

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

|  |                                   |                     |                                    |
|--|-----------------------------------|---------------------|------------------------------------|
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| TO:<br>Distribution "A"  |                                   |                     | RETENTION DATE:<br>Until Rescinded |
| SUBJECT:<br><b>Manual Revision – 4-218 Mobile and Video Recording (MVR) Policy</b> |                                   |                     | APPROVED BY:                       |

MP-8806

**Introduction:** This policy is being updated and reformatted to include digital mobile video recording equipment, and also to comply with State/City mandated data retention guidelines. Sections 4-226 to 4-228 were renumbered.

Effective with the issuance of this Special Order, Section 4-218 to 4-229 of the MPD Policy and Procedure Manual shall be amended as follows:

**4-218 MOBILE AND VIDEO RECORDING (MVR) POLICY**  
**(05/25/04) (9/19/08) (08/28/09) (08/01/11)**

(A-D)

**I. PURPOSE**

The purpose of utilizing mobile video recording (MVR) equipment in Minneapolis Police Department vehicles is to:

- capture video evidence for criminal, civil and traffic-related court cases.
- assist officers with recalling facts or other details captured by the equipment that will help them accurately articulate a chain of events when writing reports.
- allow supervisors to review the contents of the recorded media as a management tool within their chain of command.
- be used as a training tool for officer safety and best practices in the MPD.
- assist in the assessment of contacts between officers and the public by reviewing procedures and interpersonal actions.

The content of this policy will provide MPD personnel with guidelines and procedures for the use, management, access, retention, handling of evidence, degaussing, storage, and retrieval of recorded media captured by MVR equipment.

## II. POLICY

Minneapolis Police Department employees shall be responsible for performing assigned duties in accordance with the Mobile Video Recording (MVR) System Policy and the MVR Operational Guide. All MPD employees who have access to the MVR systems shall receive training on these systems. Training may include, but not be limited to: department policy, directives, electronic or traditional classroom education. (08/01/11)

All stops and searches captured on the MVR are presumed to be legal and valid unless evidence indicates otherwise. (09/19/08) (08/28/09)

The term “officer” is used generically in this document and does not assume a level of rank, such as Patrol Officer. It includes all applicable sworn and non-sworn personnel. (08/01/11)

## III. DEFINITIONS

**Activate:** Any process which causes the MVR system to record video or audio data. Activation may occur automatically due to a trigger event or be done manually.

**“Categorize” an event:** Term used to classify an event that has been recorded and for which a predetermined retention period has been set.

**Critical Incident:** An incident involving any of the following situations occurring in the line of duty:

- The use of Deadly Force by or against a Minneapolis Police Officer;
- Death or Great Bodily Harm to an officer;
- Death or Great Bodily Harm to a person who is in the custody or control of an officer;
- Any action by an officer that causes or is intended to cause Death or Great Bodily Harm.

**Deadly Force:** Minn. Stat. §609.066 states that: “Force which the actor uses with the purpose of causing, or which the actor should reasonably know creates a substantial risk of causing death or great bodily harm. The intentional discharge of a firearm other than a firearm loaded with less-lethal munitions and used by a peace officer within the scope of official duties, in the direction of another person, or at a vehicle in which another person is believed to be, constitutes deadly force.”

**Degaussing:** Electronic cleansing by overwriting, erasing, and/or destruction of electronic storage media of analog and digital recording media that returns the media to its original state so it is ready for the imprinting of new images.

**Designated Upload Site:** Location where MVR recordings stored on media cards are uploaded to server through wireless transmission.

**Great Bodily Harm:** Bodily injury which creates a high probability of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ, or other serious bodily harm.

**Manual Activation:** Activation of MVR equipment that is not caused by a trigger event. Officers may activate the MVR equipment at their own initiation or at the direction of a supervisor via the wireless microphone, in-car LCD monitor, or digital video recorder (DVR) box in the vehicle's trunk.

**Manual Upload:** In the event a digital MVR system is unable to wirelessly upload recordings, the digital memory card may be removed and manually uploaded by Crime Lab Unit personnel.

**Mobile Video Recorder (MVR):** Audio/video recording equipment designed for fixed installation in patrol vehicles that includes at a minimum, a camera, microphone, recorder and LCD monitor. Can be a VHS or digital system.

