

# **MEDINA POLICE DEPARTMENT GENERAL ORDER**

**ORDER NO:** 2018-041

**SUBJECT:** Department Camera System

**EFFECTIVE DATE:** 29<sup>th</sup>, June, 2018

**RESCINDS ORDER NO:**

**DISTRIBUTION:** Sworn Police Personnel

**PURPOSE:** To establish guidelines for members of the Medina Police Department in the utilization of the department security camera system.

I. **POLICY:** The Medina Police Department security camera system is for the purposes of safety, security, evidence, and facility management. This policy provides the guidelines for the collection of custodial interrogation camera footage as prescribed by Criminal Procedure Law 60.45 – 3a, and other evidential inquires of the security camera system by members of the Medina Police Department.

## II. SECURITY CAMERA SYSTEM

- A. There are 12 cameras strategically placed throughout the interior and exterior of the Medina Police Department.
- B. There are 3 cameras (Interview Room 1, Interview Room 2, and the Lobby Window) which have video record on/off switches and audio record on/off switches.
- C. The remaining 9 cameras record when there is movement in that sensory area.
- D. The day room has a dedicated flat screen monitor displaying all the connected video cameras.
- E. The dispatch room contains another flat screen monitor with the NVR for video and audio retrieval.
- F. The camera system will be maintained by the Chief of Police and/or a designated person(s). This person(s) will be the video evidence officer(s) as well.
- G. Each entrance to the Medina Police Department is marked that the premises is under 24 hour video surveillance.

III. LEGAL: New York State Criminal Procedure Law Section 60.45 Sub. 3 (a) -

Where a person is subject to **custodial interrogation** by a public servant at a detention facility (police station), the entire custodial interrogation, including the giving of any required advise of the rights (Miranda Warnings) of the individual being questioned, and the waiver of any rights by the individual, shall be recorded by an appropriate video recording device....

**\*\*\*It is important to note that NYS CPL 60.45 Sub. 3 does note specific crimes that need to be recorded when there is custodial interrogation. It is the Medina Police Department's policy that when there is any custodial interrogation (located at the Medina Police Department) related to any crime the interview will be video/audio recorded\*\*\***

III. PROCEDURE:

- A. Custodial Interrogations will take place inside Interview Room 1 (Old Chief's Office-Front Room) and/or Interview Room 2 (Old Medical Supply Room – Back Room)
  1. Interview Rooms - video switches will remain on at all the times due to the lag time when starting the camera up. Audio switches need to be switch to the on position prior to the interview and shut off after the interview.
  2. After a custodial interrogation it is the interviewing officer's responsibility to fill out a Custodial Interrogation/Lobby Window Video Request Form and forward it to the designated video evidence officer(s). Information requested on the form is as follows:
    - a. CR Number
    - b. Name of the Interviewed
    - c. Officer who conducted the Interview
    - d. Date
    - e. Time
    - f. Duration of the Interview
    - g. Interview Room
- B. The Lobby Window contains a video/audio switch in which the video switch should be in the on position when the secretary is working. When the secretary is not working the video switch will be off position. It is the officer's discretion as to if the video/audio switch is on or off when speaking to people at the window.

1. If an officer records video/audio at the lobby window it is important that the officer have a CR number attached to the video. The officer will need to fill out a Custodial Interrogation/Lobby Window Video Request Form and forward it to the designated video evidence officer(s).
- C. Officer(s) who are not designated as video evidence officers **will not** alter or manipulate the camera system.
- D. Officers should be mindful of the video system around and within the Medina Police Department premise. Officers and civilian staff are to act in a professional manner.
1. Video footage from the Medina Police Department camera system can be utilized in the investigation of officer(s) who have personnel complaints filed against them in regards to incidents that take place inside the facility with the complainant.
- E. Video footage can be utilized against defendants if the officer feels such footage can be adventitious to criminal prosecution of the individual besides the custodial interrogation. (Example: 710.30)

By Order Of:

Chad Kenward  
Chief of Police