

Appendix A

Audio/Visual Recording

Briefings

- Briefings for all pre-planned tactical operations will be audio & video recorded (unless impractical).
- Prior to starting the recording, whoever is conducting the briefing will notify all present that the briefing will be recorded and that recording is commencing. The briefer should include the date, time and case number at the start of the recording.
- The video file will be downloaded and saved to the MPD evidentiary server. A copy of the file will also be saved in the PD Root SWAT folder (under team activity, with other SWAT documents related to that incident).
- A SWAT supervisor will document that the briefing was recorded in an MPD police report.

Tactical Operations

- SWAT supervisors will assign body-worn cameras to team members prior to tactical operations. Available cameras will be assigned in such a way to maximize audio/video capture of the operation.
- Team leaders will notify personnel involved in the operation who the cameras have been issued to.
- For pre-planned search warrants, recording should begin during vehicle movement to the target location. For extended tactical operations, recording should begin prior to anticipated tactical intervention, and should capture any negotiations or other relevant activity when possible.
- Team leaders or personnel wearing the cameras should advise other team members when recording is beginning (unless it is impractical to do so).
- The video file(s) will be downloaded and saved to the MPD evidentiary server. A copy of the file will also be saved in the PD Root SWAT folder (under team activity, with other SWAT documents related to that incident).
- A SWAT supervisor will document who wore the cameras in an MPD police report.
- A SWAT team leader will review the portions of each video reflecting any tactical intervention to ensure compliance with policy and SOP, and to identify areas for performance improvement or additional training.

Negotiations

- Negotiations will be audio recorded unless it is impractical to do so.
- The audio file will be downloaded and saved to the MPD evidentiary server. A copy of the file will also be saved in the PD Root SWAT folder (under team activity, with other SWAT documents related to that incident).
- The lead negotiator will document that negotiations were recorded in an MPD police report.