



GILFORD POLICE DEPARTMENT

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<u>SUBJECT:</u> BODY WORN CAMERAS			
<u>REFERENCE:</u>		<u>INSTRUCTIONS:</u> SEE BELOW	
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NOTE: In any civil action against any individual, agency or governmental entity, including the State of New Hampshire, arising out of the conduct of a law enforcement officer having the powers of a peace officer, standards of conduct embodied in policies, procedures, rules, regulations, codes of conduct, order or other directives of a State, County, or local law enforcement agency shall not be admissible to establish negligence when such standards of conduct are higher than the standard of care which would otherwise have been applicable in such action under State law (RSA 516:36).

I. POLICY

It shall be the policy of the Gilford Police Department (GPD) to establish guidelines and instructions for the use of the TASER Axon Flex body-worn camera (BWC) system when such use is appropriate to the proper performance of official duties and where any and all recordings are consistent with this policy and established New Hampshire law. This SOP does not govern the use of surreptitious recording devices possibly used in undercover operations.

II. PURPOSE

GPD has the responsibility of establishing uniform procedures regarding when and how officers will utilize BWCs so they may reliably record contacts, from a first-person perspective, with the public in accordance with RSA 105-D, *Body-Worn Cameras*. The TASER Axon Flex is considered an “on-officer” audio/video recording system utilized by officers to document incidents and interactions occurring in the field. As such, the use of BWCs is expected to result in greater transparency, more effective prosecution, and improved protection against false allegations of excessive use of force, misconduct, and/or racial profiling.

III. PROCEDURE

Agency Administrator: Individuals with full access and user rights to the TASER Evidence.com system.

Axon Capture: An Android and iOS mobile application built specifically for law enforcement that allows for digital media evidence to be captured directly from the field.

Axon Flex System: TASER body-worn cameras utilized as “on-officer” audio/video recording systems consisting of, primarily, the (1) Axon Flex camera, (2) Axon Flex controller, (3) connection wire, and (4) mounting device.

Axon Flex Camera: Audio and color/low-light video cameras mounted upon persons via various accessories (e.g., fitted collar/epaulette/head brackets, glasses, hats, helmets, etc.).

Axon Flex Controller: Portable body-worn packs that allow BWC users to turn on/off units, begin/end recordings, and display various LED patterns to indicate operating modes and battery capacities.

Axon Signal Unit: Communications platforms that interact with activated emergency vehicle light bars in order to begin recordings when within range of all properly equipped Axon Flex systems.

Axon View: An Android and iOS mobile application that wirelessly connects with Axon cameras to provide instant playback of unfolding events from the field, in the field.

Body-Worn Camera: Electronic camera systems worn by officers that are used for displaying, creating, generating, processing, receiving, sending, and storing audiovisual recordings.

Community Caretaking Function: Tasks undertaken by officers in which they are performing articulable acts unrelated to crime investigations to include but not limited to: participation in community outreach events; helping children locate guardians/parents; providing death notifications, directions or other assistance to individuals; performing in-home/hospital well-being checks on elderly, presumed missing or sick individuals; etc.

Evidence.com: A TASER online web-based digital media storage facility accessed via a specific website and requiring log-on credentials. This application also comes in mobile form for use on Android and iOS devices.

Evidence Sync: TASER software that supports downloads from all core TASER devices.

Evidence Transfer Unit: Axon Flex camera and controller docking stations utilized for charging and downloading digital media to GPD’s Evidence.com account.

In Uniform: Officers who are wearing officially authorized uniforms designated by GPD, as well as those visibly wearing articles of clothing, badges, tactical gear, gun belts, patches or other forms of insignias identifying them as officers acting in the course of their duties.

Law Enforcement-Related Activities/Encounters: Job functions that include but are not limited to: arrests; crowd control; interrogations; investigations; non-community caretaking interactions with individuals while on patrol; pedestrian stops; pursuits; searches; traffic control and/or stops; or any other instances in which officers are enforcing the laws of the county, municipality or state. *This term **does not** include (1) activities when officers are completing paperwork alone or in the presence of other officers and (2) community caretaking functions.*

Media: Digitally stored data consisting of audio recordings, photographs, video footage, etc.

Metadata: Data that provides information about other data and that exists in two types – descriptive and structural.

Recording: The process of capturing data and/or information stored on recording mediums.

