

*"Placerville, a Unique Historical Past Forging into a Golden Future"*

**City Manager's Report**  
**January 27, 2015 City Council Meeting**  
**Prepared by: Scott Heller, Chief of Police**  
**Item #: 12.3**



**Subject:** Adopt a resolution accepting grant funding from the Northern California Cities Self Insurance Fund (NCCSIF) in the amount of \$1,515 to be applied to the research, testing, and purchasing of body worn cameras for uniformed patrol officers.

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**Discussion:** The Northern California Cities Self Insurance Fund (NCCSIF) announced a grant opportunity during 2014 to assist member cities with the research and implementation of body worn cameras for police officers. The Placerville Police Department applied and has been awarded \$1,515 dedicated to this purpose.

The Placerville Police Department currently has in car video systems which capture a stable and static view from the windshield of the patrol car. This system captures audio through a microphone attached to the officer. This technology has been in existence for the past two decades and still provides the benefit of its stable image, albeit a static image through the front windshield and the backseat area. The Department is committed to furthering and improving police technology in this area by researching, testing and evaluating the more advanced and portable body worn camera solution.

Officer body worn camera system deployments are rapidly becoming a best practice amongst police agencies throughout California and the nation. Due to their portability and viewpoint from the officer's perspective, they provide the most accurate account possible of police/citizen contacts. They supplement their in-car camera predecessor by providing audio and video evidence of the highest liability contacts of police work (i.e. foot pursuit, K9 tracking, and all the interactions and arrests occurring out of view of the patrol car windshield).

In a Police Executive Research Forum (PERF) survey of Chiefs of Police from 254 agencies nationwide, the number one reason for implementing an officer-worn camera system was to provide accurate documentation of encounters. Body worn cameras increase transparency and accountability which is a priority of the Department of Justice COPS Office and law enforcement agencies throughout the nation today. According to PERF, there are many benefits to officer-worn cameras, such as: improved digital evidence gathering; reduced time in court; increased successful prosecutions; streamlined reporting; and use as a training tool. Additionally, cameras improve quality of service by more efficient clearance of public complaints, reduced liability claims, and by protecting officers from false accusations.

With Council authorization, the Placerville Police Department would accept the NCCSIF grant in the amount of \$1,515 and immediately apply it to the purchase of two Taser Axon Flex Camera Systems with supporting hardware and software. Staff in consultation with the Placerville Police Officers Association will modify existing mobile audio video policy(s) during the testing and evaluation phase of the Body Worn Camera Project. Police Support Division Commander Kay Iida will be the Body Worn Camera Project Manager. The police department will return to the City Council with an update and status report on the project within 3 months.

- Options:**
1. Accept the NCCSIF grant in the amount of \$1,515 and immediately apply it to the purchase of two Taser Axon Flex Camera Systems with supporting hardware and software and begin the testing and evaluation phase of the Body Worn Camera Project.
  2. Decline the NCCSIF grant funding in the amount of \$1,515.

**Cost:** The total cost for the purchase of the two Taser Axon Flex Camera Systems with supporting hardware and software is \$1,850.63. With Council authorization Staff would apply the NCCSIF grant funding in the amount of \$1,515 and pay the remaining balance of \$335.63 from the police department's operating budget.

**Budget Impact:** None.

**Recommendation:** Adopt a resolution accepting grant funding from the Northern California Cities Self Insurance Fund (NCCSIF) in the amount of \$1,515 to be applied to the research, testing, and purchasing of body worn cameras for uniformed patrol officers.

