



Rockville City Police Department

GENERAL ORDER

Subject FLEET CAMERA SYSTEM		Procedure G.O. 4-38
Authorizing Signature 	Effective: 02-26-10 Revised: 07-29-26	Total Pages 6

I. POLICY

It is the policy of the Rockville City Police Department to utilize the Fleet Camera System (FCS), in conjunction with the Body-Worn Camera System (BWCS), for documenting evidence and recording, through video and audio, interactions that occur between sworn officers of the Rockville City Police Department and members of the public. This program is consistent with the department's mission and furthers its overall commitment to transparency in public engagement.

Video and/or recordings will be utilized to enhance criminal/traffic reporting, evidence collection, investigations, prosecution, and training. All Fleet Camera System recordings are the property of the Rockville City Police Department.

II. DEFINITIONS

- A. Fleet Camera System (FCS) – Vehicle based camera system with a front view camera and interior view camera that can record video and audio communications.
- B. Body-Worn Camera System (BWCS) – A camera system worn on the person of a uniformed law enforcement officer, or non-uniformed law enforcement officer displaying the officer's badge or other insignia, that can record video and audio communications.
- C. Employee – All employees of the Rockville City Police Department, both sworn and non-sworn.
- D. Law Enforcement Action – Any action taken by a sworn law enforcement officer in the performance of official duties or other authorized law enforcement activities while operating a police vehicle, whether on-duty or during authorized off-duty use.
- E. Officer – Sworn employees of the Rockville City Police Department.
- F. Police Vehicle – All Rockville City Police Department vehicles, marked and unmarked, utilized by sworn police officers.

III. LEGAL CONSIDERATIONS

- A. Pursuant to the “State Wiretap Act” under Sections 10-401, et seq. of the Courts and Judicial Proceedings Article of the Maryland Annotated Code, it is unlawful for any person to willfully intercept, endeavor to intercept, disclose, endeavor to disclose, use, or endeavor to use any oral communications. “Oral communication” is defined as any conversation or words spoken to or by any person in private conversation.
- B. The “State Wiretap Act” makes it lawful for a law enforcement officer, in the course of the officer’s regular duty, to intercept an oral communication with body-worn and fleet camera digital recording device, capable of recording video and oral communication if:
 - 1. The law enforcement officer is in uniform or prominently displaying the officer’s badge or other insignia.
 - 2. The law enforcement officer is making reasonable efforts to conform to the State standards for the use of digital recording devices.
 - 3. The law enforcement officer is party to the oral communication.
 - 4. The law enforcement officer notifies, as soon as practical, the individual that they are being recorded, unless it is unsafe, impractical, or impossible to do so; and
 - 5. The oral communication is being made as part of a video or digital recording.

IV. OPERATING PROCEDURES

Police vehicles with the exception of Command Staff vehicles and some specialty assignment vehicles are equipped with the Fleet Camera System. The use of the Fleet Camera System by officers who operate vehicles so equipped is mandatory, as outlined in this General Order, and in conjunction with the BWCS. The Fleet Camera System will be operated as follows:

- A. The Fleet Camera System, front facing camera is designed to activate when the police vehicle emergency equipment is activated, when collision is detected, when the signal side-arm is activated, and when a taser is armed. Officers will ensure the front facing camera is active and manually activated should automatic activation not occur. The front facing camera will be utilized, when practical, for the following:
 - 1. Priority response driving
 - 2. Traffic stops
 - 3. Vehicle pursuits
 - 4. All other law enforcement activities where events, evidentiary information, use of force,

and arrests will be captured in view; or any other time an officer believes recording will be beneficial.

- B. The Fleet Camera System, interior camera shall be activated and designed to capture video / audio recordings during transports and other law enforcement actions. The interior camera will be automatically activated when other axon cameras are activated. If not activated automatically, the interior fleet camera will be activated manually for the following:
 - 1. Prisoner transports
 - 2. Non-custodial transports
 - a. Ride along and Field Training Officers are not considered non-custodial transports and thus interior camera activation is not required.
 - 3. Law enforcement actions.
 - 4. Any action a reasonable officer would believe the activation of the interior camera would be beneficial to support the officer's documentation of an event.
- C. The intentional or unintentional obstruction of the interior fleet camera view is prohibited.

