

AGENDA
REGULAR MEETING
PUBLIC SAFETY COMMITTEE
City Hall – Large Conference Room
5211 SCHLUTER ROAD
Wednesday – June 22, 2022
6:00 P.M.

Remote Teleconference Meeting via
ZOOM

NOTICE OF ELECTRONIC MEETING

Due to the current status of the COVID-19 pandemic, this meeting will be conducted via electronic videoconferencing/teleconferencing. As such, it is likely that some or all members of, and a possible quorum, may be in attendance via electronic means and not physically present. In accordance with Wisconsin law, the meeting will remain open to the public. The public may still attend in person at the location stated in this agenda. However, due to the need to maintain social distancing and the limited physical space available, the public is encouraged and requested to attend via electronic means. Directions to do so are listed at the bottom of this agenda. Upon reasonable notice, the needs of disabled individuals will be accommodated through auxiliary aids or services. For additional information or to request this service, contact Alene Hauser at 608-222-2525.

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a) May 25, 2022
4. Appearances
5. Unfinished Business
 - a) Discussion/Action of street safety for cars, bikes and pedestrians
6. New Business
 - a) Discussion on future grant opportunities for Fire/EMS (Chief McMullen)
 - b) Discussion on Funding Assistance Program (Chief McMullen)
 - c) Discussion/Action on revisions to Monona Police policy regarding Body-Worn Cameras (Chief Chaney)
 - d) Discussion/Action on revisions to Monona Police policy regarding Mobile & In-Car Video Systems (Chief Chaney)
7. Discussion of future agenda items
8. Updates/Discussion on diversity, equity and inclusion initiatives efforts
9. Reports
 - a) Fire Department
 - b) Police Department

- c) Building and Code Inspection (as requested)
- d) Police and Fire Commission

10. Next meeting date: July 27, 2022

11. Adjournment

DIRECTIONS TO ATTEND MEETING ELECTRONICALLY

You may attend via videoconference at

<https://us02web.zoom.us/j/89207329374?pwd=Vmc5T2Q2NUJPejk4bzU5b24xOVQrdz09&from=addon> by downloading the free Zoom program to your computer at <https://zoom.us/download>. At the date and time of the meeting log on through the Zoom program and enter **Meeting ID: 892 0732 9374 Passcode: 270742**

You may attend via telephone conference by calling the following phone number:

PHONE NUMBER: 1-312-626-6799 / MEETING ID: 892 0732 9374 FOLLOWED BY: 270742

Please mute your phone when not speaking to ensure best possible audio quality.

PUBLIC APPEARANCE BY ZOOM

Persons interested in publicly appearing before the Public Safety Committee via computer or phone on the Zoom application are asked to submit an [Appearance Before a Committee form](#) so that we can accommodate all online and phone requests to speak. Please submit your form as soon as possible. Requests will be accepted before and during the meeting until the Appearances section is closed. Requests submitted after the Appearances section is closed will not be able to speak. Link to form:

<https://www.mymonona.com/FormCenter/CommitteeApplication-11/Appearance-Before-a-Committee-Citizen-Co-82>

WRITTEN COMMENTS

You can send written comments on agenda items by emailing bchaney@ci.monona.wi.us

**CITY OF MONONA
PUBLIC SAFETY COMMITTEE
ZOOM
5211 Schluter Road
Wednesday-May 25, 2022
6:00P.M,**

MINUTES

1. Call to Order

- a) Chair Thomas called the meeting to order at 6:00pm

2. Roll Call

- a) Committee Member present: Kathy Thomas, Connie Miley, Angela Davis, Jim Bisbee, Larry Reed, Joe Fontaine, Alder Teresa Radermacher, Mark Zwart
- b) Committee Members absent: Chris Henderson
- c) Staff present: Fire Chief Jerry McMullen, Assistant Chief Sara Deuman, Lt C. Wiegel

3. Approval of Minutes

- a) Fontaine motion, 2nd Davis. Minutes approved by unanimous vote.

