

CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 100.61

REVISED NOVEMBER 2025

USE OF WIRELESS MOBILE VIDEO/AUDIO RECORDING SYSTEMS

1. PURPOSE. The purpose of this General Order (GO) is to establish policies and procedures regarding the use of Wireless Mobile Video/Audio Recording Systems (WMVARS).

2. GENERAL. The use of WMVARS allows for the capturing of audio and video recordings for law enforcement purposes. These recordings can be useful for the documentation of evidence, the preparation of written reports, and court testimony. In some cases, WMVARS recordings may also serve to promote public trust and accountability by capturing the professional conduct of departmental employees while engaged with members of the public. The WMVARS is equipped with a patrol vehicle speed indicator. The patrol vehicle speed will be displayed on the WMVARS screen and all WMVARS recordings.

a. During statewide implementation of WMVARS, departmental personnel may need to operate patrol vehicles equipped with the disc-based Mobile Video/Audio Recording System (MVARs). The MVARs specific policy has been removed from this GO and placed in an MM. Once all MVARs are replaced with WMVARS, the MVARs MM will be removed.

3. POLICY. These policies and procedures apply to all sworn employees who operate an enforcement vehicle equipped with WMVARS. Portions of this policy also pertain to nonsworn employees or volunteers who operate a vehicle equipped with WMVARS. Sworn employees who operate WMVARS equipment, and those who immediately supervise or manage such employees, shall review this policy on an annual basis. The review of this policy shall be documented on each employee's training record.

4. ACTIVATION. The WMVARS shall be powered on and ready to record at all times when the vehicle's engine is running. This includes such times when the vehicle is not being driven in an enforcement capacity.

a. Mandatory Activation. The WMVARS record function shall be activated during the following enforcement actions and activities:

- (1) Enforcement contacts (including pedestrians).
- (2) Pursuits.
- (3) Emergency responses Code 3.
- (4) Vehicle searches and inventories.
- (5) Assisting disabled motorists.
- (6) Confrontational interactions with members of the public (whether primary or assisting officer), to include civil disturbances, crimes in progress, or other situations in which the employee anticipates encountering a disturbance or uncooperative person(s).
- (7) Pat down frisks or searches.

b. Optional Activation. Sworn employees may manually activate a recording under the following conditions:

- (1) Pre-enforcement stop observations (e.g., pacing speed violators, observation, and/or commentary of suspected driving under the influence violators).
- (2) Contacts or other events for which the recording could be used as evidence to limit liability or resolve potential civilians' complaints.
- (3) Other incidents which have the potential to be used as evidence in any civil or criminal proceedings.
- (4) To capture disaster and emergency occurrences (e.g., flood, earthquake, explosion).
- (5) When conducting traffic crash investigations.

NOTE: If during the course of a crash investigation an arrest situation is anticipated (e.g., impaired driver), WMVARS activation shall become mandatory.

c. Restricted Activation. Employees are restricted from activating a recording under the following conditions:

(1) Employees shall not record conversations or interactions with other employees while not in an enforcement capacity (e.g., during breaks, while discussing administrative or tactical information, when otherwise not engaged with members of the public).

(2) Allied Agency Incidents. When not directly involved, sworn employees shall not use WMVARS equipment to record other law enforcement agency actions without the expressed permission of the California Highway Patrol (CHP) shift supervisor.

d. Employees shall activate their camera system as soon as practical upon encountering events which require recording. When an employee is unable to activate their camera at the beginning of the event or contact, they shall document the reason in the narrative portion of the corresponding report. Once a recording is activated, the employee shall manually deactivate the record function at the conclusion of the event. Loop video is available to the user, until overwritten, for creation of events that were not completely captured.

e. To aid in the digital cataloging of WMVARS data, employees shall ensure each video event is identified (“tagged”) with the appropriate event type at the conclusion of the event, or as soon as practical.

f. During events in which activation is mandated, employees are required to record an entire event, or at least as much as their involvement will allow. However, it is not the intent to capture video when the public contact has concluded, and there is no evidentiary value in continuing the recording (e.g., the time interval after completing a vehicle inventory and awaiting the arrival of a tow truck).

g. When recording an enforcement contact that leads to a physical arrest, employees may discontinue the recording while transporting the subject to a booking or detention facility. If an arrestee becomes combative or uncooperative during transport, recording should be resumed if it can be done so safely.

h. At no time should an employee jeopardize their safety, the safety of any other employee, or a member of the public in order to activate a recording device.

i. All completed WMVARS evidence files shall be maintained consistent with the applicable policies in Highway Patrol Manual (HPM) 70.1, Evidence Manual, and the guidelines established in this GO.