  
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**M. Cleve Morris, City Manager**

  
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**Scott Heller, Chief of Police**

Attachments:  
Quote from Taser International  
Current Mobile Audio Video Policy

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACERVILLE  
ACCEPTING GRANT FUNDING FROM THE NORTHERN CALIFORNIA CITIES  
SELF INSURANCE FUND (NCCSIF) IN THE AMOUNT OF \$1,515 TO BE  
APPROPRIATED TO THE POLICE DEPARTMENT FOR RESEARCH, TESTING,  
AND PURCHASING BODY WORN CAMERAS FOR UNIFORMED PATROL  
OFFICERS.**

**WHEREAS**, The Northern California Cities Self Insurance Fund (NCCSIF) has tentatively awarded the City of Placerville a grant to support the use of body worn cameras by police officers;

**WHEREAS**, the Placerville Police Department has agreed to support the goal of the awarded grant through a Body Worn Camera Project beginning with the purchase, testing, and evaluation of two Taser Axon Flex camera systems;

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Placerville does hereby authorize acceptance of the Northern California Cities Self Insurance Fund (NCCSIF) grant in the amount of \$1,515 towards the purchase of two Taser Axon Flex Camera Systems with supporting hardware and software to initiate a Body Worn Camera Project within the Placerville Police Department.

**BE IT ALSO RESOLVED**, that grant budget appropriation of \$1,515 is hereby approved for allocation of said funding to process reimbursement requests for Police Department General Fund expenditures.

The foregoing Resolution was introduced at a regular meeting of the City Council of the City of Placerville held on January 27, 2015 by Councilmember \_\_\_\_\_ who moved its adoption. The motion was seconded by Councilmember \_\_\_\_\_. The motion was passed by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

\_\_\_\_\_  
Mayor Patty Borelli

ATTEST:

\_\_\_\_\_  
Susan Ziro, CMC, City Clerk

# TASER International

Protect Truth

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 Placerville, CA 95667  
 US



## Quotation

Quote: Q-22290-2  
 Date: 1/12/2015 12:45 PM  
 Quote Expiration: 2/28/2015  
 Contract Start Date\*: 2/1/2015  
 Contract Term: 1 year

SALESPERSON	PHONE	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Bob Dillon	480.905.2012	rdillon@taser.com	Fedex - Ground	Net 30

\*Note this will vary based on the shipment date of the product.

### Hardware

QTY	ITEM #	DESCRIPTION	UNIT PRICE	NET UNIT PRICE	NET TOTAL
2	73055	CAMERA SYSTEM, AXON FLEX, OFFLINE	599.00	USD 599.00	USD 1,198.00
2	73088	RATCHET COLLAR/VERSATILE/CAPMOUNT, FLEX	29.95	USD 0.00	USD 0.00
2	73036	CONTROLLER, HOLSTER, BELT CLIPS, FLEX		USD 0.00	USD 0.00
2	70023	EVIDENCE.COM DOCK, AXON SINGLE BAY	249.00	USD 249.00	USD 498.00
<b>Hardware Total:</b>					USD 1,755.90
<b>Hardware Net Price:</b>					USD 1,696.00

Subtotal	USD 1,696.00
Estimated Shipping & Handling Cost	USD 18.95
Estimated Tax	USD 135.68
<b>Grand Total</b>	<b>USD 1,850.63</b>

**Complimentary Evidence.com Tier Upgrade Through 9/30/2015**

This quote contains a purchase of either the Basic or Standard Evidence.com license. You will temporarily receive the features available with the Professional license for the Basic and Standard licenses purchased until September 30, 2015. This is a free upgrade to your account so you can enjoy all the benefits of our most feature rich license tier. In October 2015 you will be prompted to select which users you would like to assign to each tier. This will have no impact on uploaded data.


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Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_  
PO# (if needed): \_\_\_\_\_

Please sign and email to Bob Dillon at [rdillon@taser.com](mailto:rdillon@taser.com) or fax to 480.658.0734

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## Mobile Audio Video

### 446.1 PURPOSE AND SCOPE

The Placerville Police Department has equipped marked patrol cars with Mobile Audio Video (MAV) recording systems to provide records of events and assist officers in the performance of their duties. This policy provides guidance on the use of these systems.

#### 446.1.1 DEFINITIONS

Definitions related to this policy include:

**Activate** - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

**In-car camera system and Mobile Audio Video (MAV) system** - Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor.

**MAV technician** - Personnel certified or trained in the operational use and repair of MAVs, duplicating methods, storage and retrieval methods and procedures, and who have a working knowledge of video forensics and evidentiary procedures.