- VHS: An electronic system for recording video and audio information on videocassettes.
- Digital: Digitized (text, graphics, audio, and video).

**MVR Equipment Check:** An audio/video test to ensure that the MVR equipment is in working order. This check shall include a test of the video and microphone recording components and a date and time check of the in-car LCD monitor.

**MVR Operational Guide:** Training manual/guide which outlines the protocol for operating the MVR system/equipment.

**Pre-Event Recording:** Video stored by the MVR system prior to activation. This is a configurable feature for the digital MVR system and is preset to record video prior to activation. The pre-event recording is included as part of the incident and is viewable during playback.

**Record Mode:** Any time MVR equipment is recording audio/video as indicated on the LCD monitor, wireless microphone and/or DVR.

**Recorded Media:** Audio-video signals recorded on any of several storage devices, including but not limited to, analog tape (VHS) or other portable digital storage devices (e.g. CD, DVD, hard drive, flash drive).

**Significant Incident:** Includes, but are not limited to, any of the following situations occurring in the line of duty:

- Critical incident;
- Domestic abuse incident interview;
- Felony crime;
- Pursuit;
- Squad accident;
- Any incident in which the officer or sworn supervisor believes the recording to be of evidentiary and/or administrative value;
- The identity of someone in the video needs to be protected;
- Man-made or natural disaster or act of terrorism;
- Any event that an officer or supervisor believes should be brought to the immediate attention of police command staff;
- Any time that a citizen makes allegations of police misconduct or discrimination during the incident.

**Trigger Event:** An event that causes the MVR system to begin a video and audio recording. Trigger events include the activation of emergency lights or vehicle collision sensor.

**Wireless Upload:** When the police vehicle is within range of the designated upload site, MVR (digital) recordings are automatically transferred over a wireless connection to a storage server.

#### **IV. PROCEDURES / RULES / REGULATIONS**

##### **A. Conditions of Use (Digital and VHS Systems) (05/25/04) (09/19/08) (08/01/11)**

1. MVR equipment installed in any MPD vehicle is the responsibility of the officer(s) assigned to that vehicle and shall be operated ~~according to~~ in accordance with MPD training, MPD policy and procedures, and the manufacturer's recommendations. (08/01/11)
2. When the activation indicator is illuminated, officers ~~are on notice that activities may be monitored and recorded~~ should be aware that activities are being recorded. (09/19/08) (08/28/09) (08/01/11)

3. Before placing any MVR-equipped vehicle in service, officers shall perform the required series of checks to determine if conduct an MVR Equipment Check to ensure that the equipment is working properly. (05/25/04) (09/19/08) (08/01/11)
  - a. MVR Equipment Checks conducted on the digital MVR system shall be categorized “90 Day Retention”. (08/01/11)
  - b. The officer’s immediate supervisor shall immediately be notified of any missing or malfunctioning MVR equipment. ~~Officers shall make a note on their log of the problems with the MVR and name of the supervisor notified. If equipment is missing, the officers who discover that the equipment is missing shall complete a Mysterious Disappearance report in CAPRS.~~ (07/11/07) (08/01/11)
4. The driver shall wear the wireless microphone, verify that it is turned on and shall be responsible for ensuring that it is working properly throughout the shift. (07/11/07) (08/01/11)
5. Record Mode can be activated in the following ways: (08/01/11)
  - a. Automatically, when a trigger event occurs; (08/01/11)
  - b. Manually, by an officer via the wireless microphone, LCD monitor console, or digital video recorder (DVR) box in the vehicle’s trunk. (08/01/11)
6. MVR equipment shall be ~~activated during~~ in Record Mode: (08/01/11)
  - For every stop/contact where a motor vehicle is involved and ~~will~~ shall record the stop/contact in its entirety. (04/11/07) (08/01/11)
  - For domestic abuse incident interviews conducted inside or in close proximity to an MVR equipped vehicle. (08/01/11)
7. ~~Officers can manually deactivate~~ MVR equipment may be manually deactivated during non-enforcement activities, such as protecting accident scenes, traffic posts, and/or assisting motorists ~~etc.~~ (08/01/11)
8. MVR equipment shall not be manually deactivated for an arrest, DUI, Use of Force, traffic stop or a “Significant Incident” as defined in this policy. (08/01/11)
9. Any sworn supervisor can direct an officer to activate or deactivate MVR equipment.
10. ~~Officers shall notify their immediate supervisor of any videotaped sequence believed to be of value for evidence, administrative review, or training purposes. Officers shall notify their immediate supervisor of any recorded event believed to be of value administrative review or training purposes.~~ (08/01/11)