5. TRAINING. All sworn employees who utilize patrol vehicles equipped with WMVARS and their supervisor(s) shall receive training on WMVARS prior to using the equipment. Supervisors of sworn employees who utilize vehicles equipped with

WMVARS shall receive training on WMVARS in order to ensure employees adhere to WMVARS usage policy and procedures. The training shall be documented in the employee's training record.

6. INSTALLATION OF MOBILE VIDEO/AUDIO RECORDING SYSTEM. Installation of WMVARS shall be accomplished by the vendor, the vendor's authorized representative, and/or departmental personnel who have received proper training. Installation must conform to standards outlined by the Fleet Operations Section and Research and Planning Section (RPS).

7. USAGE PROCEDURES.

a. Issuance and Return of Wireless Microphones, Chargers, and Holsters. Commands shall ensure local standard operating procedures (SOP) are developed to issue and track wireless microphones, chargers, and holsters to each officer and sergeant. Wireless microphones, chargers, and holsters shall be returned to the Division/Area prior to transferring, retiring, or separation from the Department.

b. Wireless Microphones.

(1) Wireless microphones shall charge for at least four hours (unless extenuating circumstances exist, in which case, supervisory approval must be obtained prior to usage) prior to use to obtain a full charge. Officers and sergeants are responsible for ensuring they have a charged microphone at the beginning of their shift.

(2) Backup microphones used in lieu of lost or uncharged assigned microphones shall be checked in and out from a supervisor.

c. Powering On Video Camera. The WMVARS will power-on when the patrol vehicle ignition is turned on. Upon booting, employees shall immediately sign into the WMVARS with their username and password.

(1) The WMVARS shall remain powered on whenever an equipped vehicle's engine is on. This applies whether or not the vehicle is being driven in an enforcement capacity and whether or not the vehicle's operator is a sworn or nonsworn employee. When a vehicle is not operated for enforcement purposes, the pre-shift check is not required.

(2) At no time shall any person install any software or modify any settings on WMVARS without the direction and approval of RPS or Information Technology Section (ITS) personnel.

d. Wireless Microphone Operation. The wireless microphone shall be synchronized, and worn on the officer's person, preferably in a belt holster, during all interactions with the public. The wireless microphone can be worn in the uniform pocket, if necessary.

e. Battery Life Preservation. Because the WMVARS diminishes the vehicle battery life, sworn employees may turn off WMVARS manually during circumstances in which the vehicle's engine is anticipated to be turned off for an extended period of time outside of normal enforcement duties. Sworn employees shall ensure the WMVARS is powered on before resuming enforcement activities.

f. Equipment Check/Inspection and Documentation. All sworn employees shall inspect WMVARS units in accordance with this policy to ensure the camera systems are fully functional prior to starting their shift. The following shall be adhered to:

(1) If any malfunction, problem, or damage is detected at the time of the sworn employee's inspection, a shift supervisor/officer in charge (OIC) shall be notified immediately and a good faith effort shall be made to troubleshoot the problem. If the problem cannot be resolved, the sworn employee shall choose another patrol vehicle with a properly functioning WMVARS unit, if available. Supervisors and MVARs coordinators shall coordinate the troubleshooting/repair of nonfunctioning WMVARS units over the telephone with the Division WMVARS Information Technology Associate (ITA) (refer to paragraph 13. for repair procedures).

(2) A supervisor/OIC notification through dispatch is required when a previously functional WMVARS unit becomes inoperative anytime during an officer's shift. This would include only those malfunctions that cannot be easily resolved by the officer in the field. Sworn employees shall attempt to resolve minor operational malfunctions in the field prior to making notification. If the WMVARS unit becomes inoperable at any time during the officer's shift, the officer shall acquire another vehicle with an operational WMVARS unit as soon as practical thereafter, except when no other WMVARS equipped vehicles are available.

