

128. RECORDING OF ALL PRISONER BOOKINGS



RICHFIELD POLICE DEPARTMENT POLICY

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NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

I. PURPOSE

The purpose of this Policy is to ensure all prisoner bookings are digitally recorded and to establish guidelines for requesting additional digital recordings when an incident occurs.

II. POLICY

It is the policy of the Richfield Police Department to digitally record all prisoners booked in the Detention Area. This is necessary to protect officers from false allegations of misconduct and for the prosecution of prisoners who cause damage to facilities.

III. PROCEDURE

DIGITALLY RECORDING OF BOOKINGS

All Richfield officers' bookings will be digitally recorded and stored on a server. Digital recordings containing routine bookings where no indication of potential citizen complaints, use of force, criminal damage to our facilities, or injuries to officers or prisoners, will be stored on the server for approximately 9 months (data is deleted when additional space is needed).

Request for Digital Recording

Digital recordings containing potential citizen complaints, use of force and criminal damage to our facilities or injuries to officers or prisoners **shall** be copied onto a DVD. This DVD will be included in the case file.

Officers **shall** submit a completed *Video Arrest Notification* form to their section lieutenant. An administrative aide will process this submission and ensure the DVD is included in the case file.

It is the arresting officer's responsibility to submit the *Video Arrest Notification* form to the Section Lieutenant.

Officers should document prisoner behavior/incidents in their police report(s) and/or the *Special Incident Review* form when appropriate.


If an officer wishes to view a digital recording, arrangements must be made through their Section Lieutenant or designee.

These digital recordings are not to be used as evidence of DWI behavior, etc. The digital recording will only be used to address incidents occurring either during the booking process, or while a prisoner is in our detention area as evidence of behavior causing injury of persons, or damage to property.

Officers arriving at headquarters, should call using the main talk group advising, "Open the 10-15 door for a booking," or in case the 10-15 stall is unavailable, radio, "Out at headquarters for a booking." Officers should inform the dispatcher when a prisoner is moved from the booking room to another area to facilitate the change in recorded cameras. Prisoners should remain in view of a digital camera at all times during custody.

If a prisoner is placed in a holding cell after the booking process, the officer should advise the dispatcher which cell to observe.

By Order Of:



Chief of Police

