



Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

Policy # 112J

Policy Name Digital Recording Devices

Approved by *Wendell Franklin, Chief of Police*

Effective Date 04/17/2020

Approved Date 04/06/2020

Previous Date 08/10/2010

PURPOSE OF CHANGE:

To update the policy format.

POLICY:

Photography, video and audio evidence are an integral part of police investigations. It is essential that officers have access to data collection devices to document evidence of criminal activity. Therefore, the Tulsa Police Department will ensure that officers and detectives have access to digital recording devices. Conventional film devices shall not be used.

Each Uniform Division Field Supervisor will be issued a digital camera to ensure the availability to Field Officers. Cameras will be assigned to uniform division personnel who have completed a mandatory basic photography class and will primarily be issued to lieutenants and sergeants to ensure squad coverage throughout the week.

Personnel are authorized to use only department-issued cameras, audio and video devices at crime scene locations. All captured data are the property of the Tulsa Police Department. There are chain of evidence and legal issues that cannot be addressed with data taken by non-issued cameras. For chain of evidence purposes, the devices must be able to communicate with the Digital Information Management System (DIMS). Department issued cell phones and personal data capturing devices are prohibited.

Officers should not utilize their in-car camera or body-worn camera as primary evidentiary collection devices. If evidentiary data is collected through those devices, follow the Mobile Video Recording Devices policy (202B).

SUMMARY: Procedures for taking, downloading, and turning in photographs, video and audio from recording devices.

APPLIES TO: All police personnel

DEFINITIONS:

AUDIO RECORDER – a device that captures audio data.

DIGITAL CAMERA – a camera that records images as digital data.

MULTIMEDIA CARD – a storage media for storing image files from a portable device, in a form that can easily be removed for access by a PC.

VIDEO CAMERA – A camera that records moving images and audio data.

PROCEDURES:

1. Crime Scene Unit (CSU) or Major Crimes Unit (MCU) will take photographs or video to document Major Crime Scenes and any injury or fatality collision involving a city vehicle, consistent with Policy 112E, *Major Crime Scene Processing* and Policy 119, *City Vehicle Collisions/Damage*.

2. Officers shall contact an on-duty field supervisor to photograph officer involved collisions that are non-injury and non-fatality in nature, and to document evidence in crime scenes other than those listed in Policy 112E as *Major Crime Scenes* (i.e., Domestic Violence).
3. For non-evidentiary purposes, Special Investigations Division (SID) personnel will use their assigned cameras consistent with their assigned duties.
4. As soon as practical after leaving a scene, all digital data will be downloaded to the DIMS via dedicated download stations available at all uniform divisions, SID, and Detective Division.
5. If damage occurs to the issued digital camera, complete an Interoffice Correspondence explaining in detail the facts and circumstances of the damages and forward it through the chain of command to the division commander.

REGULATIONS:

1. Cameras will only be assigned to personnel who have completed the mandatory Basic Photography/DIMS Orientation Class.
2. Only departmentally issued cameras and audio devices may be utilized to photograph or video traffic collisions and crimes scenes. On-duty personnel are prohibited from using non-departmental issued camera and audio devices to take photographs or video recordings that could have potential evidentiary value.
3. New camera and audio device purchases must be approved by the department and purchased following City of Tulsa purchasing procedures.
4. Cameras and audio devices will be assigned to each uniform division and each Field supervisor within that division consistent with established equipment issue and accountability standards.
5. Personnel issued digital cameras and audio devices will keep those devices in a state of operational readiness.
6. Officers are prohibited from utilizing personal devices to record evidence. Evidentiary data recordings on personal devices may subject all data on the personal device to review by a court or be divulged to attorneys and could cause the personal device to be treated as evidence.

REFERENCES:

112E, *Major Crime Scene Processing*
119, *City Vehicle Collisions/Damage*