(3) For the purposes of mandatory pre-shift inspection of WMVARS units, the CHP 179W, WMVARS Inspection/Discrepancy Report, shall be utilized. The CHP 179W is available on the CHP Intranet site under the Forms tab.

(a) During the pre-shift inspection, employees shall verify the functionality of all microphones by playing back the test recording in the vehicle to ensure the presence of sound on the recording.

(b) If a malfunction is discovered after the pre-shift inspection, a CHP 179W shall be filled out by the employee and submitted to a supervisor prior to the end of shift. All malfunctions shall be documented, whether or not they are able to be corrected in the field.

(4) A paper copy of the CHP 179W shall only be completed when a WMVARS unit, or any part/component, is found to be inoperable, malfunctioning, damaged, or missing. The completed CHP 179W shall be reviewed and signed by a supervisor/OIC, and then forwarded to the Area/Division WMVARS coordinator responsible for troubleshooting and repair of the WMVARS unit. All completed CHP 179W forms shall be retained with the WMVARS maintenance records (refer to paragraph 15. for additional maintenance information).

(5) All patrol vehicles with properly working WMVARS units shall be utilized prior to any other type of patrol vehicles without WMVARS units. A malfunctioning WMVARS unit is not cause for a patrol vehicle to be placed out of service.

(a) Based on operational needs, Area commanders may establish criteria within the Area SOP which allows for the use of vehicles not equipped with WMVARS (e.g., older patrol vehicles not wired for WMVARS, or in the event the Area does not have sufficient WMVARS to outfit all patrol vehicles) prior to the use of patrol vehicles equipped with WMVARS. The criteria should establish well defined exceptions to the usage procedures given under paragraph 7. of this GO. Vehicles with WMVARS that have been removed for maintenance or loop footage retrieval may be put into service under these conditions as well.

(6) When any sworn employee uses a patrol vehicle not equipped with WMVARS, the officer shall complete and sign the CHP 36D, Departmental Video/Audio Recording Evidence Log, and note "WMVARS" under the "Significant Event" column.

g. On-Screen Digital Media Information. Sworn employees shall verify the accuracy of the on-screen information. The following information will be superimposed on the WMVARS screen and all videos:

- (1) Patrol vehicle number.
- (2) "CHP" followed by the three-digit Area location code (e.g., CHP 061).
- (3) Officer name and identification number.
- (4) Patrol vehicle speed.

- h. Record Mode. The record mode is activated by:
- (1) Activating the forward red emergency lights or Code 3 emergency lights.
 - (2) Manually pressing the record button on the LCD screen.
 - (3) Pressing the record button on the wireless microphone.
 - (4) Crash detection.
- i. Deactivating Record Mode. Once the recording is activated, it will only shut off if manually deactivated by pressing the record button on the LCD screen, or when the equipped vehicle's engine is turned off. During all mandatory record events, sworn personnel are required to record an entire event, or at least as much as their involvement will allow.
- j. Audio Activation. Once synchronized, the wireless audio will be activated automatically upon enabling the record function. The camera record function and the wireless audio can be turned on remotely by depressing the record button on the microphone transmitter. Once the WMVARS record function is activated, the audio shall also be activated and shall remain activated during all interactions with the public.
- (1) The wireless microphone transmitter does have a functional mute button. The mute button shall only be used if confidential information is being discussed (e.g., tactical communications, field training officer/trainee training communications). Upon conclusion of the dissemination of confidential information, the audio recording shall be resumed without delay.
- k. Officer Safety. Sworn employees shall follow existing officer safety policies when conducting enforcement stops as outlined in HPM 70.6, Officer Safety Manual.

NOTE: Sworn employees are to ensure they do not position themselves or the violator between the vehicle for the purpose of capturing the event on digital media recording. Officer safety shall be the primary consideration when positioning the patrol vehicle, not the ability to record an event.

