POLICY/PURPOSE: [41.3.8a]
It is the policy of the Cedar Rapids Police Department to provide in-car audio/visual recording equipment (AVRE), for patrol units to record public contacts.

The Patrol Commander will determine the assignment of the unit equipped with the AVRE, which is City owned and approved, and installed in Police Department vehicles only.

The primary purpose of the AVRE is the collection of evidence for the prosecution of persons who violate the law. Other purposes may include, but not be limited to: [41.3.8a]

- Review by officers for report or trial preparation
- Training
- Resolutions of complaints against the City of Cedar Rapids, the officers employed, and the Police Department
- Other legitimate law enforcement purposes of the Cedar Rapids Police Department as determined by the Chief of Police or his/her designee

PROCEDURE:

- Officers must complete an agency-approved and/or provided training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, and to incorporate changes, updates, or other revisions in policy and equipment. [41.3.8f]
- Prior to each shift, officers shall ensure the audio and video features of the AVRE are in full operational readiness.
  - Officers who are assigned to an AVRE equipped vehicle shall always have the AVRE in service per this policy.
  - Officers will log into the digital recording equipment (AVRE) using their proper credentials, unit number and district/shift assignments. Officers may occasionally be sent on emergency calls without having an opportunity to log on properly. In that case, the camera will still record in a basic mode. Officers will log in using their proper credentials after the emergency call has ended.
  - The AVRE shall have the current date and time displayed on the recording at all times when the system is on.
    - This will be completed by IT staff as officers do not have permissions or capability to do this.
A/VRE vehicles will, on occasion, experience equipment problems. Vehicles experiencing an A/VRE issue will not be taken out of service and the A/VRE equipment will be used in a limited capacity. Officers will report the issue to their shift commander, and email: [41.3.8e]  
- ITSupport  
- Fleet Services  
- Body Camera/In-Car Camera System Administrator

Retention of reported problems will be for a period of three years from the date of the reported problem.
- The Body Camera/In-Car Camera System Administrator(s) will maintain a hard or electronic record of all founded, reported hardware or software related problems  
- Any problems reported to IT will also be retained in their electronic reporting system.

- Officers will not circumvent the use of the A/VRE, or tamper with the equipment, recordings, SD storage cards, or SSD Drives for any reason without the consent of the Chief of Police or his/her designee.
- The A/VRE wireless microphone will be worn by the officer anytime they are outside of the vehicle.
  - If the officer is wearing a body camera, the officer is not required to wear the in-car camera wireless microphone.

- The A/VRE is installed in such a way that the unit can be activated manually or automatically. It will automatically activate when:
  - Any of the emergency lighting equipment is activated in emergency mode (emergency lighting equipment to the front of the vehicle).
  - When the vehicle’s G-Force Sensors are activated.

- Mandatory recordings shall include: [41.3.8b]
  - Traffic stops to include, but not limited to:
    - Traffic violations
    - OWI arrest/testing
    - Stranded motorist assistance
    - All crime interdiction stops
In-Car Audio/Visual Equipment

Emergency responses
Vehicle pursuits
Any transports
Any placement of an individual in the back seat regardless of arrest or transport
Crimes in progress
Any situation or incident that the officer, through training and experience, believes should be audibly and visually recorded.
Preplanned usage of the squad car’s push bumper

- Officers are encouraged to verbally articulate any indicators or information which led to establishing reasonable suspicion or probable cause for police action.
- Officers should notate in their reports if any recording of the event was made.
- Only the Body Camera/In-Car Camera System Administrator(s) or designee has permission to approve of any changes of settings on the In-Car Systems, which can only be completed by IT.
- Officers are not required to inform the public of the use of the A/VRE, but will disclose this information upon inquiry.

Deactivation of A/VRE may be done when it is considered reasonable that the event has concluded or during an extended period such as traffic control. [41.3.8b]

- Officers are encouraged to include a brief verbal synopsis at the conclusion of a recording. This verbalization may include:
  - Case number, if any
  - Suspect or transported individual’s name

- Officers will manually input the case number into the A/VRE at the completion of all incidents where a case number is generated.
  - In instances where there is no case number, such as a warrant, transport, or temporary detention, any of the following may be used:
    - Suspect’s name
    - License Plate
    - Dispatch event number

- Refer to the Pursuits directive for additional requirements with A/VRE usage concluding a pursuit.
Control of Digital Videos and Inventory Procedures

All recordings generated by the Cedar Rapids Police Department on the A/VRE will be the property of the Cedar Rapids Police Department.

- No member will possess, copy, or otherwise reproduce a recording made on Department equipment without authorization of the Body Camera/In-Car Camera System Administrator(s) or designee.

Only the Body Camera/In-Car Camera System Administrator(s) is authorized to conduct the following administrative procedures involving the digital in-car system and the digital storage server:

- Digital image indexing
- Digital image folder recreation
- Digital image reproduction
- Loading in-car system on-screen set-up options
- Server set-up options
- Intranet digital viewing set-up options

Retention [41.3.8d]

Recordings will remain on the server for a period of one (1) year for live viewing through Arbitrator’s Back-End Client. Beginning in February 2018, the live viewing will continue to build up to three years of live viewing. The data will be securely stored by IT for no less than three (3) years from the time of the event after which time the data may be disposed of. Videos identified as being needed for a period longer than three years will be handled on a case by case basis.

Portions of recordings needed for court, press releases, training, and other purposes as determined by the Chief of Police or his/her designee, will be duplicated.

For reporting purposes, recorded video is considered Investigative/Intelligence material. Thus it is considered restricted use, non-public investigative police report information. Requests for release of specific video-recorded incidents will be routed to the Chief of Police, his designee or the City Attorney for approval in accordance with State Code of Iowa Chapters 22.7, 692, 232, and 915. [41.3.8c]

Recorded video/images shall not be duplicated except with the approval of the Chief of Police. The Chief of Police or designee shall provide copies upon request of the City Attorney or County Attorney for court purposes.
Officers may request a copy of a video for investigative/training purposes. Such requests must be approved by the appropriate division commander via written documentation. If such requests are approved, the officer will provide the Property and Evidence Section staff with the recording officer’s name and pin number, along with the date and time the recording was initiated.

The Property and Evidence Section will track all copies of recordings. All copies of recordings for court and other purposes will be logged out of the Property and Evidence Section. Officers are required to return any copy once it is no longer required for the purpose it was checked out. The Property and Evidence Section will log the copy back in and either destroy it or store it if being used for ongoing investigative or training purposes. The tracking log will be maintained by the Property and Evidence Section for a period of no less than three (3) years and will include at minimum:

- Case number (if applicable)
- The PIN number and name of the requesting officer
- The PIN number and name of the recording officer on the video at the time of the original recording
- Date and time of the original recording
- Date and time of duplication
- Date and time checked out
- Date and time returned
- AV number

Requests from outside criminal justice agencies for duplicates of recorded video will be reviewed on a case-by-case basis. Approval may be granted only by the Chief of Police or his designee.

Review: [41.3.8g]

All digital videos recorded by the members of the Cedar Rapids Police Department on the City/Department owned A/VRE are subject to random, unannounced, documented review by the supervisory staff for training purposes and to ensure compliance with department policies.

- Each employee using a car, body, or interview room video camera will have a documented review, by their commander, of at least one video on a monthly basis.
- All relevant captured data from Use of Force incidents, Pursuits, and Citizen Complaints will be reviewed and documented.