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CHAPTER 36

Body Camera

1. Scope:

This policy is directed to all sworn personnel.

2. Purpose:

The purpose of this order is to set forth Departmental policy and procedures for the Safety Vision Body Camera system. This chapter will outline the guidelines for using body cameras, care and maintenance of the equipment and video storage. The camera system should be viewed as a tool to assist the Officer in providing video evidence in a judicial hearing and to exonerate the Officer from fraudulent accusation and complaints.

All videos are the property of the Gautier Police Department. Any distribution of a video or portion of a video shall only be done with the authorization of the Chief of Police. The playing or copying of any unauthorized video is prohibited.

Employees who violate any portion of this policy are subject to disciplinary action up to and including termination.

3. Policy:

1. Guidelines

- A. Officers shall utilize the body camera in accordance with the provisions of this policy.
- B. Unauthorized use, duplication, editing and/or distribution of video files are prohibited.
- C. Officers shall not delete any video file
- D. Officers shall not remove, dismantle or tamper with any hardware/software component or part of the camera system.
- E. Officers are prohibited from wearing or using personally owned video recording devices in place of or in conjunction with the department issued body camera without written consent of the Chief of Police.
- F. Officers shall activate the body camera when:
 - 1. Citizen encounters resulting from a call for service.
 - 2. Traffic stops.

RESTRICTED LAW ENFORCEMENT DATA

The data contained within this policy is proprietary and will not be duplicated, disclosed, or discussed, without the written permission of the Chief of Police. Data subject to this restriction is contained throughout this policy.



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3. Serving warrants.
4. Arrest.

G. Officers may activate the body camera at any time the Officer feels the video captured may be of evidentiary value.

H. Officers shall not intentionally use the body camera to record any personal conversation of, or between another Officer/employee.

I. Supervisor Review:

If an official complaint is lodged against an Officer, the Officer's video will be reviewed to establish the validity of the complaint. Supervisors who discover misconduct during the review of the Officer's video, that does not indicate a pattern of misconduct, may address the misconduct through non-disciplinary corrective action. Supervisors shall, at a minimum, document any violation of this policy in the Officer's personnel file. When an Officer is authorized to view a video, the audio/video recording shall be reviewed at a Departmental desktop computer by logging onto the server.

2. Responsibilities

A. The Chief of Police has designated a Captain to disseminate and have oversight of the body camera system. In order to maintain operation of the camera system efficiently, the below listed request need to be documented by the Shift Lieutenant and submitted by email to the system oversight Captain.

1. Document malfunctions and equipment failures;
2. Video request for court purposes.

B. Operating the body camera

1. Officers assigned a camera shall test the equipment, prior to every shift. If activation does not occur, immediately report the malfunction to a supervisor.
2. Officers shall position and securely attach the camera to the front of their uniform or uniform equipment, as the primary location, to facilitate recording. Officers shall not wear a camera that is damaged or not functioning properly due to low battery charge, damage, malfunction or memory exceeding capacity and shall notify their supervisor immediately.
3. Officers shall upload video files at the end of and, if needed, during their shift to ensure storage capacity is not exceeded.
4. Officers shall ensure the battery is fully charged and operating properly at the beginning of their shift. Officers shall place the cameras in the proper charging systems for their next shift.

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5. Officers shall report unresolved equipment malfunctions/problems to their immediate Supervisor for a camera replacement immediately. Officers shall check out a backup camera, as soon as practical, and utilize it as required until such time as their original camera is operational.

C. Video Requests

Public Records requests shall be accepted and processed, in accordance with the provisions of federal, state, local laws.

D. Purging of Records

All videos will be purged by the system after 120 days. In the event a video needs to be saved as evidence for a later court date, an email should be sent to the system Captain requesting the video be saved.

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