11. Officers shall inform those who ask, that video/audio recording equipment is in use. (04/11/07)
12. Nothing herein shall preclude MPD personnel from reviewing or using recorded data for the purposes of investigation or prosecution of crimes, training, or preparation of reports. (09/19/08) (08/28/09)
13. An ~~officer~~ MPD employee who is captured on or referenced in ~~the video or audio data~~ any recorded media, may review such data and use the data for any purpose relating to his/her employment, provided such use complies with the Minnesota Government Data Practices Act, MPD policy and other laws. (09/19/08) (08/28/09) (08/01/11)
14. All MVR recordings are the property of the MPD and original MVR ~~videotapes~~ recordings shall remain in the sole custody of the MPD, unless used in court as evidence, provided to an expert for analysis, or required to be provided to another by lawful order. (08/28/09) (8/01/11)
15. An MVR-equipped vehicle can be used for off-duty employment with supervisor pre-approval. MVR-equipped vehicles and use of MVR equipment are subject to all requirements as outlined for on-duty use. (08/28/09)
16. Only MPD-issued videotapes, memory cards and microphones shall be used in MVR equipment. MPD Stores is responsible for distributing blank MVR media to the precincts and units. (08/28/09) (08/01/11)
17. Disabling MVR equipment and/or altering, duplicating or destroying MVR recordings is prohibited, except for authorized personnel. (08/01/11)

**B. MVR System - Supervisor Responsibility (05/24/04) (09/19/08) (08/01/11)**

1. Supervisors shall ensure that officers follow established procedures for the use and maintenance of MVR equipment, videotapes, and the completion of MVR documentation.
2. Supervisors shall periodically view ~~videotapes~~ recorded media to ensure proper procedures are being followed. (08/01/11)
3. Supervisors may review the contents of ~~these systems~~ the MVR systems, as a management tool within their chain of command. (08/28/09) (08/01/11)

**C. MVR Digital System (08/01/11)**

1. Every recorded event shall be appropriately categorized in order to ensure proper data retention guidelines are followed.

2. Recorded events will be categorized using the following categories. Only one category can be chosen for each recorded event.
  - 90 day retention;
  - Citation;
  - Arrest or DUI;
  - Use of Force;
  - Significant Incident
3. MVR digital recorded events categorized as Arrest, Use of Force or Significant Incident shall be uploaded at designated upload sites by the officers assigned to the squad, prior to the end of their shift whenever possible.
4. When the display shows less than 4 gigabytes of available space, officers shall proceed to a designated upload site to upload recordings.
5. In the event a memory card which contains recording(s) needs to be removed from the DVR, only Crime Lab personnel are authorized to remove the memory card.
6. Only Crime Lab Unit personnel are authorized to remove a memory card from DVR equipment.

**D. VHS System (05/25/04) (09/19/08) (08/01/11)**

1. Only shift supervisors are authorized to possess a the key to the MVR trunk vault. At each precinct, shift supervisors are the only persons (08/01/11)
2. Only shift supervisors are authorized to load or unload videotape into the MVR. They are also the only persons (08/01/11)
3. Whenever the 30-minute warning light appears on the MVR overhead console display, officers shall notify their immediate supervisor via radio and arrange to have the MVR videotape inventoried and replaced. (08/01/11)
4. If the original MVR recording is of evidentiary value, it shall be inventoried in the Property & Evidence Unit prior to the end of the officer's shift which encompasses the recorded event. A recording that is of evidentiary value includes the following: (08/28/09) (08/01/11)
  - a. Significant Incident:
  - b. Arrest;

c. DUI;

