


Centerville Police Department  SOP: 12.7	Date of Issue 03-02-2015	Effective Date 03-02-2015	Revision Date 03-02-2015
	Distribution: ALL PERSONNEL		
Subject: Body Worn Camera	Amends	Rescinds	
Index as:	State Certification Standards:		
Approved by: <hr style="width: 40%; margin-left: 0;"/> <div style="text-align: right; margin-right: 10%;">Chief of Police</div>			

I. PURPOSE

The purpose of this directive is to establish a policy regarding the use of department issued body worn cameras and to establish a policy regarding the storage, release, and retention of information captured by the Stalker Smart Glass Technology.

II. POLICY

It shall be the policy of the Centerville Police Department to utilize the Body-Worn Camera (BWC) equipment to document law enforcement interaction with the public with video and audio recordings. Through the use of mobile recording systems, this agency will better protect the rights of citizens and police officers while balancing privacy interests.

III. PROCEDURE

A. Officer Responsibilities

1. Officers assigned a BWC shall fully-charge their BWC system prior to their tour of duty.
2. Inspections and maintenance of the BWC shall be the responsibility of the officer assigned that system.
3. Only authorized personnel to whom a recording system is assigned may use, touch or handle that recording system.
 - a. Exchanging BWC system parts (including batteries) with other issued system is prohibited, unless authorized by the System Administrator(s).
 - b. Unauthorized personnel shall not use, touch or handle any recording system.
4. If any part of the BWC is lost, broken or becomes non-functional it shall be reported to their supervisor and to the Professional Standards Commander immediately, to get the system or part functional, as soon as possible.
5. In order to best capture that which is observed by an officer using a BWC, the camera should be located as close to the eyes as possible.
6. Officers shall activate the BWC whenever there is a potential for dealing with a suspect of a crime.
 - a. This would include, but is not limited to; traffic stops, suspicious person's contacts, or calls for service.
7. The BWC may be activated whenever the officer feels its use would be beneficial to his/her police duties.
8. Once the camera is activated "record" mode, it shall remain on until the police action is complete.
9. At the end of an officer's tour of duty, the recording system will be left in the assigned patrol vehicle / docking station.
10. The recording system should not be removed from the patrol vehicle until all of the data has been uploaded and the battery has been fully charged.
11. Any functionality or serviceability problem shall be reported to the respective supervisor or Professional Standards Commander immediately.

B. Documentation

1. When an officer activates the BWC it shall be documented in; the Incident Report, Supplemental Report, Accident Report, Citations or any other written documentation required by this department, where knowledge of the activation of the BWC is pertinent.

C. Fourth Amendment Notice

1. An officer who is lawfully present in an area protected by the Fourth Amendment shall activate the BWC when there is reasonable suspicion

that; a crime is being committed, has been committed, or is about to be committed, or that evidence of a crime is present.

a. As a reminder, entry into a Fourth Amendment protected area requires probable cause and a warrant or warrant exception.

2. In the absence of such criteria, the officer must turn off the BWC if asked to do so by a person with apparent authority over the constitutionally-protected area.

D. Restrictions

1. Using a mobile video recording system to take a statement in lieu of a sworn written statement, unless approved by a supervisor.

2. Video-recording undercover officers or confidential informants.

3. Duplicating or distributing recordings for other than official law enforcement purposes

4. Permitting citizens to review recordings for other than official law enforcement purposes.

5. Altering captured data.

6. Accessing recordings for other than case-related purposes, responses to resistance, formal or informal complaints, legal review, pursuant to established policy or as directed by the Chief of Police or designee.

7. Making or creating, by separate device or otherwise, a copy of any recording except as directed by the Chief of Police or designee.

8. Posting to social media sites without approval by the Chief of Police.

9. Monitoring officer performance through random review

10. Unless authorized by the Chief of Police or designee, employees will not record other employees who are performing administrative or non-enforcement activities/actions without their knowledge.

a. Examples of such administrative or non-enforcement activities/actions include, but are not limited to:

1) Meetings/roll calls (strategy, tactics, etc...), supervisor directives, disciplinary actions or topics of a confidential nature are discussed.

b. Any violation of this section of the general order will result in disciplinary action, as directed by the Chief of Police or designee.

E. Dissemination

1. All digital media collected using the mobile video recording systems is public record as defined in O.C.G.A. 50-18-70

2. Accessing, copying, or releasing any recordings for other than official law enforcement purposes is strictly prohibited, except as required by law.

3. Only the following will be granted duplication rights, as authorized the Chief of Police (or designee).
 - a. Mobile Video System Administrator(s) - (for training purposes)
 - b. Specific personnel within the Criminal Investigation Division (CID), to be identified by the CID Chief Investigator.
 - c. Specific personnel within the District Attorney's Office, to be authorized by Chief of Police (or designee).

F. Retention

1. Recordings shall be retained as established in Georgia public records retention laws, federal, state or local laws.

G. Mobile Video System Administrator(s)

1. The Mobile Video System Administrator(s) is responsible for overall maintenance, management, training and retention. The Mobile Video System Administrator is identified as the Professional Standards Commander and reports to the Chief and Assistant Chief.

H. Training

Officers shall be trained and instructed prior to being assigned a Body Worn Camera system.