted and stored as per the policies and protocols of this office regarding evidence handling and storage.
  2. Stored/archived digital recordings will remain as evidence on the Digital Video Storage Computer for a minimum of 12 Months, after which they may be scheduled for destruction by the evidence/property custodian with the approval of the Bureau Commander.
  3. Original in-car recordings will not be altered, edited, deleted or tampered with. In-car recording tapes, CDs, DVDs may not be re-used nor recorded over.
  4. If a deputy or other official requests a copy of a recorded incident, that person shall make that request to the Sheriff's office Evidence manager in writing. That request should, to the extent possible, describe the date, time, location, circumstances and incident number of the event to aid in the location of that particular recording. It is recommended that the request be made at least two working days in advance. Such requests may initially be made by phone message, however, a written request will be required before the release of the recording.
    - a. Requests for copies of recorded incidences may be made when:
      - i. there is a need for an official review of an incident;
      - ii. in connection with a criminal prosecution;
      - iii. in connection with civil litigation; or
      - iv. for other official reasons.

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- b. If, for some reason, it is suspected that a particular recording will be needed after its scheduled destruction date of twelve (12) months from the date of submission, a deputy submit a request in writing requesting that the recording be held longer. This may be done at the time of the submission or any time before the twelve (12) month period expires. That written request should include the reason for the extension.