

<b>Somerville Police Department</b> 	<b>TYPE:</b> <b>GENERAL ORDER</b>		<b>POLICY NUMBER:</b> <b>431</b>		
	<b>Subject:</b> <b>Wagon Video Recording System</b>				
	<b>Issuing Authority:</b> <b>Charles Femino</b> <b>Chief of Police</b>		<b>Signature:</b> 	<b>Effective Date:</b> September 17, 2021	
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<b>Accreditation Standards (6<sup>th</sup> Edition) 41.3.8</b>		<input checked="" type="checkbox"/> <b>New</b> <input type="checkbox"/> <b>Revised</b> <input type="checkbox"/> <b>Amended</b>			
<b>Revision &amp; Reissued Dates:</b>					

## Purpose

The Primary Detainee Transport Vehicle is equipped with an In-Car Video (ICV) system. The purpose of the ICV system is to enhance public trust in the Somerville Police Department by providing greater transparency into officers' actions during the transportation of detainees. The ICV system provides valuable documentation of interactions between law enforcement officers and members of the public during detainee transports. Ensuring compliance with policy and holding officers accountable for their actions.

## Policy

It is the policy of the Somerville Police Department to:

- A. Effectively and efficiently record video images of detainee transports when utilizing Vehicle/Wagon equipped with ICV. The recording system automatically engages whenever the vehicle is in operation. [41.3.8]
- B. Properly preserve and store the meta data for administrative and civilian review.

## Definitions

Primary Detainee Transport Vehicle: The main wagon or detainee transport vehicle which is equipped with an ICV system.

In-Car Video (ICV) systems: A digital video recording system assigned to a vehicle which includes recording of meta data, viewable monitor, and camera(s).

Meta Data: Raw data recorded on the ICV that has not yet been processed to a viewable format.

Process or Processing: For the purpose of this policy, the term process or processing is the taking of downloaded raw meta data and making it into a viewable video format.

ICV Administrator: The Professional Standards Unit or the Compliance Officer has access to the ICV system for uploads and processing.

## **Procedures**

### **1. Equipment**

A. ICV device used by the Department consist of the following.

1. Camera Hardware.
2. Storage media device--Flash Card, external drive, or other electronic device designed to store media files generated by ICV systems.

### **2. ICV System Operation**

- A. The ICV system automatically starts and records when the Primary Detainee Transport Vehicle is in operation (vehicle key turned in the ignition).
- B. The ICV system in the Primary Detainee Transport Vehicle does not include audio or audio recording capability.
- C. Officer operating the Primary Detainee Transport Vehicle have the capability to monitor the camera images through the monitor located in front cab of the vehicle.
- a) Officer operating the vehicle may view the monitor located on the dash board. This should only be done when it is safe to do so. i.e. such as when the vehicle is not moving or when the vehicle is pulled off to the side of the road.

### **3. Recorded Media Storage, Retention,**

A. Data Storage Security, Uploading, and Storage of Recorded Media:

1. The ICV system has a locked compartment accessed by a key maintained by the ICV Administrator. A flash card is stored in the locked compartment. [41.3.8(b)]
2. The ICV Administrator shall access the ICV locked compartment and remove the flash card as necessary or at least once per month to prevent meta data from overwriting itself.
  - a) The ICV Administrator shall place an empty flash card in the ICV when removing a flash card for uploading to a secure server.

- b) The ICV Administrator shall lock the ICV compartment upon removing and replacing of the flash card.
3. The ICV Administrator shall upload the meta data from the flash card onto a secure server at least once per month. [41.3.8(b)]
4. Meta data is preserved for at least 3 years. [41.3.8(c)]
  - a) Absent of a retention schedule term by the Secretary of State, the City Law Department and the City Archivist has suggested this term from the review of case laws based on civil liability.

**B. Processing Meta Data to a Viewable Video Format:**

1. The ICV Administrator may process the meta data into a viewable video format for but not limited to the following reasons:
  - a) A request by the Courts.
  - b) A Use of Force occurrence that took place in view of the cameras of the ICV system.
  - c) A detainee who is injured during transport in the Detainee Transport Vehicle.