4. Appearances

- a) Mary Delaney - 5108 Mesa Road – provided comments and inquiries regarding Lexipol Canine policy

5. Unfinished Business

- a) No discussion

6. New Business

- a) Discussion/Action on the creation of part-time Police Officer positions (Chief Chaney Austin)
 - Miley motion, 2nd Reed. Committee approved to recommend policy to Council as submitted by Chief.to recommend creation of PT Officers and budget amendment to Council.

At the request of Chief, a meeting recap was provided by Chief BCA for those watching the recording at home. Chief BCA realized that he neglected to hit record for the meeting until this moment

- b) Discussion/Action on revisions to the Monona Police policy regarding Canine Use (Chief Chaney Austin)
 - Zwart motion, 2nd Fontaine. Committee approved to recommend policy to Council as submitted by Chief.
- c) Discussion/Action on revisions to the Monona Police policy regarding Citizen Complaints (Chief Chaney Austin)
 - Bisbee motion, 2nd Davis. Committee approved to recommend policy to Council as submitted by Chief.

7. Discussion of future agenda items.

More MOPD polices will be referred for future meetings.

8. Updates/Discussion on diversity, equity and inclusion initiatives efforts

9. Reports

a) Fire department

No update this month.

b) Police Department

- Public Safety Building update. Site feasibility study still on-going. Likely continuing through June. Also exploring current City Hall footprint as an alternative option to review. Update provided on the

details for the Memorial Day Parade. Spoke on recent mass shootings and support provided to our public and private schools.

c) **Building and Code Inspection**

d) **Police and Fire Commission**

Annual meeting is on June 6, 2022 at 5:15pm

10. Next meeting date: June, 22 2022 at 6pm

11. Adjournment

Motion Fontaine, 2nd Reed. Passed by Committee.

DRAFT

Portable Audio/Video Recorders

423.1 PURPOSE AND SCOPE

State

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties. Portable audio/video recording devices include all recording systems, whether body-worn, hand-held, or integrated into portable equipment (Wis. Stat. § 165.87).

This policy does not apply to mobile audio/video recordings, interviews, or interrogations conducted at any Monona Police Department facility, authorized undercover operations, wiretaps, or eavesdropping (concealed listening devices).

423.2 POLICY

Best Practice

The Monona Police Department may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

423.3 ADMINISTRATOR

State MODIFIED

The Chief of Police or the authorized designee should designate an [administrator](#) [coordinator](#) responsible for (Wis. Stat. § 165.87):

- (a) Establishing procedures for the security, storage, and maintenance of data and recordings.
- (b) Establishing procedures for accessing data and recordings.
- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging, or marking events.
- (e) Coordinating with the Training Officer to provide training on this policy to:
 1. Officers who are authorized to use portable audio/video recorders.
 2. Members of the Department who use, maintain, store, or are responsible for the release of records and recordings.
- (f) Periodically reviewing the Department's practices relating to the use, maintenance, and storage of body cameras and data to confirm compliance with this policy.
- (g) Ensuring this policy is available to the public on the Department's website.

423.4 MEMBER PRIVACY EXPECTATION

Best Practice

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All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of this department regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

423.5 MEMBER RESPONSIBILITIES

Discretionary **MODIFIED**

Prior to going into service, each uniformed ~~field officer member~~ will be responsible for making sure that he/she is equipped with a portable recorder issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to ~~thier~~ his /her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner whenever practical. ~~or otherwise notify persons that they are being recorded, whenever reasonably practicable.~~

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

~~When using a portable recorder, the assigned member shall record his/her name, identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.~~

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

423.6 ACTIVATION OF THE AUDIO/VIDEO RECORDER

Best Practice

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The portable recorder should be activated in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview (FI) situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops

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- (c) Self-initiated activity in which a member would normally notify Dispatch
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

423.6.1 CESSATION OF RECORDING

Best Practice

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

423.6.2 SURREPTITIOUS USE OF THE PORTABLE RECORDER

State MODIFIED

Wisconsin law permits an individual to surreptitiously record any conversation in which one party to the conversation has given [their](#) ~~his~~ ~~her~~ permission (Wis. Stat. § 968.31(2)(b)).

