

Lansing Community College Police Department
General Order

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In Car/Body Camera/Interview room Video System

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In Car/Body Camera/Interview room Video System

PURPOSE:

To establish procedures and guidelines to ensure the efficient operation of the In-Car Video, Body Camera and Interview room camera Systems, while maintaining evidential integrity by providing for a proper chain of custody for court presentation.

POLICY:

It is the policy of this department to operate the video systems for the purpose of documenting incident that will facilitate the prosecution and conviction of arrests/violators, promote officer safety and use as means to document officer activities in addressing personal complaints against officers.

INFORMATION:

The video systems are not intended to be used as a basis for monitoring officer performance, it may be used as a tool to address specific training deficiencies in enforcement procedures.

Procedures for In Car Video System:

Officers will be trained in the operation of the video systems prior to engaging in the use of the systems.

The systems shall be checked for proper operation prior to the start of each shift, and the equipment condition shall be noted on the officer's daily log. In the event the equipment is not functioning properly notify a Command Officer immediately.

The in car video system records automatically when overhead lights, siren and/or the vehicle exceeds 85 mph.

Officers are required to turn on the recording on their person when:

- a. Initiating a traffic stop
- b. Initiating a pursuit (when possible)
- c. Having any contact with a person or persons even when that contact is other than in a location to be recorded visually. You will record audio.

Officers may utilize their discretion to record under any other circumstances as warranted.

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Officers may utilize their discretion when to activate the audio transmitter and record sound. It is recommended that the officer use the audio transmitter when speaking to a suspect about any crime whenever possible.

When recording, officers shall inform those who ask that an audio/video recording device is in use.

Officers are not required to cease recording of an event, situation, or circumstance solely at the request of anyone other than a command officer.

USB storage device containing recorded documentation of crime will be considered evidence and processed pursuant to departmental guidelines for evidence.

USB storage device used for prosecution purposes, pertinent tape segments may be duplicated by originating officer, investigator, or a command officer and furnished to the prosecutor's office. The duplicate shall be delivered to the prosecutor for use in the case in question.

All In-Car Audio/Video recordings generated on departmental equipment is, and shall remain, the property of the Lansing Community College Police Department.

Periodically, events captured on tape may be useful as training aids. Officers are encouraged to bring any pertinent situations to the attention of a command officer. Events may be viewed and utilized accordingly.

Procedures for Body Worn Cameras:

It is mandatory that all Police Officers who are working in uniform will wear a body camera as a part of their uniform and will treat it with the same care and respect as any other departmental issued equipment.

All Officers shall attach the body camera to the front of their uniform in an area that most clearly captures the officer's field of view.

The care of the body camera is the responsibility of the officer assigned the body camera. At the beginning of each shift, officers shall determine whether their body camera is working satisfactorily. If a problem is found at this, or any other

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time, the officer shall inform a Command Officer. The officer shall also ensure the device is equipped with enough memory and battery to complete their shift.

- a. The body camera will be activated whenever on a call for service or making a citizen contact for a law enforcement purpose or during a self-initiated activity. Officers should not attempt to conceal the fact that the media device is in use because there is no expectation of privacy when the police are present.
- b. Officers failing to activate the device, failing to record the entire contact, or interrupting the recording, will document on their daily log why a recording was interrupted, discontinued or not made at all.
- c. Officers are encouraged to provide a narration with the visual recording describing the reason for each stop or contact with an individual or vehicle. When making a request for consent (i.e. search of home, vehicle, person, objects or to perform preliminary roadside analysis or other tests), when practical, will record the request and will include the persons response.
- d. When necessary or upon the completion of the shift, officers will remove and save the media by placing the unit into the charger and start the downloading process.
- e. Officers will not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner any recordings without authorization and approval of the Chief or his designee with the exception of official law enforcement purposes. Use of audio/ visual recordings are intended only for official Departmental business.
- f. All audio/ video recordings generated or captured by an officer of the Department while on duty or when acting in the capacity of their employment or made on Department equipment will remain the sole property of the Department.

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- g. The displaying and viewing of recordings is for official Department business and will be on a “need to know” basis. Officers will not allow anyone other than employees of the Department to view recordings produced in the performance of their duties or by a Departmental device, except when authorized by the Chief or designee.
- h. Requests to view a recording by defendant, defense attorney, suspect, or member of the public will be treated as a request for information under the Freedom of Information Act and follow established procedures and guidelines for requesting such information. The department retains all property rights, including copyright, to all images recorded by or on behalf of the Department and on released copies.
- i. Any abuse, misuse, alteration, sabotage, intentional obstruction or intentional destruction of the body worn recording device or any recordings taken from the body camera will result in a disciplinary action, up to and including termination.
- j. Recordings made by the body cameras of this Department are considered official reports of the Department. Any theft, intentional misplacement, alteration or sabotage of any recording or recording device is prohibited and will result in disciplinary action up to and including termination.

Unless otherwise authorized by the Chief or his designee, officers shall not activate a body camera device when:

- a. Not involved in law enforcement activity and in locations where others have an expectation of privacy such as a locker room, restroom, break rooms or private offices.
- b. Encountering undercover officers or confidential informants.

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- c. Attending court related matters, including but not limited to hearings, trials or meetings with prosecutors, attorneys, judges or hearing officers.
- d. Communicating with other police personnel, including meetings with supervisory or commanding officers.
- e. At the request of a person of authority or when notice is posted, in an area that is regulated by privacy statutes or security concerns, such as detention facilities, medical facilities, mental health facilities, airport secure areas, military facilities or governmental judicial buildings.
- f. The purposes are contrary to or inconsistent with the Department mission and core values or in ways that are contrary to local, state, and federal law.

If an officer inadvertently records an exempted activity, he/ she will report the occurrence to a Command Officer who will review the recording and make a redaction recommendation to the Chief or his designee.

Recordings may be viewed in any of the following situations:

- a. By an officer viewing their individually assigned body camera.
- b. By a supervisor investigating a specific act of officer conduct.
- c. By department personnel after approval of a supervisor who is participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation.
- d. By court personnel through proper process or with permission of the Chief of Police or his designee.
- e. By media personnel with permission of the Chief of Police or his designee.

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Recordings may be shown for the purpose of training value. Employees desiring to view any body camera video, not their own, shall submit a request in writing to a command officer. At no time shall a body camera video be shown for the purpose of ridicule or embarrassing any employee.

Procedures for Interview Room Camera:

- a. The interview room camera system shall be used for any interviews involving felony crimes punishable by 25 or more years in prison.
- b. Officers may record any other interviews for evidentiary purposes at their discretion.
- c. USB storage device containing recorded documentation of crime will be considered evidence and processed pursuant to departmental guidelines for evidence.
- d. USB storage device used for prosecution purposes, pertinent video segments may be duplicated by originating officer, investigator, or a command officer and furnished to the prosecutor's office. The duplicate USB shall be delivered to the prosecutor for use in the case in question.
- e. All video recordings generated on departmental equipment is, and shall remain, the property of the Lansing Community College Police Department.
- f. No recording or utilization of the Audio/Video equipment shall be done by any officer, other than the one assigned to and trained in the operation of the recording equipment, without the consent of a command officer.
- g. Periodically, events captured on tape may be useful as training aids. Officers are encouraged to bring any pertinent situations to the attention of a command officer. Events may be viewed and utilized accordingly.

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Issued By:	Chief William French
Effective Date:	07-25-2016
IACLEA Standards:	
Rescinds GO #:	
Amended:	05-05-2020
Reviewed:	
Rescinded Date:	



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