

7.10 BODY-WORN CAMERA POLICY

It is the policy of this department that all officers shall activate the body-worn camera (BWC) when such use is appropriate to proper performance of his or her official duties, where the recordings are consistent with this policy and law. This policy does not govern the use of surreptitious recording devices used in undercover operations.

This policy is intended to provide officers with instructions on when and how to use body-worn cameras (BWC's) so that officers may reliably record their contact with the public in accordance with the law.

1. PROCEDURES:

- A. Administration – This agency has adopted the use of BWC to accomplish several objectives. The primary objectives are as follows:
 - 1. BWC's assist with documentation of police public contacts, arrest, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.
 - 2. Audio and video recordings also enhance this agency's ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.
 - 3. The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.

- B. When and How to Use the BWC:
 - 1. Officers shall activate the BWC to record all contacts with citizens in the performance of official duties
 - 2. The BCW shall remain activated until the event is completed in order to ensure the integrity of the recording unless the contact moves into an area restricted by this policy.
 - 3. If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated.
 - 4. Civilians shall not be allowed to review recordings at the scene.

- C. Procedures for BWC Use:
 - 1. BWC equipment is issued primarily to uniformed personnel as authorized by this agency. Officers who are assigned BWC equipment must use the equipment unless otherwise authorized by supervisory personnel.
 - 2. Police personnel shall use only BWC's issued by the department. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the agency.

3. 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.
 4. Officer shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems
 5. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the chief executive officer or his designee.
 6. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
 7. If an officer is suspected of wrong doing 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.
- D. Restrictions on Using the BWC – BWC's shall be used only in conjunction with official law enforcement duties. The BWC shall not generally be used to record:
1. Communication with other police personnel without the permission of the Chief of Police.
 2. Encounters with the undercover officers or confidential informants
 3. When on break or otherwise engaged in personal activities
 4. In any location individuals have a reasonable expectation of privacy, such as a restroom or locker room.
- E. Storage:
1. All files shall be securely downloaded periodically and no later than the end of each shift. Each file shall contain information related to the date, BWC identifier, and assigned officer.
 2. All images and sounds recorded by the BWC are the exclusive property of this department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.
 3. All access to BWC data (images, sounds, and metadata) must be specifically authorized by the Chief or his designee, and all access is to be audited to ensure the data for legitimate and authorized purposes.
- F. 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.