Members may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

423.6.3 EXPLOSIVE DEVICE

Best Practice

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

423.7 PROHIBITED USE OF PORTABLE RECORDERS

Best Practice MODIFIED

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

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Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of a [Supervisor](#) ~~the~~ -. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

423.8 IDENTIFICATION AND PRESERVATION OF RECORDINGS

Best Practice

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.
- (g) The recording or portions of the recording may be protected under the Public Records Law (Wis. Stat. § 19.31 et seq.).

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

423.9 RETENTION OF RECORDINGS

State

All recordings shall be retained for a period consistent with the requirements of the established records retention schedule but in no event for a period less than 120 days (Wis. Stat. § 165.87).

423.9.1 EXCEPTIONS TO RETENTION REQUIREMENTS FOR BODY-WORN CAMERAS

State **MODIFIED**

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Exceptions to the 120-day retention period for body-worn cameras are as follows (Wis. Stat. § 165.87):

- (a) Recordings should be retained until the final disposition of any investigation, case, or complaint to which the recordings pertain to any of the following:
 - 1. Death or actual or alleged physical injury to any person in the recording
 - 2. An encounter resulting in custodial arrest
 - 3. A search during a temporary detention pursuant to Wis. Stat. § 968.25
 - 4. An encounter resulting in the use of force except when the only use of force involves the use of a firearm to euthanize an injured wild animal
- (b) Recordings used in any criminal, civil, or administrative proceeding may not be destroyed except upon a final disposition from the court or hearing officer after a determination the recordings are no longer needed, or by an order from the court or hearing officer.
- (c) Recordings may be retained for a period beyond 120 days if a request or directive to preserve the recordings is made before the expiration of that time period by an officer from this department or another law enforcement agency, member of a board of fire and police commission, prosecutor, defendant, or a court.

423.9.2 RELEASE OF AUDIO/VIDEO RECORDINGS

Best Practice

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

423.10 REVIEW OF RECORDED MEDIA FILES

State MODIFIED

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct, or reports of meritorious conduct, or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

- (a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (c) By media personnel with permission of the Chief of Police or the authorized designee [as subject to open records laws](#).

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- (d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court (Wis. Stat. § 165.87(3)).

Squad Mobile Audio Video

421.1 PURPOSE AND SCOPE

State

The Monona Police Department has equipped marked patrol cars with Mobile Audio Video (MAV) recording systems to provide records of events and assist officers in the performance of their duties. This policy provides guidance on the use of these systems.

421.1.1 DEFINITIONS

Best Practice MODIFIED

Definitions related to this policy include:

Activate - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

In-car camera system and Mobile Audio Video (MAV) system - Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor.

MAV administrator technician - Personnel certified or trained in the operational use and repair of MAVs, duplicating methods, storage and retrieval methods and procedures, and who have a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio-video signals recorded or digitally stored on a storage device or portable media.

421.2 POLICY

Best Practice MODIFIED

It is the policy of the Monona Police Department to provide use mobile audio and video technology to more effectively fulfill the department's mission and to ensure these systems are used securely and efficiently.

421.3 OFFICER RESPONSIBILITIES

Best Practice MODIFIED

Prior to going into service, ~~each~~ officers assigned to field operations may ~~will properly~~ equip themselves ~~him /herself~~ with a squad MAV microphone to record audio ~~and video~~ in the field. At the end of the shift, each officer will follow the established procedures for providing to the Department any recordings or used media and any other related equipment. Each officer should have adequate recording media for the entire duty assignment. In the event an officer works at a remote location and reports in only periodically, additional recording media may be issued. Only Monona Police Department identified and labeled media with tracking numbers is to be used.