Recording Medium: Items utilized to retain, store and playback recorded audio and video such as DVDs, VHS, hard drives, cloud storage, digital or solid states, flash memory technology, other electronic mediums, etc.

Recording Subject: Any conversant, detainees, injured parties, officers, suspects, victims, witnesses or other similar persons who appear on recordings. *This **does not** include persons who only incidentally appear on recordings.*

Officers are authorized to record calls for service deemed to be, in their opinion, crimes that have been, are being or are about to be committed or for investigative contacts with the public in which they think so doing would be beneficial to their cases.

A. Administration

GPD has adopted the use of BWCs in order to accomplish the following primary objectives:

1. Accurate documentation of arrests, critical incidents and police-public contacts so as to enhance the accuracy of officer reports.
2. To enhance GPD's ability to review probable causes for arrests, officer and suspect interactions, evidence for investigation and prosecutorial purposes, and to provide additional information for the evaluation and training of officers.
3. To assist in documenting accident and crime scenes, other calls for service and the confiscation of contraband and/or evidence.

Additionally, any and all recordings produced by BWCs can be utilized, when appropriate, by the Chief of Police (or his/her designee) for purposes of conducting Internal Affairs investigations and/or investigating complaints made against personnel (as outlined in SOP 202).

B. Recording Modes

Buffering Mode: When Axon Flex controllers have been turned on and are displaying a flashing green LED. In this mode, soundless video is constantly being looped and recorded while only saving the last 30 seconds of video. *No audio is recorded in this mode.*

Event Mode: When Axon Flex controllers have had their event button double-pressed quickly two (2) times in succession while in buffering mode, resulting then in the display of a flashing red LED. *Audio is recorded in this mode.* Upon event mode activation, officers will hear a

double-beep notification. Every two minutes thereafter officers will hear one beep, advising them that the event mode is still active. In order to deactivate the event mode officers must continuously depress the event button for three (3) seconds; thereby returning units to buffering mode.

C. BWC Use

1. BWCs should be utilized during all law enforcement-related contacts (e.g., calls for service; consensual encounters; emergency responses (except those medical-related); investigative interviews; on-view events; pursuits; traffic stops; and any other calls deemed to be, in the opinion of officers, crimes that have been, are being or are about to be committed.
2. At all times, assigned BWCs shall be worn by officers who have been trained in their use and who are dressed in uniform while working assigned details and/or shifts.
3. Officers shall place BWCs into buffering mode at the start of duty where they shall remain as such throughout the shift.
4. Officers shall place BWCs into event mode as soon as practical and as close as possible to the beginning of event contacts. *If responding with emergency lights to calls for service, BWCs will automatically be placed from buffering mode into event mode by way of cruiser installed Axon Signal units. Signal units have been installed in all front-line marked cruisers. When appropriate, officers should make certain BWCs have been automatically activated by ensuring a flashing red LED is present on Axon Flex controllers.*
5. At the beginning of contacts with individuals, or as soon as practicable, officers shall notify all involved subjects: ***“We are being audio and video recorded.”*** If and when such notifications are not made, officers shall note reasons for non-notification in accompanying report narratives.
6. Once BWCs have been placed into event mode in public settings where expectations of privacy do not exist, officers shall continue recording (to include during times when statements are given) until event completions and until such time as they leave call for service scenes or traffic stops. *Procedures related to private settings where expectations of privacy do exist are outlined later in several areas of this SOP.*
7. When consensually entering private businesses, residents, or other such places (e.g., locker rooms, rest rooms, etc.) when not in “fresh pursuit” or when calls for service are not “active” in nature and where reasonable expectations of privacy exist, officers shall obtain consent to record (should they wish to do so for purposes or accurate note taking and supplemental report creation) from those individuals authorized or in control of such premises. If consent is not granted officers shall leave BWCs in buffering mode.