d. Use of force

5. MVR (VHS) recordings of non-evidentiary value will be stored at the precinct/unit where issued for a period of 1 year and then may be degaussed and re-used. (08/28/09) (08/01/11)
6. Exercise caution to ensure that repeated viewing of an original VHS recording is kept to a minimum. Repeated viewing may result in the quality of the recording to become degraded. (08/01/11)
7. In the event of a Critical Incident, Crime Lab personnel shall collect MVR VHS recordings recorded media from all squads at the scene. (04/03/09) (08/28/09) (08/01/11)
  - a. In order to preserve the quality and integrity of the videotape, the recording recordings, they shall not be reviewed in the squad car prior to collection. (04/03/09) (08/28/09) (08/01/11)
  - b. A duplicate copy of the MVR VHS recording recorded media will be made as soon as possible by Crime Lab personnel. (04/03/09) (08/28/09) (08/01/11)
  - c. At the request of the Involved and/or Witness Officers, the Lead Investigator for the Critical Incident shall provide them an opportunity to view a duplicate copy of the MVR recordings recorded media prior to giving a statement and completing a report. (04/03/09) (08/28/09) (08/01/11)

**E. VHS System - Supervisor Responsibility (05/25/04) (09/19/08) (08/01/11)**

1. Unless otherwise noted, sworn precinct Patrol supervisors are responsible for the installation, removal and storage of VHS videotapes. (08/01/11)
2. Precinct/Unit commanders or their designees are responsible for the usage, labeling, storage, erasure degaussing, requests for copies, and recycling of VHS recordings intended for patrol use. (08/28/09) (08/01/11)
3. Unless otherwise noted, MVR recordings VHS videotapes stored at precincts shall be retained for a minimum of 90 days one year and then may be erased degaussed and/or reused. (08/28/09) (08/01/11)
4. Non-evidentiary recordings Videotapes that have been erased degaussed more than three times should shall be destroyed. (05/07/07) (07/11/07) (08/28/09) (08/01/11)
5. Supervisors shall maintain a logbook to ensure inventory control of videotapes.

6. Each precinct/unit shall track the installation/removal of MVR videotapes via the Precinct/Unit MVR Videotape Log (MP-8898). (08/01/11)

**F. Property Inventorving MVR (VHS) Videotapes (05/25/04) (09/19/08) (08/01/11)**

1. Mobile Video Recording (MVR) videotapes shall be property inventoried when the MVR equipment was in use in the following situations: (08/01/11)
  - a. Significant Incident;
  - b. Arrest;
  - c. DUI; and
  - d. Use of force
2. If the squad is involved in or responds to a Critical Incident:
  - a. Crime Lab Unit personnel will remove and property inventory MVR videotapes from all squads at the scene. (08/01/11)
  - b. MVR videotapes property inventoried for reasons related to a Critical Incident shall only be permanently released or destroyed by the Property and Evidence Unit at the direction of the Commander of the Internal Affairs Unit. (07/11/07) (04/03/09)
3. In cases where evidence is recorded, it shall be noted on the videotape and in the CAPRS report.

**G. MVR Equipment Coordinator (08/01/11)**

1. Each patrol precinct/unit will have a designated MVR Equipment Coordinator.
2. The MVR Equipment Coordinator will:
  - a. Ensure that all MVR equipment in vehicles is operational and accounted for;
  - b. Follow up when equipment and microphones are reported missing or in need of repair;
  - c. Conduct and/or coordinate training for personnel regarding MVR operations, MVR desktop software, and policy/procedure updates;
  - d. Liaison between the precinct/unit, the Business Technology Unit (BTU) and the Radio Shop;

- e. Ensure videotapes from the MVR (VHS) system are maintained appropriately and requests for video duplication are handled in a timely manner.

**H. MVR Equipment Maintenance, Repair and Replacement (05/25/04) (09/19/08) (08/01/11)**

1. The Radio Shop is the liaison with the MVR vendor and will conduct all repair and replacement of MVR equipment, except wireless microphones. (08/01/11)
2. Officers are responsible for immediately notifying their supervisor of any missing or malfunctioning MVR equipment, including microphones. (08/01/11)
3. ~~When notified by an officer of missing or malfunctioning MVR equipment, supervisors shall promptly rectify~~ The supervisor is responsible for rectifying the problem by having the squad taken to the Radio Shop for repair as soon as it is practical. (08/01/11)
4. If a supervisor is notified of a missing microphone he/she shall make attempts to locate it. If it cannot be located, this shall be reported to the precinct/unit MVR Coordinator who will again make attempts to locate it. (08/01/11)
5. If the microphone cannot be located the precinct/unit MVR Coordinator shall make a CAPRS report "Lost Property" and forward the report with a request for a replacement through his/her chain of command to the Business Technology Unit. (08/01/11)