At the start of each shift, officers should test the MAV system's video operation in accordance with manufacturer specifications and department operating procedures and training. Officers utilizing the MAV's microphone should ensure the systems are properly synced. ~~If either~~ system is

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malfunctioning, the officer shall take the vehicle out of service unless a supervisor requests the vehicle remain due to limited squad availability.

Although the squad MAV microphone is an elected option, officers may not use it as a substitute for body-worn cameras except in rare and unavoidable circumstances. At the next available opportunity, the officer should work to ensure they are equipped with a body-worn camera.

421.4 ACTIVATION OF THE MAV

Best Practice MODIFIED

The MAV system is designed to turn on whenever the unit's emergency lights are activated, or other triggers activate the system such as a crash sensor or speed sensor. The system remains on until the emergency lights are turned off or it is turned off manually. The audio portion is independently controlled and should be activated manually by the officer whenever appropriate. When audio is being recorded, the video will also record.

421.4.1

Best Practice MODIFIED

~~This policy is not intended to describe every possible situation in which the MAV system may be used, although there are many situations where its use is appropriate. may activate the system any time the believes it would be appropriate or valuable to document an incident.~~

~~In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV. The MAV system should be activated in any of the following situations:~~

- (a) ~~All field contacts involving actual or potential criminal conduct within video or audio range:~~
- ~~1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)~~
 - ~~2. Priority responses~~
 - ~~3. Vehicle pursuits~~
 - ~~4. Suspicious vehicles~~
 - ~~5. Arrests~~
 - ~~6. Vehicle searches~~
 - ~~7. Physical or verbal confrontations or use of force~~
 - ~~8. Pedestrian checks~~
 - ~~9. OWI investigations including field sobriety tests~~
 - ~~10. Consensual encounters~~
 - ~~11. Crimes in progress~~
 - ~~12. Responding to an in-progress call~~

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- (b) ~~All self-initiated activity in which~~ ~~would normally notify~~
- (c) ~~Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:~~
 - 1. ~~Domestic abuse calls~~
 - 2. ~~Disturbance of peace calls~~
 - 3. ~~Offenses involving violence or weapons~~
- (d) ~~Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording.~~
- (e) ~~Any other circumstance where the~~ ~~believes that a recording of an incident would be appropriate.~~

421.4.2 CESSATION OF RECORDING

Best Practice

Once activated, the MAV system should remain on until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive or in other similar situations.

421.4.3 WHEN ACTIVATION IS NOT REQUIRED

Best Practice

Activation of the MAV system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

421.4.4 SUPERVISOR RESPONSIBILITIES

Best Practice **MODIFIED**

Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service. ~~If these vehicles are placed into service, the appropriate documentation should be made, including notification of~~ Dispatch.

On reasonable intervals, supervisors should validate that:

- (a) Media check-out and check-in procedures are followed.
- (b) Logs reflect the proper chain of custody, including:
 - 1. The tracking number of the MAV system media.
 - 2. The date it was issued.
 - 3. The law enforcement operator or the vehicle to which it was issued.
 - 4. The date submitted.

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5. Law enforcement operators submitting the media.
 6. Holds for evidence indication and tagging as required.
- (c) The operation of MAV systems by new probationary officers ~~employees~~ is assessed and reviewed more regularly than non-probationary officers ~~no less than biweekly~~.

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, peace officer-involved shootings, department-involved crashes), a supervisor ~~should~~ **shall** respond to the scene and ensure that ~~the appropriate supervisor, MAV technician or crime scene investigator – removes~~ the recorded media is preserved. ~~The technician or investigator should ensure the media is recovered and retained appropriately, often as evidence. Copies may be distributed to investigators as appropriate to the investigation.~~

Supervisors may activate the MAV system remotely to monitor a developing situation, such as a chase, riot or an event that may threaten public safety, officer safety or both, when the purpose is to obtain tactical information to assist in managing the event. Supervisors shall not remotely activate the MAV system for the purpose of surveillance regarding the conversations or actions of an officer.