8. Upon responding to calls for service and/or conducting traffic stops in public places where expectations of privacy do not exist and when BWCs have been placed into event mode and are; therefore, recording, officers will explain to subjects, when appropriate and safe to do so, that they are being audio and video recorded. If subjects object to being recorded officers will continue to record and make notations in accompanying report narratives of such objections.
9. Upon responding to calls for service (e.g., assaults/burglaries/thefts, etc. in progress, domestic violence related events, criminal trespass incidents, or other possible criminal violations) at private businesses, residents, or other such places (e.g., locker rooms, rest rooms, etc.) where expectations of privacy exist and when BWCs have been placed into event mode and are; therefore, recording, officers will explain to subjects, when appropriate and safe to do so, that they are being audio and video recorded. If subjects object to being recorded but officers, in their opinion, anticipate crimes have been, are being or are about to be committed, resulting in arrests being made for possible criminal violations, the discretion to leave BWCs recording is left to that of officers on scene.
10. Should officers fail to activate BWCs as outlined in this SOP, record entire contacts, interrupt recordings once started, or experience BWC malfunctions they shall document why such recordings were not made, interrupted and/or terminated in accompanying report narratives.
11. Officers will exercise discretion when dealing with victims so as not to re-victimize them and to be sensitive to their situations. Certain situational encounters may cause victims to fear retaliation or that their specific circumstances will become public such as with partially clothed sexual assault victims, etc. Officers should exercise discretion in not recording victims until such time as they have donned additional clothing. If such scenarios are encountered and only partially recorded, officers shall document reasons for delays in accompanying report narratives.
12. Officers are not to share BWC recordings with citizens at call for service scenes. Proper requests for viewing shall be made by citizens in such circumstances and will be considered, under established guidelines and laws, on a case-by-case basis.
13. If exigent circumstances exist which prevent officers from activating BWCs as outlined in this SOP then devices must be turned on as soon as practicable.
14. Officers shall not indiscriminately record entire details, duties, patrols, shifts, etc. as all recordings shall be specific to incidents.
15. In locations where reasonable expectations of privacy exist, officers *are authorized* to create BWC recordings while (1) executing arrest and search warrants, (2) executing any other warrants issued by a court, or (3) they are in such locations pursuant to judicially-recognized exceptions to warrant requirements.

D. BWC Procedures

BWCs and their respective equipment will be assigned to all full-time officers (and, in some circumstances, part-time officers) and, as such, shall be used by them while dressed in uniform unless specifically authorized not to do so by supervisors (i.e., Sergeant rank and above).

1. Officers shall only use BWCs and equipment assigned to them by GPD. All BWCs, related equipment, data, images, metadata and videos captured, recorded or otherwise produced by such equipment is the sole property of GPD.
2. All officers assigned BWCs must complete an agency approved and/or provided training program to ensure proper operation and use. Additional training may be required at periodic intervals to ensure continued effective equipment operation and use, proper calibration and performance, and to incorporate potential equipment and/or policy changes, updates or other similar revisions.
3. Issued BWCs and equipment are the sole responsibility of each assigned officer and will be used with reasonable care to ensure ongoing proper functioning. Any equipment malfunctions shall be brought, as soon as possible, to the attention of shift supervisors so such items can be taken out of service and replacement equipment, if available, procured.
4. Officers shall, at the beginning of details or shifts, inspect assigned BWCs and equipment (e.g., cameras, controllers, mounting devices, etc.) to ensure there are no visual damages and that all are in working order. Any damages observed shall be documented in daily call logs and in a memo addressed to the Chief of Police (or his/her designee).
5. Officers shall not alter, copy, duplicate, edit, share or otherwise distribute, in any manner, BWC recordings without prior written authorization and approval of the Chief of Police (or his/her designee). *In some circumstances, officers will be prohibited access from conducting such activity via permissions granted and restrictions placed within respective BWC programs and software (i.e., Evidence.com, Evidence Sync, etc.). **This shall not apply to the sharing of BWC captured images used to assist in the identifications of individuals and/or vehicles suspected of being involved in crimes.***
6. Per RSA 105:D, *Body-Worn Cameras*, certain stipulations have been established allowing the Chief of Police (or his/her designee) to designate certain recordings as possible training tools and to be utilized only for such purposes. Therefore, officers are encouraged to inform shift supervisors of any recordings they think may be of value as training tools.
7. The Chief of Police (or his/her designee) reserves the right to limit officers involved in officer involved shootings or other serious use of force incidents, as well as those suspected of possible wrongdoing from viewing recorded audio and video files. Any audio and video files falling into such categories will be marked, as soon as possible, by authorized personnel as “sensitive” within GPD’s Evidence.com account in order to restrict viewing access by unauthorized personnel.