V. HANDLING RECORDINGS

- A. User Responsibility
 - 1. As part of daily vehicle inspection, officers will ensure the Fleet Camera System is operational and functioning properly.
 - 2. Recordings will be automatically downloaded to the cloud-based server.
 - 3. Videos will be tagged with the appropriate category daily and if appropriate, marked with the associated case number for evidentiary purposes.
 - 4. Malfunctioning or inoperable Fleet Camera Systems will be reported to the Fleet Manager immediately via email, copying the officer's immediate supervisor.
- B. Supervisory Responsibility
 - 1. Inspect the Fleet Camera System monthly along with the vehicle inspection.
 - 2. Review officer videos monthly to ensure compliance with tagging videos.

VI. INTERNAL ACCESS AND REVIEW OF RECORDINGS

- A. Fleet Camera System recordings may be reviewed by the recording officer, Supervisors, Command Staff, Investigators and the Training Coordinator for legitimate law enforcement purposes not limited to the following:
1. To ensure the system is functioning properly.
 2. To assist in report writing.
 3. To review / critique performance.
 4. To review / prepare for court.
 5. Use of Force / Pursuit review.
 6. Departmental collision review.
 7. Monthly inspection review.
 8. Official investigations such as personnel complaints, administrative inquiry, and/or criminal or civil investigations.
 9. Review for training purposes.
- B. An audit log is maintained automatically on all Fleet Camera System recordings. In addition to the automatic audit log, employees viewing any recording that is not their own will add a note with the following:
1. Name / Rank of the employee accessing the recording.
 2. Reason for the access with clarity.
 3. Date the recording was accessed.
- (Ex: Lt. Smith – RRAR Review 6/2/25)
- C. Employees shall not access, obtain, attempt to obtain, or copy/convert for their personal use any recording produced by the Fleet Camera System. Employees shall not upload recordings to public and/or social media websites without prior written approval from the Chief of Police.
- D. Except as authorized in this General Order, employees are prohibited from:
1. Copying, deleting, altering, releasing, reusing, modifying or tampering with an FCS

recording.

2. Making a copy of an FCS recording by using another recording device, such as a cell phone.

VII. RETENTION

- A. All original FCS recordings are the property of the Rockville City Police Department and shall be securely stored and retained according to the department's retention schedule and consistent with State law and existing evidence protocols.
- B. FCS recordings that can be used in an investigation or captures a confrontational encounter between an officer and a member of the public will be deemed "evidentiary" and categorized as such. Recordings that capture routine, non-confrontational encounters and/or do not contain evidence will be deemed "non-evidentiary" and categorized as such.
- C. Non-evidentiary recordings will be purged in accordance with the Department's Records and Retention Schedule, unless the Department deems it necessary to retain the recording for a longer period of time.
 1. A recording will be retained longer than the Records and Retention Schedule time frame if an officer or the officer's representative provides notice to the Department that it may be needed for an administrative hearing.
 2. Performance evaluations shall not be the sole reason for the Department retaining a recording beyond the agreed upon term.
 3. An officer may elect, in writing, to save an FCS recording longer than the Records and Retention Schedule if the recording was used to support a performance evaluation which resulted in a single category being rated as below requirements.
- D. If an officer activates the FCS generating a recording of a prohibited use or that is not a law enforcement related encounter or activity, the officer shall notify their supervisor as soon as practical. Recordings deemed by the Department to be recorded inadvertently, and which are of no legitimate purpose to the Department, may be purged as soon as practical.

VIII. RECORDS REQUESTS AND RELEASE OF RECORDING

- A. The public release of FCS recordings will be conducted in accordance with the Maryland Public Information Act (MPIA).
- B. The Department shall ensure that all requests for copies of recordings, including subpoenas and summonses, will be reviewed for compliance with applicable standards, including those imposed by law or provisions of this General Order. The City of Rockville will maintain a log of all MPIA

requests for FCS recordings that it receives.

- C. The release of recordings of an officer's death or injury shall not occur absent compelling law enforcement related reasons to release the recording or in situations where the release of these recordings is required by law.
- D. Recordings will not be disseminated by an employee without receiving written permission from the Chief of Police.
- E. Redaction and release of FCS recordings will be conducted in accordance with applicable public records laws.