



# BRAINTREE POLICE DEPARTMENT

## Policy and Procedure

### PATROL WAGON

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Chief Paul Shastany

Certification Standards: **70.1.1, 70.1.2**

Accreditation Standards: **41.1.3 a-d, 41.3.8 a-c**

Optional Accreditation Standards:

1. Purpose:

- a. The purpose of this section is to establish policy and procedures for the Braintree Police Department concerning the operation of the Patrol Wagon, the equipment assigned to the patrol wagon and the use, management, storage and retrieval of audio/video recordings from mobile digital video recording system (MVR) installed in the Patrol Wagon.

2. Policy:

- a. The Braintree Police Department Patrol Wagon is a special purpose vehicle. The Patrol Wagon may be used or assigned to any officer at the discretion of the supervisor(s) on duty. The primary function of the Patrol Wagon is a prisoner transport vehicle. Secondary functions include, but are not limited to, mass arrest, large scale gatherings, mutual aid and other situations as directed by the supervisor on duty. **[41.1.3a]**
- b. It is the policy of the Braintree Police Department to utilize MVR to protect the safety and welfare of its officers and the public. The MVR can provide the department, and its officers, with an invaluable instrument to enhance criminal prosecution by providing evidence of criminal activity, limit civil liabilities, and objectively document officer conduct during individual interactions. Officers operating the Patrol Wagon will utilize the MVR pursuant to this policy.

3. Procedures:

- a. The Patrol Wagon shall be operated under the following conditions;
  - i. Officers must possess a valid driver's license to operate the Patrol Wagon.
  - ii. Officers shall be properly trained in the use of all equipment and systems assigned to the Patrol Wagon. **[41.1.3b]**

- b. The Patrol Wagon shall not participate in a vehicular pursuit while transporting civilians or prisoners, see **Vehicular Pursuit Policy**.  
**[41.1.3a]**
  - c. At the beginning of each shift officers assigned to the Patrol Wagon should examine for operational suitability and submit a written report of damage, defects or missing equipment to the supervisor on duty. **[70.1.2]**
  - d. Seating:
    - i. All prisoners will be seated in the rear compartment. At no time, will prisoners be seated in the front passenger compartment of the Patrol Wagon.
    - ii. The rear compartment is divided into two sections to allow for male and female prisoners to be separated during transportation.
    - iii. Safety straps are present, and prisoners should be instructed to utilize them for their safety.
  - e. Searches:
    - i. Before placing a prisoner in the Patrol Wagon, the rear compartment shall be searched to ensure that there are no weapons or contraband present. **[70.1.2]**
    - ii. Officers who will be transporting shall perform a thorough search of all prisoners, at the scene of the arrest, before placing them in the Patrol Wagon. **[70.1.1]**
    - iii. Upon completion of transportation, the rear compartment shall be searched to ensure that no weapons, contraband or evidence were discarded by the prisoners being transported. **[70.1.2]**
  - f. The interior and exterior doors of the Patrol Wagon must be secured prior to the transport of prisoners as well as when not in use.
  - g. At the direction of a supervisor, when transporting multiple prisoners, additional officer(s) should ride in the passenger compartment or follow in a separate cruiser.
4. Mobile Video Recording System:
- a. Definitions:
    - i. **Mobile Digital Video Recorder (MVR):** Any system that captures audio/video signals that is capable of installation in a vehicle and includes, at a minimum, a camera and a recorder.
    - ii. **SD Card:** A digital media storage device capable of recording audio/video signals
    - iii. **MVR Supervisor:** The Fleet Maintenance Supervisor who oversees the use and functionality of the MVR as well as the storage and duplication of recorded video.
    - iv. **MVR Administrator:** An officer(s) who maintains the MVR equipment, oversees repairs and replacement equipment through authorized vendors. Trained in the use of MVRs, duplicating methods, storage and retrieval methods and procedures. This officer(s) will be tasked with training other officers on the daily use of the system.

- v. **Foresight Pro:** Safety Vision computer program used to view MVR recordings.
- b. Prior to using the Patrol Wagon the officer shall perform a check of the MVR unit to ensure proper operation. Any deficiencies shall be immediately reported to the Watch Commander by filling out a Vehicle Maintenance Request form. The operation check shall include, but not limited to, the following:
  - i. Ensure the unit powers on at vehicle ignition.
  - ii. Visually inspect the MVR components for damage.
  - iii. Ensure all cameras are visible on the in vehicle monitor.
  - iv. Ensure camera lenses are clear and free of debris.
  - v. Ensure that all cameras are recording.
- c. The MVR shall record, in its entirety, all prisoner transports. **[41.3.8a]**
- d. During the recording of an incident officers shall not disengage the MVR until the entire incident has been recorded.
- e. If an officer believes that a significant event has occurred, and has been recorded on the MVR, notification should be made to the MVR Supervisor or MVR Administrator to have the incident recording flagged to be saved for at least a period of 3 years.
- f. Documenting MVR Use:
  - i. If any incident is recorded with the MVR it should be documented in the appropriate CAD incident or incident report.
- g. MVR System Configurations:
  - i. The MVR is configured to power on and begin recording both audio and visual when the vehicle's ignition is turned on.
  - ii. An MVR Supervisor or Administrator should be notified to replace the SD Card when the system capacity alarm signals 90% storage limit has been reached.
  - iii. Officers shall not erase, alter, reuse, modify or tamper with MVR recordings. Only the MVR Supervisor or Administrator may erase and reissue previous SD Cards.
  - iv. Signage regarding the use of audio and video recording shall be conspicuously posted in areas that are recorded by the MVR.
  - v. The MVR is equipped with GPS capabilities, which track location and vehicle speed data at all times when the MVR is powered on.
- h. MVR Recording Storage:
  - i. Recordings are stored on an SD Card, which is locked inside the MVR system. **[41.3.8b]**
  - ii. A minimum of three (3) 128 GB SD Cards shall be assigned to Patrol Wagon and numbered according to vehicle and card number (i.e. #810-01)
  - iii. A 128 GB SD Card, once formatted, will have approximately 85 hours of video storage available.
  - iv. All recordings shall be kept for a minimum of one hundred and twenty (120) days. **[41.3.8c]**

- v. Any recordings of significant events will be flagged and saved until completion of any investigation or court proceedings related to the recordings.
- vi. SD Cards will be kept by the MVR Administrator. Recordings flagged for retention shall be stored on CD and stored in the evidence room for a period of at least 3 years. **[41.3.8b]**
- vii. Requests for reproduction shall be directed to the MVR Supervisor or Administrator.

5. Equipment:

- a. The Patrol Wagon shall be equipped at a minimum with the following supplies: **[41.1.3d]**
  - i. First responder medical bag
  - ii. Narcan
  - iii. Restraint Kit including:
    - 1. 6 pairs of standard handcuffs
    - 2. 2 pairs of oversized handcuffs
    - 3. 6 pairs of standard leg irons
    - 4. 2 pairs of oversized leg irons
- b. Officers assigned to the Patrol Wagon are responsible for replacing any supplies utilized.

6. Maintenance:

- a. Patrol Wagon maintenance concerns shall be directed to the Fleet Maintenance Supervisor. **[41.1.3c]**