

**City of Cleveland Police Department
Law Enforcement**

Policies and Procedures

Subject: Body Worn Video	Policy Number: 4.32
Issue Date: 05-15-14	Revision Date:
Approval Authority Title and Signature: Bingham	

PURPOSE:

The purpose of this policy is to establish guidelines for the use and management of Body Worn Video technology. Body Worn Video facilitates the Cleveland Police Department's objectives to collect evidence for criminal prosecutions, ensures both officer and citizen accountability and has the potential to provide a valuable training aid by allowing the evaluation of officer safety and tactics.

GUIDELINES:

Personnel wearing Body Worn Video (BWV) will receive training prior to use. The training will cover the operation of the BWV, its required use, and prohibited uses.

OPERATIONAL GUIDELINES:

1. The BWV will be charged and ready for use prior to the beginning of the officer's shift
2. The BWV will be worn on the front of the uniform at all times.
3. The BWV will be worn at all times when the officer may become involved in any enforcement activity during their assigned shift.
4. The department recognizes that officer safety is paramount. Bearing this in mind, all officers who arrive on a scene or engage in an enforcement contact must place their BWV in the "RECORD" mode as soon as it is safe or practical to do.
5. The BWV must be activated and recording during all investigative or enforcement contacts such as, but not limited to, the following examples:
 - a. vehicle stops

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- b. pedestrian stops
 - c. Consensual encounters that are investigative in nature
 - d. radio calls for service
 - e. on-view events requiring enforcement activity
 - f. foot pursuits
 - g. emergency response to critical incidents
6. Once the BWV is in the “RECORD” mode, officers must continue to record until either the completion of the event or until they leave the scene.
- a. Officers may deviate from this directive if it is in the obvious best interests of the department to do so and they are able to JUSTIFY such a deviation. i.e. recording the identity of a confidential informant or recording investigative or special tactics used by law enforcement.
7. Officers and supervisors can view captured video once it has been downloaded.
This will allow for officers and supervisors to refresh their memories prior to the completion of departmental reports or while preparing for court proceedings.
8. Only supervisors may delete a recording from the BWV, and only after it has been downloaded to the storage device for digital media provided by the Cleveland Police Department or it is determined not to have any evidentiary value or is not needed for investigative purposes.

PROHIBITED RECORDING:

In keeping with the department’s value of respecting the dignity of all human beings officers and supervisors will adhere to the following guidelines:

1. The BWV will not be activated in a place where a reasonable expectation of privacy exists. i.e. Dressing rooms, restrooms etc.
2. The BWV will not be activated to record conversations of fellow officers, supervisors or employees without their knowledge during routine and non-

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enforcement activities.

3. The BWV will not be used to surreptitiously record conversations of citizens, officers or supervisors.
4. The BWV will not be utilized to record any off duty or personal activity and will not be worn off duty.
5. Any violation of the above prohibited recording guidelines will result in immediate termination.

REPORTING / DOUCMENTATION

1. All digital media that is captured using the BWV is considered the property of the Cleveland Police Department. Accessing, copying, or releasing captured video without the approval of the Chief of Police is strictly prohibited.
2. The release of videos requested through a public records request will be handled in accordance with existing policy and public records laws.
3. The use of BWV will be documented in the narrative of all reports.
4. When the BWV is used on a traffic stop that results in an arrest or citation, this fact will be documented in a departmental report and the word "Video" will be written on the upper right hand portion of the citation.
5. Citizens are not allowed to review video captured by the BWV unless there is an investigative reason to do so.
6. Officers will immediately report any loss of, damage to, any part of the BWV and / or data captured to their immediate supervisor and document such in a report.

IMPOUNDING

In the event of a serious incident, (i.e. officer involved shooting, serious injury or death, serious use of force incident, serious accident involving a police unit, ect.) officers and supervisors will refrain from viewing the recorded data until the investigator responsible for the investigation arrives on the scene and it can be done in conjunction with established policies already in place for such incidents. This will not prohibit officers or

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supervisors from viewing recorded data captured by the BWV in the event of an exigency where viewing will assist with critical details pertinent to the investigation, such as the description of unknown suspects that have fled the scene, unknown suspect vehicles and direction of travel.

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