- l. Recording Advisement. Employees shall use discretion when deciding whether or not to advise a person they are being recorded. Employees are encouraged to advise persons they are being recorded if the advisement may gain compliance, deescalate a situation, or assist in the investigation, and does not interfere with the investigation or officer safety. Employees are not required to cease or initiate recording an event, situation, or circumstance solely at the demand of a civilian, involved party, or suspect.

m. Documentation. The officer may make a notation in the corresponding report indicating the WMVARS created evidence of the event. If a mandatory record event was not recorded, an explanation shall be made in the narrative section of the corresponding report. When a supervisory report is completed, a notation shall be made as to whether or not the event was captured on WMVARS and whether or not the recorded event was reviewed.

n. Retrieval of Loop Footage. In circumstances where there is a need to view buffer time between recorded events in the video review or to upload the loop contents by persons other than the creator, approval must be acquired from the Office of the Commissioner. These situations will be evaluated on a case-by-case basis.

(1) All requests must be in writing and routed through the proper chain of command to the Office of the Commissioner. If access to loop footage is going to be requested, it is recommended that the WMVARS unit be removed from the vehicle and secured.

(2) Upon Commissioner approval and notification, personnel from the Internal Affairs Section (IAS) will either respond to the requesting Division/Area or make arrangements for the shipment of the WMVARS unit to IAS for the retrieval of loop footage.

8. SECURITY AND RETENTION.

a. Digital Media Security. Officers shall ensure digital evidence from the WMVARS is successfully uploading prior to the conclusion of their shift. Officers shall either sign-in to the Command Center to verify at least one video from their current shift has uploaded or perform a manual upload on the WMVARS to ensure the hardware and networking components in the vehicle are operational. If the WMVARS is unable to upload digital evidence, or the upload process does not progress after a significant period of time, the officer shall complete a CHP 179W and submit it to the WMVARS coordinator, who will be responsible for ensuring proper upload of the data as soon as practicable. It is not necessary that all evidence successfully uploads prior to an officer concluding their shift or powering down the vehicle due to the WMVARS continuing to upload any outstanding digital evidence automatically once the vehicle is powered on again.

(1) It is prohibited to alter, destroy, or otherwise inhibit any component of the WMVARS or attached mechanism from uploading digital evidence. This includes, but is not limited to, cables, antennas, WMVARS hardware, modem, routers, switches, and wireless access points.

(2) Retention. All WMVARS recorded evidence shall be retained for a period of not less than one year. Depending on the type of event recorded, additional

retention periods may also apply, as outlined in HPM 70.1, Chapter 15, Storage of Departmental Video/Audio Recordings.

(3) Evidentiary Recordings. No employee shall erase, alter, or cause to be erased or altered, any original WMVARS recording prior to the end of the retention period.

9. OWNERSHIP, COPYING, VIEWING, AND RELEASE OF WIRELESS MOBILE VIDEO/AUDIO RECORDING SYSTEM EVIDENCE. The digital media recordings generated by WMVARS are the property of the Department. Employees shall not post or provide recordings to personnel who are not members of the Department or any external sources (e.g., social media sites).

a. Copies. **Under no circumstances shall an employee make a copy, record a copy (includes using a personal device to record the video as it is played back), or permanently retain the contents of an WMVARS recordings.** This does not apply to authorized personnel processing copies of recordings in response to legal requests. Employees will have access to review their own events for the purposes authorized by this GO.

b. Review Considerations. It is understood video/audio captured by WMVARS is not all-inclusive. The system captures a less broad and less detailed image than the totality of the human senses and an employee's account of specific details may appear different than retained video/audio. **The employee's state of mind during specific incidents should be carefully considered when analyzing WMVARS video/audio.**

c. Supervisory/Management Review of Event Recordings. To provide transparency and accountability for effective supervision, managers and supervisors are encouraged to review WMVARS event recordings. Should policy violations be observed, they shall be addressed with the appropriate level of progressive discipline.

(1) The following events shall be reviewed by supervisors, managers, or other authorized personnel:

(a) Any incident in which a member of the Department is severely injured or killed during the performance of their duties.

NOTE: Severe injury is defined as an injury, other than a fatal injury, which includes the following: broken bones; dislocated or distorted limbs; or severe lacerations; skull, spinal, chest, or abdominal injuries that go beyond bruises, which are discolored or swollen in places where the body has received a blow (includes black eyes and bloody noses); abrasions,

which are areas of the skin where the surface is roughened or broken by scratching or rubbing (includes skinned shins, knuckles, knees, and elbows); unconsciousness at or when taken from the scene; and/or severe burns.