**Recorded media** - Audio-video signals recorded or digitally stored on a storage device or portable media.

### 446.2 POLICY

It is the policy of the Placerville Police Department to use mobile audio and video technology to more effectively fulfill the department's mission and to ensure these systems are used securely and efficiently.

### 446.3 OFFICER RESPONSIBILITIES

Prior to going into service, each officer will properly equip him/herself to record audio and video in the field. At the end of the shift, each officer will follow the established procedures for providing to the Department any recordings or used media and any other related equipment. Each officer should have adequate recording media for the entire duty assignment. In the event an officer works at a remote location and reports in only periodically, additional recording media may be issued. Only Placerville Police Department identified and labeled media with tracking numbers is to be used.

At the start of each shift, officers should test the MAV system's operation in accordance with manufacturer specifications and department operating procedures and training.

System documentation is accomplished by the officer recording his/her name, serial number, badge or PIN number and the current date and time at the start and again at the end of each shift. If the system is malfunctioning, the officer shall take the vehicle out of service unless a supervisor requests the vehicle remain in service.

Placerville Police Department  
Policy Manual

*Mobile Audio Video*

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**446.4 ACTIVATION OF THE MAV**

The MAV system is designed to turn on whenever the unit's emergency lights are activated. The system remains on until it is turned off manually. The audio portion is independently controlled and should be activated manually by the officer whenever appropriate. When audio is being recorded, the video will also record.

**446.4.1 REQUIRED ACTIVATION OF MAV**

This policy is not intended to describe every possible situation in which the MAV system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes it would be appropriate or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV. The MAV system should be activated in any of the following situations:

- (a) All field contacts involving actual or potential criminal conduct within video or audio range:
  - 1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
  - 2. Priority responses
  - 3. Vehicle pursuits
  - 4. Suspicious vehicles
  - 5. Arrests
  - 6. Vehicle searches
  - 7. Physical or verbal confrontations or use of force
  - 8. Pedestrian checks
  - 9. DWI/DUI investigations including field sobriety tests
  - 10. Consensual encounters
  - 11. Crimes in progress
  - 12. Responding to an in-progress call
- (b) All self-initiated activity in which an officer would normally notify Dispatch
- (c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:
  - 1. Domestic violence calls
  - 2. Disturbance of peace calls
  - 3. Offenses involving violence or weapons

Placerville Police Department  
Policy Manual

*Mobile Audio Video*

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- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording
- (e) Any other circumstance where the officer believes that a recording of an incident would be appropriate

446.4.2 CESSATION OF RECORDING

Once activated, the MAV system should remain on until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

446.4.3 WHEN ACTIVATION IS NOT REQUIRED

Activation of the MAV system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

446.4.4 SUPERVISOR RESPONSIBILITIES

Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made, including notification of Dispatch.

At reasonable intervals, supervisors should validate that:

- (a) Beginning and end-of-shift recording procedures are followed.
- (b) Logs reflect the proper chain of custody, including:
  - 1. The tracking number of the MAV system media.
  - 2. The date it was issued.
  - 3. The law enforcement operator or the vehicle to which it was issued.
  - 4. The date it was submitted.
  - 5. Law enforcement operators submitting the media.
  - 6. Holds for evidence indication and tagging as required.
- (c) The operation of MAV systems by new employees is assessed and reviewed no less than biweekly.

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, officer-involved shootings, department-involved collisions), a supervisor shall respond to the scene and ensure that the appropriate supervisor, MAV technician or crime

# Placerville Police Department

## Policy Manual

### *Mobile Audio Video*

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scene investigator properly retrieves the recorded media. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media.

Supervisors may activate the MAV system remotely to monitor a developing situation, such as a chase, riot or an event that may threaten public safety, officer safety or both, when the purpose is to obtain tactical information to assist in managing the event. Supervisors shall not remotely activate the MAV system for the purpose of monitoring the conversations or actions of an officer.