8. BWC recordings are not replacements for written reports. Therefore, officers shall note in all accompanying report narratives if and when recordings were made during event contacts and/or incidents in question.
9. Officers who inadvertently activate BWCs that result in recordings being made of personal matters (e.g., bathroom/meal breaks, private conversations with colleagues/family members/significant others, etc.) may make written requests to the Chief of Police (or his/her designee) for deletions. The Chief of Police (or his/her designee) will then meet with requestors, obtain the full circumstances of such recordings, and view entire recording portions in question before making decisions regarding deletion. Should the Chief of Police (or his/her designee) authorize such deletions, they will be identified as such in GPD's Evidence.com account. All written deletion requests will be kept on file.

E. BWC Restrictions

Officers shall only use BWCs in conjunction with official law enforcement duties. BWCs shall not be used to record the following:

1. Communications with other police personnel except to the extent that such communications are incidental to permissible recordings.
2. Encounters with police personnel and/or individuals whom officers know are acting in undercover capacities or as confidential informants, respectively, unless expressly directed to be included as part of investigations.
3. Interviews with crime victims unless their express consent has been obtained before such recordings are made. *All recordings obtained shall be consistent with the NH Attorney General's model protocols for law enforcement relative to: responses to adult sexual assault cases, domestic violence, stalking, and/or child abuse and neglect. This directive may be waived by the Chief of Police (or his/her designee) when parents or legal guardians are the subjects of investigations to which juveniles are victims and/or witnesses.*
4. Interactions with persons seeking to report crimes anonymously. *In such circumstances, officers shall, as soon as practicable, ask persons seeking to remain anonymous if they want BWC recording utilized. If such persons respond negatively then BWCs shall be left in buffering mode.*
5. Activities while on the grounds of any public, private or parochial elementary or secondary school except when responding to imminent threats to life or health or while responding to calls for service.
6. Break times or when otherwise engaged in personal activities.

7. Instances when it is believed that explosive devices may be present and electrostatic interference from BWCs may trigger them.
8. Locations where individuals have reasonable expectations to privacy (e.g., locker rooms, rest rooms, etc.) unless otherwise authorized by policy.
9. Private conversations that have no law enforcement purpose.
10. During incidents where there is potential of capturing video of sensitive human areas (e.g., exposed breasts, groins, etc.).
11. During GPD administrative investigations without express consent of the Chief of Police (or his/her designee).
12. Picketing or other similarly-related First Amendment demonstrations unless obvious violations of criminal law and/or Town Ordinances are occurring.

F. Axon Flex Controller & Camera Units

Axon Flex controllers shall be worn on uniforms or duty belts and will display the following LEDs:

1. *Blinking Green* – Buffering mode
2. *Blinking Red* – Event (i.e., recording) mode
3. *Blinking Yellow* – Connection cable disconnected
4. *Solid Red* – Booting-up

Axon Flex controllers are equipped with “event buttons” that are utilized to toggle between buffering mode and event mode. Controllers automatically enter into buffering mode when powered on and connected to camera units by way of respective connection cables. Officers should double-press event buttons to toggle from buffering mode to event mode and then depress event buttons for three (3) seconds to return to buffering mode.

Axon Flex controllers are also equipped with battery LED displays that indicate battery levels. Such LEDs are colored rings displayed around unit event buttons.

1. *Green* – Fully charged
2. *Yellow* – 20% - 40% battery charge remaining
3. *Red* – Less than 20% battery charge remaining

Officers shall wear Axon Flex camera units with Oakley Flak Jacket (i.e., glasses) units or ballistic vest/collar/epaulette/head bracket mounts. Officers choosing to wear Oakley Flak Jacket units shall also have a ballistic vest, collar or epaulette bracket mount attached to uniforms should they encounter events in which they may need to transition from wearing glasses to other mounting systems. Officers wearing Oakley Flak Jacket units with dark-colored lenses for daytime use shall also have a set of clear-colored lenses for nighttime use and shall switch lenses out when dark outside. Oakley Flak Jacket units with prescription lenses are authorized. Officers wearing cameras mounted to Oakley Flak Jacket units should be cognizant that moving such units from normal wear to other locations (e.g., the top of heads, etc.) will result in attached cameras no longer being focused in “point of view” locations.