421.5 REVIEW OF MAV RECORDINGS

Best Practice **MODIFIED**

All recording media, recorded images and audio recordings are the property of the Department. Dissemination outside of the agency is strictly prohibited, except to the extent permitted or required by law.

To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed or otherwise inserted into any device not approved by the agency MAV technician or forensic media staff. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

- (a) For use when preparing reports or statements
- (b) By a supervisor investigating a specific act of officer conduct
- (c) By a supervisor to assess officer performance
- (d) To assess proper functioning of MAV systems
- (e) By department investigators who are participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation
- (f) By department personnel who request to review recordings
- (g) By an officer who is captured on or referenced in the video or audio data and reviews and uses such data for any purpose relating to his/her employment
- (h) By court personnel through proper process or with permission of the Chief of Police or the authorized designee

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- (i) By the media through proper process or with permission of the Chief of Police or the authorized designee
- (j) To assess possible training value
- (k) Recordings may be shown for training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the staff to determine if the training value outweighs the officer's objection

~~Employees desiring to view any previously uploaded or archived MAV recording should submit a request in writing to the . Approved requests should be forwarded to the MAV technician for processing.~~

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee.

421.6 DOCUMENTING MAV USE

Best Practice MODIFIED

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the officer's report. If a citation is issued, the officer should make a notation on the back of the records copy of the citation indicating that the incident was recorded.

421.7 RECORDING MEDIA STORAGE AND INTEGRITY

Best Practice MODIFIED

Once submitted for storage, all recording media will be labeled and stored in a designated secure area. All recording media that is not booked as evidence will be retained for a minimum of 120 days and disposed of in compliance with the established records retention schedule.

421.7.1 COPIES OF ORIGINAL RECORDING MEDIA

Best Practice MODIFIED

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. ~~In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.~~

421.7.2 MAV RECORDINGS AS EVIDENCE

Best Practice

Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense, potential claim against the officer or against the Monona Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

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421.8 SYSTEM OPERATIONAL STANDARDS

Discretionary **MODIFIED**

- (a) MAV system vehicle installations should be based on officer safety requirements and vehicle and device manufacturer recommendations.
- (b) The MAV system should be configured to minimally record for 30 seconds, prior to an event.
- (c) The MAV system may not be configured to record audio data occurring prior to activation.
- (d) Unless the transmitters being used are designed for synchronized use, only one transmitter, usually the primary initiating officer's transmitter, should be activated at a scene to minimize interference or noise from other MAV transmitters.
- (e) Officers using digital transmitters that are synchronized to their individual MAV shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.
- (f) With the exception of law enforcement radios, [cell phones](#) or other emergency equipment, other electronic devices should not be used inside MAV-equipped law enforcement vehicles to minimize the possibility of causing electronic or noise interference with the MAV system.
- (g) Officers shall not erase, alter, reuse, modify or tamper with MAV recordings. Only a supervisor, MAV administrator or other authorized designee may erase and reissue previous recordings and may only do so pursuant to the provisions of this policy.
- (h) To prevent damage, original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the MAV [administrator](#) ~~technician~~.

421.9 MAV ADMINISTRATOR RESPONSIBILITIES

Discretionary **MODIFIED**

The MAV [administrator](#) ~~technician~~ is responsible for:

- (a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.
- (b) Collecting all completed media for oversight and verification of wireless downloaded media. Once collected, the MAV administrator:
 - 1. Ensures it is stored in a secured location with authorized controlled access.
 - 2. ~~Makes the appropriate entries in the chain of custody log.~~
- (c) Erasing of media:
 - 1. Pursuant to a court order.
 - 2. In accordance with established records retention policies, including reissuing all other media deemed to be of no evidentiary value.
- (d) Assigning all media an identification number prior to issuance to the field:

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1. Maintaining a record of issued media.
 - (e) Ensuring that an adequate supply of recording media is available.
 - (f) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the department evidence storage protocols and the established records retention schedule.

421.10 TRAINING

Best Practice

All members who are authorized to use the MAV system shall successfully complete an approved course of instruction prior to its use.