



Subject: Patrol Operations – Body Worn Cameras		
Distribution: All Police Personnel	Effective Date: January 1, 2015	Number of Pages: Page 1 of 4
Revision Date(s):		

1.0 POLICY:

PURPOSE AND SCOPE

The D'Iberville Police Department is committed to the belief that on-officer video is a valuable tool for law enforcement. On-officer video is essentially audio-video documentation of a police officer's investigative and enforcement activities from the perspective of the officer's person. The use of body worn video recording systems is expected to result in greater transparency, more effective prosecution and improved protection against false allegations.

2.0 DEFINITIONS:

AGENCY ADMINISTRATOR - EVIDENCE.COM system administrator(s) with full access to user rights.

END USER - AXON user with individual account access rights to EVIDENCE.COM.

BODY WORN CAMERAS (BWC) - BWCs allow for accurate documentation of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.

TASER AXON - An On-officer audio-video system currently authorized as the sole means of overt on-officer audio-video recording.

EVENT MODE – The AXON (BWC) is actively recording the event

ETM (Evidence Transfer Machine) - A server with built-in docking stations physically installed at the police department. The ETM simultaneously recharges the device while uploading all digitally encrypted data. The ETM then transfers the data to EVIDENCE.COM.

EVIDENCE.COM - Online Web-based digital media storage facility. The virtual warehouse stores digitally encrypted data in a highly secure environment accessible to personnel based on security clearance.

MEDIA OR DATA - includes photographs, audio recordings and video footage. The media is stored digitally.

3.0 GENERAL PROCEDURES:

- (a) Officers are only authorized to audio or video record investigative and/or enforcement activities following the procedures proscribed within this order.
- (b) BWC or audio recording devices shall not be used in department locker rooms, restrooms or any other place where there would be a reasonable expectation of privacy.
- (c) Employees shall not intentionally record confidential informants or undercover officers unless the recording is conducted specifically for the purpose of documenting a



Subject: Patrol Operations – Body Worn Cameras		
Distribution: All Police Personnel	Effective Date: January 1, 2015	Number of Pages: Page 2 of 4
Revision Date(s):		

sting, drug purchase/sale or other undercover operation in furtherance of a criminal investigation.

- (d) BWC devices will only be used for department administrative investigations with the express consent of the Chief of Police.
- (e) Whenever an officer believes that a recorded contact may lead to a citizen complaint, he/she should bring the recording to the attention of his/her supervisor as soon as possible. If no crime report or supplementary report is being prepared, details of the contact may be documented via information report or memorandum from the supervisor.
- (f) Members will not make surreptitious recordings of conversations with other department members except when necessary in the course of a criminal investigation or for department administrative investigations with the express consent of the Chief of Police.
- (g) Recordings from the BWC's are considered evidence and may be used by an Officer in a courtroom setting
- (h) If an officer is suspected of wrongdoing or involved in an officer-involved shooting or other serious use of force, the department reserves the right to limit or restrict an officer from viewing the video file.

4.0 AXON/EVIDENCE.COM-SPECIFIC PROCEDURES:

- (a) The AXON (BWC) shall be worn at all times that the officer may become involved in an enforcement situation.
- (b) The AXON (BWC) shall be utilized during all investigative or enforcement contacts. (I.e.: pedestrian and vehicle stops, consensual encounters, calls for service, on-view events).
- (c) Officers shall place the AXON (BWC) in the Event Mode as soon as practical at the onset of a given situation.
 - 1. Officers shall activate the AXON (BWC) to record all contacts with citizens in the performance of official duties.
- (d) Once in the Event Mode, officers shall continue to record until the completion of the event, or they have left the scene (this includes recording of statements).
- (e) Additional arriving units to a scene shall place their AXON (BWC) in the event mode as soon as practical, and continue to record until the completion of the event, or they have left the scene (this includes recording of statements).
- (f) AXON (BWC) systems will be assigned with priority given to each of the primary patrol shifts based on quantity of operational units in the department's inventory.