G. Storage

1. When not in use, Axon Flex cameras and controllers shall be securely docked in agency Evidence Transfer Units (ETUs). Officers shall ensure that appropriate camera and controller lights are displayed to signify they have been docked appropriately. ***Items not docked appropriately will not charge or download.*** All other assigned accompanying BWC equipment shall be safely maintained by officers to ensure extended life and use. *Controller LEDs will display yellow lights while charging and green lights when fully charged. Camera LEDs will display red lights when initially docked, solid yellow lights when preparing to download content, flashing yellow lights while downloading, and green lights when fully downloaded and charged.*
2. All media files captured by BWCs shall be securely downloaded via ETUs at the end of details and shifts, or as soon thereafter as is reasonably practicable, so as to ensure digital media is stored on GPD’s Evidence.com account in compliance with CJIS security protocols. Should officers complete details or shifts and inadvertently take cameras and/or controllers home with them they shall return to GPD in order to secure them, per policy, in ETUs (K-9 Handlers, as outlined below, are exempt from this mandate). Officers are authorized to periodically download captured and recorded digital media during shifts for viewing via Evidence Sync and/or Evidence.com for purposes of completing agency paperwork. If it is discovered that ETU data connections are down and not operating correctly, shift supervisors shall be immediately notified. Supervisors shall, via email, make the Chief of Police (or his/her designee) aware of such instances so they can be addressed as soon as possible. In such instances, Axon Flex cameras and controllers shall still be securely docked in ETUs to allow for the charging of batteries.
3. All media captured and recorded by BWCs is the exclusive property of GPD. Any accessing, copying, and/or releasing of files for non-law enforcement purposes is strictly prohibited. Only the Chief of Police (or his/her designee) has the authority to release files to media personnel.
4. All access to BWC media must be specifically authorized by the Chief of Police (or his/her designee). Additionally, such media will be periodically audited by the Chief of Police (or his/her designee) to ensure that only authorized users are accessing data for legitimate and official purposes.

5. Digital media files will be securely stored in accordance with NH records retention laws and no longer than useful for the purposes of training or for the use in investigations and/or prosecutions. For purposes of capital punishment prosecutions, digital media files shall be kept until offenders are no longer under any criminal justice agency control.
6. GPD's K-9 Handler, given the very nature of his/her job description and the need to respond to scenes directly from personal residences, are approved to store Axon Flex cameras and controllers, when not in use, at home, ensuring controllers are plugged into outlets for charging purposes. Such individuals will need to, prior to the end of details and/or shifts and when feasible, dock such items in GPD's ETUs for the purpose of downloading any and all recorded digital media. Other parameters outlined in paragraph G.1 of this SOP remain applicable to K-9 Handlers.

H. Supervisor Responsibilities

1. All supervisors shall ensure that officers equipped with BWC devices utilize them in accordance with this SOP and state laws.
2. The Investigative Services Bureau supervisor (or his/her designee) and the GPD and/or County Prosecutors are authorized to review BWC digital media recordings they deem appropriate for purposes of ensuring that completed cases are being submitted appropriately.
3. The Field Training Officer (FTO) Program Coordinator shall, on a regular basis, review BWC media recordings of recruit trainees during their FTO process so that training concerns, guidance and/or other pertinent information can be brought to the attention of FTO trainers for action and consideration as deemed appropriate.

I. Downloading, Labeling & Reviewing Digital Media

BWC media can be labeled by the following methods:

1. Axon View – Officers are able to pair BWCs, through Bluetooth technology, to this smart phone application. Once paired, officers are able to view evidence captured live in order to add metadata (e.g., pre-set Axon View and GPD Evidence.com categories, identifiers, titles, etc.) to already recorded BWC evidence. By utilizing Axon View officers are unable to save recorded evidence to smart phones and are only able to add metadata and/or view video in a streaming format. The Axon View application is web-based and leaves no actual video on smart phones; therefore, not subjecting them to evidence seizure parameters and protocols. *The addition of metadata does not alter device recordings in any way. Axon Capture and Evidence Mobile smart phone applications are not authorized for use by officers.*
2. Officers are able to log into GPD's Evidence.com account, once BWC recordings have been properly downloaded, in order to perform the same tasks outlined above for purposes of adding descriptors, clips, location information, markers, notes, tags, etc.

J. Reporting

All uses of BWCs shall be documented in all GPD created reports (i.e., accidents, arrests, citations, offenses, field interrogations, etc.) under corresponding IMC “Evidence” screens without an associated property number.