- (b) Any incident involving the use of force by a member of the Department.
- (c) Any in-custody death.
- (d) Any incident involving a departmental vehicle crash.
- (e) Any pursuit involving departmental participation.
- (f) When any member of the Department intentionally or accidentally discharges a firearm or Electronic Control Device at a person (to include a drive stun).
- (g) Area Commanders shall ensure a minimum of 12 WMVARS events, per uniformed employee, are reviewed by their supervisor or manager annually. If less than 12 events are recorded, all events shall be reviewed. The Area commander shall track the viewing completion locally.

1 The purpose of video review is to ensure the Department's expectations of fair, equitable, and professional services are being provided to the public.

2 When documenting video review, supervisors are encouraged to provide positive feedback on evaluation (monthly and annual) documents for observed professional behavior.

(2) The following events should be reviewed by supervisors, managers, or other authorized personnel:

- (a) Any event which may result in civil liability.
- (b) Any event requiring an approved release of a recording outside the Department (to include legal requests and formal or informal discovery requests).
- (c) For the purpose of proving or disproving specific allegations of misconduct.
- (d) For the purpose of identifying and diagnosing WMVARS malfunctions by a trained coordinator.

(3) Examples of when video review may be appropriate include:

(a) If the IAPro/Blue Team early warning intervention system identifies an employee with three or more negative events.

(b) An employee exhibits specific articulable behaviors which cause concerns.

(4) Authorized personnel from the Office of Inspector General or Enforcement and Planning Division may periodically conduct a review of WMVARS recordings to monitor program compliance and assess the overall effectiveness of the digital evidence management system.

d. Discovery of Misconduct During Video Review. The discovery of any potential employee misconduct during the review of WMVARS recordings shall be handled in accordance with the policies outlined in HPM 10.2, Internal Investigations Manual.

e. Employee Access to Event Video Recordings. To refresh their memory of incidents, employees will be allowed to review recordings of their activity prior to the following:

(1) The preparation of written documentation requested or required by the Department.

(2) The preparation of written documentation, as defined in Section 3306 of the Government Code (GC), or in preparation for the Informal Dispute Resolution process, as defined in Article V, Section 12, of the Bargaining Unit 5 Memorandum of Understanding (MOU).

NOTE: Since CHP nonuniformed employees (excluding cadets) are extended the same rights established under the Peace Officer Bill of Rights, nonuniformed personnel may be entitled to review WMVARS evidence of which they are party. This is limited to the preparation of written documentation as defined under Section 3306 GC, or in preparation of other documentation, or for processes authorized by the applicable nonuniformed employee bargaining unit MOU.

(3) Administrative interrogations/interviews conducted by the Department (except as provided in paragraph 9.f.[3]). When WMVARS recordings are used as part of an administrative interrogation/interview, sworn employees and/or their chosen representative shall be provided reasonable time, as well as the means, to view the recording(s) prior to the interrogation/interview.

(4) Providing formal (voluntary or compelled) statements as a victim or witness in an incident arising within the scope of the employee's official duties.

For purposes of an officer-involved shooting or use-of-force case, officers will be considered victims or witnesses, and thus permitted to review recordings of the incident prior to providing formal statements.

(5) Preparing to testify in a criminal or civil proceeding, including preparing a response to a civil discovery, arising from the employee's official duties.

f. Restricted Employee Access to Event Recordings. Access to WMVARS recordings will be restricted as follows:

(1) If a criminal investigation is being conducted (excluding those circumstances referenced in paragraph 9.e.[4]), it is within the sole discretion of the agency investigating the matter and the involved district attorney to determine if the employee will be allowed to view related WMVARS recordings.

(2) When an employee is charged with a crime, the employee may only review a related WMVARS recording if the recording is obtained from the district attorney prosecuting the matter in accordance with Sections 1054-1054.10 of the California Penal Code.

(3) When the CHP is conducting an administrative investigation in conjunction with an ongoing criminal investigation (excluding those circumstances referenced in paragraph 9.e.[4]), employees will be allowed to review recordings of their alleged misconduct prior to being charged with the appropriate Section 19572 GC offense only after obtaining written permission from the Division Chief with oversight of the administrative investigation. If IAS is conducting the investigation, written permission shall be obtained from the Office of the Commissioner prior to the release of the WMVARS recording(s).

g. Criminal, Civil, and Administrative Proceedings. All requests for WMVARS files shall be accepted and processed in accordance with federal, state, and local statutes and departmental policy.

