

LEAKE COUNTY SHERIFF'S OFFICE MEMORANDUM	Number: LCSO 4.33 Page: 3 MSLEAC Standard Number:
Chapter: General Patrol	Subject: Body Worn Cameras

Purpose:

The purpose of this policy is to establish guidelines for the use of body worn cameras. Body worn cameras facilitate the Leake County Sheriff's Office's objectives to collect evidence for criminal prosecution as well as ensuring the accountability of both the deputies and the citizens. Body worn cameras also have the potential of providing valuable training by allowing the evaluation of deputy's actions for safety.

Guidelines:

Deputies wearing Body Worn Cameras (BWC) will receive training prior to use.

Operational Guidelines:

1. The BWC will be charged and ready for use prior to the beginning of the deputies shift.
2. The BWC will be worn on the front of the uniform at all times.
3. The BWC will be worn at all times when the deputy may become involved in any law enforcement activity during their shift.
4. The office recognizes that deputy safety is paramount. Bearing this in mind, all deputies who arrive on scene or engage in an enforcement contact with the public, should place their BWC in the "RECORD" mode as soon as it is safe or practical to do so. The BWC should stay in the "RECORD" mode until the contact is finished.
5. The BCW should be activated and recording during all investigative or enforcement contacts such as, but not limited to, the following examples:
 - A. Vehicle stops
 - B. Pedestrian stops
 - C. Consensual encounters that are investigative in nature
 - D. Radio call for service
 - E. On-view events requiring enforcement activity
 - F. Foot pursuits
 - G. Emergency response to critical incidents

6. Once the BWC is in the “RECORD” mode deputies must continue to record until either the completions of the event or until the deputy leaves the scene.
 - A. Deputies may deviate from this directive if it is in the obvious best interest of the Office to do so and the deputy can “JUSTIFY” such a deviation, i.e. recording the identity of a confidential informant or recording investigative or special tactics used by law enforcement.
7. Deputies can view their captured video once it is downloaded at the Sheriff’s Office. This will allow deputies to refresh their memories prior to completion of written reports or while preparing for court proceedings.
8. Only the Sheriff or Chief Deputy may delete a recording and only after it has been downloaded to the storage device provided by the Sheriff’s Office and is determined to be of no evidentiary value and is no longer needed for investigative purposes.
9. The Sheriff or Chief Deputy will conduct random reviews of recordings in order to assess deputy performance as well as mark videos that maybe used for training.
10. If a complaint is associated with a recorded event, or the deputy believes an incident may generate a complaint, the deputy shall advise the Chief Deputy.
11. Deputies requesting videos for trial purpose must inform the Chief Deputy of the incident report number, suspects name, date, and time of incident. The recording will be held in the evidence until needed by the requesting deputy for court.
12. All requested video shall be picked up, by the deputy that requested the video, on the day of court to preserve the chain of custody.

Prohibited Recording:

In keeping with the Sheriff’s Office’s value of respecting the dignity of all human beings’ deputies will adhere to the following guidelines:

1. The BWC will not be activated in a place where reasonable expectation of privacy exists i.e. dressing rooms, or restrooms etc.
2. The BWC will not be used to record conversations of fellow deputies, supervisors or employees without their knowledge during routine and non-enforcement activities.
3. The BWC will not be used to surreptitiously record conversations of citizens, officers or supervisors.
4. The BWC will not be utilized to record any off duty or personal activity and will not be worn off duty.
5. Any violation of the prohibited recording guidelines will result in disciplinary actions by the Sheriff.

Reporting/ Documentation:

1. All digital media that is captured using the BWC is considered property of the Leake County Sheriff’s Office. Accessing, copying or releasing captured video without the approval of the Sheriff is strictly forbidden.
2. The release of videos requested by the public will be handled by the Sheriff or Chief

Deputy.

3. Citizens are not allowed to view video captured by BWC unless there is an investigative reason to do so. i.e. identifying a suspect vehicle, identifying an unknown suspect etc.
4. Citizens requesting a copy of a video shall do so in writing to the Sheriff's Office and will be charged fifteen (\$15) dollars fee for process of the video.
5. Deputies will report immediately any loss or damage to any part of their assigned BWC to their supervisor and record the fact in a written report.
6. Any recording of a felony or potential felony will only be released to the public and/or attorneys by the district Attorney's Office.



Approval Authority Title and Signature

4-11-16
Issue Date