**I. Requests for Duplication of MVR Recordings (05/25/04) (09/19/08) (08/01/11)**

1. Requests by MPD personnel for duplication of MVR video for purposes of official MPD business shall be directed to the Crime Lab Video Forensics section via submission of the Crime Lab Video Request for Services form (MP-9069).
2. Requests by MPD personnel for duplication of MVR video for non work-related purposes (e.g. teaching, personal reasons) shall be submitted to the Records Information Unit and are subject to the Minnesota Government Data Practices Act and City of Minneapolis data charges.
3. Requests made by the public for MVR video will be processed by the Records Information Unit (RIU), in conjunction with Precinct Supervisors, the Crime Lab Video Forensics Section and the Public Information Office.

- a. Records Information Unit responsibilities:

- i. Determine nature of the request;
  - ii. Ensure video is not part of an active criminal or internal investigation;
  - iii. Submit Crime Lab Video Request for Services form (MP-9069) to the CLU requesting duplication of video;
  - iv. Receive recorded media intended for release;
  - v. Ensure the Public Information Office reviews video prior to release to make certain that only public information is released;
  - vi. Notify requestor video is ready;
  - vii. Collect fees and release video.
- b. Precinct Supervisor responsibilities when an MVR VHS videotape recording is required for duplication:
- i. Receive request from Records Information Unit;
  - ii. Locate and property inventory videotape;
    - If no CCN exists, one shall be generated and a CAPRS report completed using the code MISC.
  - iii. Notify RIU via e-mail if the videotape is already inventoried under another CCN, if it no longer exists, or cannot be located.
- c. Crime Lab Video Forensics Section responsibilities:
- i. Receive requests via Crime Lab Video Request for Services form (MP-9069).
  - ii. Process requests according to Crime Lab Division SOP's.
- d. Public Information Office responsibilities:
- i. Coordinate with Records Information Unit to manage requests.
  - ii. Review all videos to be released.

~~4-226~~

4-219

**IDENTIFICATION BASED INFORMATION SYSTEM  
(IBIS) AND REMOTE DATA TERMINALS (RDT)  
(10/19/05) (09/19/08) (08/01/11)**

~~4-227~~

4-220

**PROCUREMENT OF COMPUTER HARDWARE,  
SOFTWARE AND COMPUTER-RELATED SERVICES  
(12/21/01) (09/19/08) (08/01/11)**

~~4-228~~

4-221

**COMPUTER USE AND ELECTRONIC  
COMMUNICATION (12/21/01) (09/19/08) (08/01/11)**

~~4-229~~

4-222

**DISPOSITION OF PROPERTY TO THE MUSEUM OF  
MINNEAPOLIS POLICE (07/01/11) (08/01/11)**

## **PREVIOUS MVR POLICY AND RELATED SECTIONS 4-218 to 4-225**

~~4-218~~ ~~MOBILE AUDIO AND VIDEO RECORDING (MVR)  
GUIDELINES (09/19/08) (08/28/09)~~

~~(A-D)~~

~~The purpose of this policy is to establish policies and procedures regarding the use of Mobile Video Recording Systems in squads. The intended primary purpose of implementing and using this equipment in MPD squads is to provide evidence in criminal and traffic related cases. Often this evidence can increase the department's ability to successfully charge and prosecute offenders. These systems also allow for review of the facts by the involved officer. Officers are encouraged to review the footage from these cameras in order to accurately articulate a chain of events, recall facts or other details as captured by the camera. (08/28/09)~~

~~Supervisors may review the contents of these systems, as a management tool within their chain of command. (08/28/09)~~

~~Officers are prohibited from altering or attempting to alter or disable MVR recording systems in MPD squads.~~

~~4-219~~ ~~MOBILE AUDIO AND VIDEO RECORDING EQUIPMENT  
(05/25/04) (09/19/08) (08/28/09)~~

~~(B-D)~~

## GENERAL OBJECTIVE

The purpose of this policy is to establish policies and procedures regarding the use of Mobile Video Recording (MVR) equipment in MPD vehicles and to establish policies and procedures regarding the storage, release, and retention of MVR recordings. (08/28/09)