(1) Criminal Proceedings. Copying, viewing, and releasing of digital media maintained for evidence in criminal proceedings shall be coordinated through the district attorney's office.

(a) There will be no charge for evidence copied as a result of a criminal subpoena duces tecum or discovery order.

(b) The existence of video/audio recordings retained and kept as evidence for possible civil litigation must be disclosed to the prosecutor in a criminal proceeding. The discovery process shall be adhered to when releasing evidence. Copying, viewing, and releasing of such video evidence shall be coordinated through the Office of Legal Affairs (OLA).

(2) Civil Proceedings. Copying, viewing, and releasing of recorded evidence for civil proceedings shall be coordinated through OLA. A fee may be required for copying WMVARS evidence pursuant to a civil subpoena duces tecum or discovery order (refer to HPM 11.1, Administrative Procedures Manual).

(3) Administrative Proceedings. When WMVARS evidence is used by the Department for the purpose of proving or disproving allegations of misconduct, only recordings relevant to the investigative scope shall be viewed and retained by investigators. Information relevant to the recordings viewed and seized as evidence by investigators shall be documented as part of the chronological summary of a criminal or administrative investigation. Upon request, employees subject to discipline, as defined by Section 19572 GC, shall be provided a copy of video and audio recordings utilized to support administrative sanctions when being served with a Notice of Adverse Action.

h. Public Records Act Requests. Recordings from WMVARS may constitute a nonpublic "investigative record" under the California Public Records Act (CPRA). A fact specific inquiry is required. Therefore, personnel shall consult the Public Records Section (PRS) in connection with every CPRA request for WMVARS footage. If a video is deemed to be releasable by PRS and redaction is required, a copy will be made, and all redactions shall be coordinated through PRS.

i. Use of Wireless Mobile Video/Audio Systems Evidence for Training Purposes. When an incident is recorded which is perceived to be of value as a training aid, the employee responsible for recording the event may report it to the training sergeant who will review the WMVARS evidence to determine the value of the incident for training. If the commander determines the incident would be an appropriate training aid, and the incident is not part of an ongoing criminal/civil proceeding, a copy of the recording may be forwarded through channels to the Office of Assistant Commissioner, Field, for further review, evaluation, and reproduction of relevant portions as necessary for training purposes.

10. WIRELESS MOBILE VIDEO/AUDIO RECORDING SYSTEM COORDINATOR RESPONSIBILITIES.

a. Every person serving as a WMVARS coordinator shall be a sworn employee. The WMVARS coordinator is responsible for performing the following duties:

(1) Maintain and troubleshoot WMVARS equipment, including completion of minor repairs and all associated repair and maintenance records.

(2) Arrange for the repair of WMVARS, as needed, through the Division WMVARS ITA.

- (3) Repair or replacement of parts and components.
- (4) Testify as the WMVARS subject matter expert.
- (5) Ensure WMVARS firmware and settings are up to date and accurate.
- (6) Train sworn employees on current policy and the proper use of WMVARS equipment.
- (7) Work with the Division/Area Automotive Technician(s) when troubleshooting requires validation of the installation, uninstalling WMVARS, or checking the vehicle's fuses or light bar related WMVARS connections.
- (8) To prevent video evidence from becoming inaccessible to the originating Area, coordinators shall transfer the evidence when necessary (e.g., an employee transfers, retires, or is separated from the Department). This includes regularly monitoring digital evidence recorded by Division/Area personnel.

NOTE: This duty list is not all-inclusive. Division/Area-specific processes/procedures may require WMVARS coordinators to perform additional duties. Adequate time to perform such duties shall be established in the Division/Area SOP.

