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**ORANGE COUNTY SHERIFF'S
DEPARTMENT**

AIR SUPPORT BUREAU

**DIGITAL VIDEO RECORDING
POLICY**

ASB Digital Video Recording Policy

Purpose

The purpose of the Digital Video Recording (DVR) system is to provide a visual record of enforcement related and non-criminal incidents. The DVR should be used to enhance criminal prosecutions, limit civil liabilities, provide a visual record of significant events, and contribute to future law enforcement training.

Procedure

Training

All Aviation Support Bureau (ASB) personnel will be trained in the proper use of the system. The training will consist of its functionality and recommended activations.

DVR Custodian

The DVR custodian shall be the ASB Sergeant. The custodian will ensure the proper handling and downloading of all recordings and is responsible for proper retention of all recordings.

ASB Personnel

ASB personnel should possess a removable drive for recording purposes. If the DVR is not working, personnel shall report the issue for repair. **Note:** An aircraft should not be removed from service if the DVR is not operational, however it should be noted in the daily log.

Activation of DVR

It is recognized that not all calls or assignments will require the use of the camera/FLIR. When safe to do so, the aircrew should record activities when, in their judgment, it would be beneficial to do so or when requested by a ground deputy or officer.

The Sheriff's Department will not hold the aircrews responsible for failing to activate the DVR for any specific call or event since the aircrews work in a high stress and high workload environment.

Once the DVR is activated during an assignment, the DVR shall remain on until the aircrew determines the recording is no longer needed. This may be due to a break in the action and/or to save limited memory space.

ASB personnel shall not alter, erase, or tamper with any portion of a recording. However, if two or more calls/events were recorded on one segment and later one of

the calls/events were needed to be booked as evidence, ASB personnel will copy only that portion of the segment needed for booking.

DVR Review

DVR recordings are a tool. ASB/department personnel and supervisors can access the recordings for training, call critique, and crew review.

Retention

The Tactical Flight Officer (TFO) assigned to each flight will be responsible for downloading all recordings onto the designated secure drive after any significant call. Otherwise, the recordings will be downloaded, as memory space is needed. DVR recordings made by ASB personnel shall be kept on a secure hard drive at the ASB office for a minimum of 2 years. Recordings, which are evidence in any claim or pending litigation, will be preserved until the claim or litigation is resolved.

A copy of a recording made by ASB personnel may be copied onto a DVD or removable drive for the purposes of booking as evidence or use as a training tool.

ASB Video Control Log

If a recording is needed for evidence, training, or review, ASB personnel will make a copy of the recording then log the release in the ASB Video Recording Control Log.

The ASB Video Control Log will consist of the date, time, deputy or officer making the copy, the deputy or officer receiving the copy, the number of copies made, and the DR number if applicable. The Video Control Log will be signed by the deputy and officer making the copy, and deputy or officer receiving the copy.

If an ASB Deputy or member is the person booking the Digital Media Evidence, the evidence will be booked into evidence and entered into P.E.A.B.I.T.S. (Property/Evidence Automated Booking Information System) also known as Remedy. All evidence will be booked in accordance to Policy 802 - Property and Evidence.