## POLICY

The use of MVR equipment in MPD vehicles will facilitate the collection of evidence for criminal prosecution or complaint investigation. They may also be used as a training tool for officer safety and best practices in the MPD. The MVR is also meant to assist in the assessment of contacts between officers and the public by reviewing procedures and interpersonal interaction. All stops and searches captured on the MVR are presumed to be legal and valid unless evidence indicates otherwise. (09/19/08) (08/28/09)

All MVR recordings are the property of the MPD and original MVR videotapes shall remain in the sole custody of the MPD. Precinct/Unit commanders or their designees are responsible for the usage, storage, erasure, requests for copies, and recycling of recordings intended for patrol use. (08/28/09)

MVR equipment shall be activated during every stop/contact where a motor vehicle is involved, and will record the stop/contact in its entirety. Officers shall inform those who ask, that video/audio recording equipment is in use. The MVR equipment is designed and installed to automatically engage whenever emergency overhead lights are activated. Officers can also manually activate the MVR equipment. (04/11/07)

Officers are prohibited from altering MVR equipment in any way. Officers shall only use MVR recordings issued by the MPD. Officers are prohibited from erasing, re-recording or tampering with MVR recordings. (08/28/09)

Any sworn supervisor can direct an officer to activate or deactivate MVR equipment. Officers can manually deactivate MVR equipment during non-enforcement activities, such as protecting accident scenes, traffic posts, assisting motorists, etc.

MVR equipment may be remotely activated, deactivated, controlled and otherwise accessed. When the activation indicator is illuminated, officers are on notice that activities may be monitored and recorded. (09/19/08) (08/28/09)

Officers may activate MVR equipment and change the camera position at their own discretion for the following purposes:

- To record their reasons for current or planned enforcement action;
- To record the actions of suspects during interviews or when placed in custody;
- To record the circumstances at crime scenes and accidents; or
- To record any other situation as warranted.

~~MVR recordings will be stored at the precinct/unit where issued. If original MVR recording is of evidentiary value, it shall be inventoried in the Property & Evidence Unit. Property & Evidence Unit personnel are responsible for maintaining records relative to retention of MVR recordings that are being held as evidence. MPD Stores is responsible for distributing blank MVR media to the precincts and units. (08/28/09)~~

~~An MVR-equipped vehicle can be used for off-duty employment with supervisor pre-approval. MVR-equipped vehicles and use of MVR equipment are subject to all requirements as outlined for on-duty use. (08/28/09)~~

~~Unless otherwise noted, MVR recordings shall be retained for a minimum of 90-days and then may be erased and/or reused. Non-evidentiary recordings that have been erased more than three times should be destroyed. (05/07/07) (07/11/07) (08/28/09)~~

~~Nothing herein shall preclude MPD personnel from reviewing or using recorded data for the purposes of investigation or prosecution of crimes, training, or preparation of reports. (09/19/08) (08/28/09)~~

~~Supervisors may review the contents of these systems, as a management tool within their chain of command. (09/19/08) (08/28/09)~~

~~An officer who is captured on or referenced in the video or audio data may review such data and use the data for any purpose relating to his/her employment, provided such use complies with the Minnesota Government Data Practices Act, MPD policy and other laws. (09/19/08) (08/28/09)~~

~~In the event of a Critical Incident, Crime Lab personnel shall collect MVR recordings from all squads at the scene. In order to preserve the quality and integrity of the recordings, they shall not be reviewed in the squad car prior to collection. A duplicate copy of the MVR recording will be made as soon as possible by Crime Lab personnel. (04/03/09) (08/28/09)~~

~~At the request of the Involved and/or Witness Officers, the Lead Investigator for the Critical Incident shall provide them an opportunity to view a duplicate copy of the MVR recordings prior to giving a statement. (04/03/09) (08/28/09)~~

#### ~~4-220 — VIDEOTAPE CONTROL & INSTALLATION (05/25/04) (09/19/08)~~

~~(A-B)~~

~~MVR videotapes shall be sequentially numbered and clearly labeled. MVR videotapes will have a precinct/unit designation and individually unique identifying number. Precinct/unit designations are P1, P2, P3, P4, P5, and TF (Traffic). An example of a sequential order is P1-0001, P1-0002 and P1-0003.~~

~~Each precinct/unit shall track the installation/removal of MVR videotapes via the precinct/unit MVR Videotape Log. A printable version of this log is available on the MPD's Intranet site under "MPD Forms."~~

~~At each precinct, shift supervisors are the only persons authorized to possess the key to the MVR trunk vault. They are also the only persons authorized to load or~~

unload videotape into the MVR. Officers of the citywide MPD Traffic Unit are responsible for the loading/unloading and storage of videotapes used in Traffic Unit squads.