#### **446.5 REVIEW OF MAV RECORDINGS**

All recording media, recorded images and audio recordings are the property of the Department. Dissemination outside of the agency is strictly prohibited, except to the extent permitted or required by law.

To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed or otherwise inserted into any device not approved by the department MAV technician or forensic media staff. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

- (a) For use when preparing reports or statements
- (b) By a supervisor investigating a specific act of officer conduct
- (c) By a supervisor to assess officer performance
- (d) To assess proper functioning of MAV systems
- (e) By department investigators who are participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation
- (f) By department personnel who request to review recordings
- (g) By an officer who is captured on or referenced in the video or audio data and reviews and uses such data for any purpose relating to his/her employment
- (h) By court personnel through proper process or with permission of the Chief of Police or the authorized designee
- (i) By the media through proper process or with permission of the Chief of Police or the authorized designee
- (j) To assess possible training value
- (k) Recordings may be shown for training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the staff to determine if the training value outweighs the officer's objection

# Placerville Police Department

## Policy Manual

### *Mobile Audio Video*

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Employees desiring to view any previously uploaded or archived MAV recording should submit a request in writing to the Watch Commander. Approved requests should be forwarded to the MAV technician for processing.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee.

#### **446.6 DOCUMENTING MAV USE**

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the officer's report. If a citation is issued, the officer shall make a notation on the back of the records copy of the citation, indicating that the incident was recorded.

#### **446.7 RECORDING MEDIA STORAGE AND INTEGRITY**

Once submitted for storage, all recording media will be labeled and stored in a designated secure area. All recording media that is not booked as evidence will be retained for a minimum of one year after which time it will be erased, destroyed or recycled in accordance with the established records retention schedule (Government Code § 34090.6).

##### **446.7.1 COPIES OF ORIGINAL RECORDING MEDIA**

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

##### **446.7.2 MAV RECORDINGS AS EVIDENCE**

Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense, potential claim against the officer or against the Placerville Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

#### **446.8 SYSTEM OPERATIONAL STANDARDS**

- (a) MAV system vehicle installations should be based on officer safety requirements and the vehicle and device manufacturer's recommendations.
- (b) The MAV system should be configured to minimally record for 30 seconds prior to an event.
- (c) The MAV system may not be configured to record audio data occurring prior to activation.
- (d) Unless the transmitters being used are designed for synchronized use, only one transmitter, usually the primary initiating officer's transmitter, should be activated at a scene to minimize interference or noise from other MAV transmitters.

Placerville Police Department  
Policy Manual

*Mobile Audio Video*

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- (e) Officers using digital transmitters that are synchronized to their individual MAV shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.
- (f) With the exception of law enforcement radios or other emergency equipment, other electronic devices should not be used inside MAV-equipped law enforcement vehicles to minimize the possibility of causing electronic or noise interference with the MAV system.
- (g) Officers shall not erase, alter, reuse, modify or tamper with MAV recordings. Only a supervisor, MAV technician or other authorized designee may erase and reissue previous recordings and may only do so pursuant to the provisions of this policy.
- (h) To prevent damage, original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the MAV technician.

**446.9 MAV TECHNICIAN RESPONSIBILITIES**

The MAV technician is responsible for:

- (a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.
- (b) Collecting all completed media for oversight and verification of wireless downloaded media. Once collected, the MAV technician:
  - 1. Ensures it is stored in a secure location with authorized controlled access.
  - 2. Makes the appropriate entries in the chain of custody log.
- (c) Erasing of media:
  - 1. Pursuant to a court order.
  - 2. In accordance with established records retention policies, including reissuing all other media deemed to be of no evidentiary value.
- (d) Assigning all media an identification number prior to issuance to the field:
  - 1. Maintaining a record of issued media.
- (e) Ensuring that an adequate supply of recording media is available.
- (f) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the department evidence storage protocols and the records retention schedule.

**446.10 TRAINING**

All members who are authorized to use the MAV system shall successfully complete an approved course of instruction prior to its use.