11. SUPERVISORY RESPONSIBILITIES. It is the responsibility of supervisors and managers to ensure the following:

- a. Sworn personnel follow established policy/procedures for the use and maintenance of WMVARS equipment, download of evidence, copying of WMVARS evidence, and the completion of all required WMVARS documentation.
- b. Lost, stolen, or damaged WMVARS equipment, including components, is reported through channels per HPM 11.2, Materials Management Manual.
- c. Repair and replacement of damaged or nonfunctional WMVARS equipment is coordinated through the Division WMVARS ITA.
- d. All sworn personnel are adequately trained on the proper use of WMVARS units.
- e. Area WMVARS coordinators are adequately trained in the operation, maintenance, and proper documentation of WMVARS equipment and malfunctions. Additionally, supervisors shall ensure the WMVARS coordinator is afforded adequate time to perform their duties.

12. COORDINATION WITH STAKEHOLDERS. Commanders are encouraged to meet with the local district attorney(s), court(s), and allied law enforcement agencies to discuss departmental policies and procedures regarding the use of WMVARS and to resolve any legal issues which may hamper the effectiveness of the equipment as an enforcement and/or evidentiary tool. Commanders are also encouraged to demonstrate WMVARS to the local district attorney(s), judge(s), and other entities which may be reasonably affected by the use of WMVARS for the purpose of fostering positive support for the use of this equipment.

a. Commanders shall meet with agencies that will investigate critical incidents involving departmental personnel to clarify the ability of involved employees to review video/audio recordings prior to interviews with such agencies. Agreements regarding this issue should be included in local MOUs or county/city critical incident response protocols.

13. REPAIR PROCEDURES. When a WMVARS coordinator is unable to resolve a malfunction, they shall contact their respective Division WMVARS ITA by creating an ITS support ticket through the Service Now Catalog. The WMVARS coordinator will coordinate the repairs of the WMVARS unit and components.

14. INVENTORY REQUIREMENTS. The complete WMVARS system, as issued, consists of one main unit, one microphone charging station mounted in the vehicle, two wireless microphone sync ports, one front camera, and one rear camera. Division/Area commands will be assigned sufficient wireless microphones, chargers, and holsters for every officer and sergeant. There may be additional backup microphones and chargers assigned to Division/Area commands. If any of these components become lost, stolen, or damaged, it shall be reported through channels in accordance with HPM 11.2 upon discovery.

a. During each required inventory, the commander shall include a memorandum indicating the number of WMVARS assigned to the command and the serial numbers of all the associated components (e.g., wireless microphones, docking stations, front camera, and rear camera). If any components are not accounted for, it shall be noted on the memorandum. The memorandum shall be sent to inventory control as an attachment to the completed inventory and a copy sent to the Division WMVARS ITA.

15. MAINTENANCE AND RECORDKEEPING REQUIREMENTS. Each Division/Area command that maintains WMVARS equipment shall develop a method of documentation which associates WMVARS CHP asset tag numbers with the license plate number of the vehicle in which the WMVARS are installed. When WMVARS video is requested for release under approved release procedures, the Division/Area must have the ability to identify which vehicle the WMVARS unit was installed in at the time

the video was generated and associate it with all relevant maintenance records. All WMVARS unit repair and maintenance records shall be retained for one year beyond the time the associated WMVARS unit is permanently removed from service unless otherwise noted. In addition to these requirements, all commands shall record and retain the following information:

- a. Pending and completed WMVARS support tickets that are generated for each WMVARS unit and/or parts and components associated with WMVARS units.
- b. All signed CHP 266, Credit Memo – Equipment, forms completed for each WMVARS main unit which has been repaired, transferred, and/or returned.
- c. All troubleshooting and maintenance performed on WMVARS units by WMVARS coordinators.
- d. All completed CHP 179W forms.
 - (1) Completed CHP 179W forms for WMVARS units associated with a critical incident investigation, felony arrest, and/or Department civil or criminal litigation shall be retained in accordance with the video evidence retention schedule established in HPM 70.1.
- e. Shipment tracking numbers for all units, parts, and components shipped to the Division WMVARS ITA for warranty/non-warranty repair services.
- f. All other maintenance and repairs completed shall be maintained in a maintenance log for each WMVARS unit.

16. OFFICE OF PRIMARY INTEREST RESPONSIBILITIES.

- a. Research and Planning Section is responsible for WMVARS policies/procedures and training.
- b. Information Management Division is responsible for WMVARS software and hardware support, maintenance, and repairs.
- c. Internal Affairs Section is responsible for WMVARS evidence storage and retention policies.

OFFICE OF THE COMMISSIONER

OPI: 061