Videotapes shall be locked within a squad's videotape vault. Once the videotape is loaded, it shall remain in the MVR vault until the overhead console display indicates the videotape has less than 30 minutes of recording time left. Officers assigned to the MVR equipped squad shall request a supervisor to load new videotape into the MVR. Prior to loading new videotape in a squad, a supervisor shall note the following on the videotape and on the precinct videotape log:

- Videotape number
- Date and time tape was loaded into the MVR
- Squad and vehicle "P" number
- Precinct or unit
- Supervisor's name and badge number

When videotape is removed from a squad, the supervisor shall note on the precinct/unit video log the date and time of the removal and the supervisor's name and badge number.

#### ~~4-221~~ ~~MVR EQUIPMENT CHECK (05/25/04) (09/19/08)~~ (A-B)

Prior to each use, officers shall check to ensure that MVR equipment is operational. Before placing any MVR equipped vehicle in service, officers shall perform the required series of checks to determine if the equipment is working properly. The MVR check will include the following:

- Position the camera pointing forward, aiming down the center of the vehicle, to accurately record the events.
- Ensure that the wireless microphone is turned on.
- Perform an audio/video test to ensure that the MVR equipment is in working order. For the audio/video test, officers shall clearly state the assigned officer name(s), badge number(s), date, squad number(s), and shift. Officers shall then replay the videotape to verify that the audio and visual components are working correctly. (07/11/07)
- In the event that the MVR monitor displays the wrong date and time, officers will verbally add the correct date and time and note the discrepancy on the motor patrol log.
- The officer's immediate supervisor shall immediately be notified of any missing or malfunctioning MVR equipment. Officers shall make a note on their log of the problems with the MVR and name of the supervisor notified. If equipment is missing, the officers who discover that the equipment is missing shall complete a Mysterious Disappearance report in CAPRS. (07/11/07)

#### ~~4-222~~ ~~OFFICER(S) RESPONSIBILITIES (05/25/04) (09/19/08)~~ (A-D)

MVR equipment installed in any MPD vehicle is the responsibility of the officer(s) assigned to that vehicle and shall be operated according to MPD training and the manufacturer's recommendations.

- ~~The driver shall wear the wireless microphone, verify that it is turned on and shall be responsible for ensuring that it is working properly. (07/11/07)~~
- ~~Prior to placing the vehicle in service, officers will record the videotape number of the videotape installed in the MVR equipment upon the Daily Activity Log.~~
- ~~Whenever the 30 minute warning light appears, officers shall notify their immediate supervisor via radio and arrange to have the MVR videotape inventoried and replaced.~~
- ~~Officers shall notify their immediate supervisor of any videotaped sequence believed to be of value for evidence, administrative review, or training purposes.~~
- ~~The wireless microphone shall be placed in the vehicle mounted charger and the belt clip attached to the visor when not in use.~~

#### ~~4-222.01 — SUPERVISORY RESPONSIBILITIES (05/25/04) (09/19/08)~~ (A-D)

~~Supervisors shall ensure that officers follow established procedures for the use and maintenance of MVR equipment, videotapes, and the completion of MVR documentation.~~

- ~~Unless otherwise noted, sworn precinct supervisors are responsible for the installation, removal and storage of videotapes.~~
- ~~Supervisors shall maintain a logbook to ensure inventory control of videotapes.~~
- ~~Supervisors shall conduct periodic and random checks of vehicles to ensure MVR equipment is in use.~~
- ~~Supervisors shall periodically view videotapes to ensure proper procedures are being followed.~~
- ~~Maintain a copy of all MPD Data Practice Compliance Forms.~~