Subject: Patrol Operations – Body Worn Cameras		
Distribution: All Police Personnel	Effective Date: January 1, 2015	Number of Pages: Page 3 of 4
Revision Date(s):		

5.0 AXON MEDIA STORAGE:

- (a) The AXON (BWC) will be placed in the Evidence Transfer Machine (ETM) at the end of shift for charging and uploading
- (b) The media captured via the AXON (BWC) will only be uploaded to EVIDENCE.COM.
- (c) Each event must be categorized according to event type so that proper retention periods will be applied.
- (d) Video and audio captured via the AXON (BWC) will be used for official purposes only.
- (e) Officers may use media captured via the AXON (BWC) to assist with investigations.
- (f) Officers may use media captured via the AXON (BWC) to complete reports.
- (g) Officers involved in any significant use of force incident or accident causing injuries will be permitted, but will not be required, to review their own on-officer video or audio recordings prior to providing a recorded statement or completing reports. Witness officers will only be allowed to review on-officer video if it can be determined that their on-scene position would allow them to contemporaneously perceive events in question from the same perspective as the on-officer video-equipped officer.
- (h) Officers may use media captured via the AXON (BWC) for training purposes, with proper authorization from the Chief or his designee.
 - 1. **Exceptions:** Field Training Officers may use media captured via the AXON (BWC) to provide immediate training to recruits and to assist with the completion of the Daily Observation Report (DOR).

6.0 REPORTING:

All digital media captured using the AXON (BWC) will be considered property of D'Iberville Police Department. Accessing, copying or releasing any media for other than official law enforcement purposes is strictly prohibited and subject to discipline.

7.0 DELETION OF UNINTENTIONAL RECORDINGS:

- (a) In the event of an unintentional activation of the AXON (BWC) system during non-enforcement or non-investigative activities, IE: restroom or meal break, other areas where reasonable expectation of privacy exists; officers may request recording deletion. A memorandum detailing the circumstances of the unintentional recording will be forwarded via the chain of command to the Chief of Police. If approved, the actual deletion requires two-party authorization. One of those parties will be the Chief or their designee; the other will be an agency AXON/EVIDENCE.COM Administrator.
 - 1. The supervisor will review the file in its entirety;



Subject: Patrol Operations – Body Worn Cameras		
Distribution: All Police Personnel	Effective Date: January 1, 2015	Number of Pages: Page 4 of 4
Revision Date(s):		

2. If approved, the supervisor will sign off on the request and forward the request to the Chief of Police or their designee, who may review the video file;
3. If approved, the Chief of Police or their designee will sign the request to initiate the deletion of the file; and
4. The signed narrative/deletion request will be maintained by the Chief of Police’s Office.

8.0 ISSUED AXON (BWC) EQUIPMENT AND RESPONSIBILITIES:

- (a) BWC equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer’s supervisor as soon as possible so that a replacement unit may be procured.
- (b) Officers shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.
- (c) Officers will wear the AXON (BWC) on their uniform shirt at the center zipper with the large shirt holder. Any deviation will be approved by Chief of Police or their designee.
- (d) Supervisory Responsibilities
 1. Supervisory personnel shall ensure that officers equipped with BWC devices utilize them in accordance with policy and procedures defined herein.
 2. At least on a monthly basis, supervisors will randomly review BWC recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.

9.0 DISCIPLINARY ACTIONS:

- (a) Officers failing to utilize their BWC in accordance with this policy will be subject to disciplinary actions, up to and including termination.

10.0 PUBLIC RECORDS REQUESTS:

- (a) Pursuant to Mississippi Public Records statutes it is the goal of this policy to support and promote transparency in government by releasing non-confidential video recordings to the public upon request. The policy must also ensure that the privacy of victims, witnesses and suspects is maintained whenever possible.
- (b) Recordings that are not part of an ongoing investigation or non-commercial use may be charged for in accordance with city policy.