~~When notified by an officer of missing or malfunctioning MVR equipment, supervisors shall promptly rectify the problem by having the squad taken to the Radio Shop for repair. If the Radio Shop is closed the sergeant shall make arrangements for the squad to get to the Radio Shop as soon as possible after it re-opens. If the supervisor is notified of a missing microphone they shall provide a replacement or if necessary, order another microphone. (07/11/07).~~

~~4-223~~ — ~~PROPERTY INVENTORYING MOBILE VIDEO  
RECORDING VIDEOTAPES (05/25/04) (09/19/08)~~

~~(A-D)~~

~~Mobile Video Recording (MVR) videotapes shall be property inventoried in the following situations:~~

- ~~• Any pursuit, squad accident, DWI arrest, use of force, or felony crime in which the MVR equipment was in use.~~
- ~~• If for any reason the officer or sworn supervisor believes the tape to be of evidentiary and/or administrative value or if the identity of someone in the video needs to be protected. In cases where evidence is recorded, it shall be noted on the videotape and in the CAPRS report.~~
- ~~• If the squad is involved in or responds to a Critical Incident (See 7-810). MVR videotape(s) shall be removed from all squads at the scene and property inventoried by Crime Lab Unit personnel. MVR videotapes property inventoried for reasons related to a Critical Incident shall only be permanently released or destroyed by the Property and Evidence Unit at the direction of the Commander of the Internal Affairs Unit. (07/11/07) (04/03/09)~~

~~4-224~~ — ~~MAINTENANCE, REPAIR AND REPLACEMENT  
(05/25/04) (09/19/08)~~

~~(A-B)~~

~~The Radio Shop is the liaison with the MVR vendor and will conduct all repair and replacement of MVR equipment. Damaged or nonfunctional MVR equipment will be tracked and sent for repair and/or replacement and shall be documented on a repair form.~~

~~4-225~~ — ~~REQUEST TO VIEW OR DUPLICATE VIDEOTAPES  
(05/25/04) (09/19/08)~~

~~(A-D)~~

~~MPD administration shall reserve the right to view or duplicate any MVR videotape as needed.~~

~~Evidentiary videotapes shall be viewed and/or copied under the Crime Lab's policies. The Crime Lab is responsible for documenting any changes in the chain-of-evidence and/or custody of evidentiary tapes that are being viewed or copied.~~

~~MVR videotapes that are not being held for evidence are public information. Public requests to view or copy videotapes, or portions thereof, shall be considered in light of data practice guidelines (Minn. Stat. §13.82, Comprehensive Law Enforcement Data). Precinct/Unit commanders shall make the determination as to whether MVR videotape is released or not. All public requests to view or copy MVR videotapes must be submitted on an Office of Media Services Request Form. Officers receiving a videotape duplication request shall also complete a MPD Data Practice Compliance Form. Printable copies of both forms are available on the MPD Intranet site under "MPD Forms."~~

Both requests shall be submitted to the precinct/unit commander where the MVR videotape is assigned or stored. A precinct/unit commander or his/her designee will ensure that all requests are honored in a timely fashion. If a request cannot be honored, the commander shall provide an explanation to the requestor. Prior to being released, the City Attorney may also review requests to view or copy videotapes that have criminal and/or administrative value. The Chief or his/her designee shall be advised of all media requests to view or copy videotapes.

Once the requested portion of the MVR videotape is duplicated, the requestor shall pay an appropriate duplication fee per videotape, as set by the Office of Telecommunications and Media Services. Fees shall be paid at the MPD License Unit, Room 1A, City Hall. Upon delivery of the videotape, the requestor shall be given a receipt.

Under most circumstances for public requests, the Office of Telecommunications and Media Services, Room 123, City Hall will copy MVR videotapes. For public requests, the MPD commander or their designee will provide the Office of Telecommunication and Media Services the original MVR videotape, a description of the section(s) to be copied and the number of copies requested.

For internal requests, the MPD will provide the Office of Telecommunications and Media Services the original videotape, copy instructions, and a blank videotape(s) for copying purposes. Upon request, copies of videotapes shall be provided to prosecutors and the courts at no charge. With the approval of precinct/unit commanders, other law enforcement agencies with a valid need will be provided a copy of MVR videotape at no charge.

Original MVR videotapes shall be returned to the originating precinct/unit for further storage and/or reuse.