Officers may utilize Evidence Sync and/or Evidence.com to view captured and recorded BWC digital media in order to assist them in completing agency paperwork.

K. Media Security

Captured and recorded media shall not be published on any Internet source or released to any individuals without authorization from the Chief of Police (or his/her designee). The use of recording devices such as smart phones and/or secondary video camera equipment to record media from Axon View, Evidence Sync, the Evidence.com website and/or any related smart phone device mobile applications is strictly prohibited.

At no time shall any media recordings be shown or used for the purposes of embarrassment or ridicule of GPD personnel or others.

With approval by the Chief of Police (or his/her designee) (1) various media recordings may, in accordance with NH law, be utilized for training purposes; and (2) any digital media evidence notated as “sensitive” in GPD’s Evidence.com account may be viewed by authorized outside law enforcement agencies (e.g., Attorney General’s Office, County Attorney’s Office, NHSP Major Crimes Unit, other law enforcement agencies, etc.).

Civilian requests for viewing of captured and recorded digital media shall only be approved by the Chief of Police (or his/her designee) on a case-by-case basis once official written NH RSA 91-A requests for information have been appropriately filed per NH law.

All BWC digital media evidence requested by outside law enforcement agencies for purposes of judicial process shall only be released with permission by the Chief of Police (or his/her designee). If approved, such evidence shall be sent to requesting agencies via the GPD’s Evidence.com account “share” function and noted, within respective “message” sections, that it is being sent per official request for the purposes of judicial process, as well as to create audit trails.

L. Evidence.com

1. All captured and recorded BWC media shall be downloaded to GPD’s Evidence.com account at the end of all details and/or shifts, or as soon thereafter as is reasonably practicable, via GPD’s ETUs.
2. In the event ETUs are not operating properly and; therefore, will not allow BWC downloads to occur, officers shall report such incidents to supervisors as soon as possible

so that manual downloads and uploads to GPD's Evidence.com account can occur via Evidence Sync software.

3. All downloaded digital media shall be labeled with appropriate and respective accident, arrest, offense, field interview, etc. IMC assigned numbers in accordance with this SOP.
4. When incidents arise that require immediate retrieval of captured and recorded BWC digital media (e.g., officer involved shootings, agency involved motor vehicle crashes, serious crime scenes, etc.) on-call Command Staff (or their designees) shall be notified so they may respond to scenes in order to secure involved BWCs so as to maintain evidence chain of custody parameters. Such digital evidence will be marked as "sensitive" within GPD's Evidence.com account, thereby restricting access to it by way of established personnel permissions and restrictions.
5. All captured and recorded BWC digital media related to arrests will be assigned to the GPD Prosecutor's Evidence.com account for prosecutorial purposes.
6. Any and all captured and recorded BWC digital media shall be used for official purposes only.
7. All officers will have access to view their respective current and prior downloaded BWC digital media via GPD's Evidence.com account.
8. Within the GPD Evidence.com account, officers shall label all digital media evidence (e.g., accident, arrest, offense, field interview, etc.) with IMC assigned numbers by making such notations in the "ID" section of the program.
9. Within the GPD Evidence.com account, officers shall enter the names of defendants and/or suspects by making such notations in the "Title" section of the program. If no defendants and/or suspects are involved then the names of victims shall be so notated.
10. Officers are to select and assign appropriate Axon View or Evidence.com pertinent category indicators to all downloaded BWC digital media.
11. GPD will utilize the following "roles" within the agency's Evidence.com account as each will have differing authorization levels as determined by the Chief of Police (or his/her designee):
 1. Chief of Police
 2. Lieutenant
 3. Prosecutor
 4. Supervisor

5. Field Training Officer
6. User

M. Mobile Applications

1. The utilization of personal smart phones enabled with the TASER BWC mobile application. Axon View is expressly authorized; however, officers assume all responsibility for respective phones and any damage incurred to them while on official duty.
2. Utilizing Axon View, officers are able to generate and import digital media evidence via smart phone devices, view recently obtained media evidence not yet uploaded to GPD's Evidence.com account, as well as label and tag media evidence with metadata.
3. All digital media evidence viewed via Axon View will not be stored on smart phone devices automatically.

N. Media Metadata Options

The following terms are digital media metadata options that are available, all or in part, via Axon View or in GPD's Evidence.com account.

Category: Chief of Police (or his/her designee) pre-sets that include identified automatic retention timeframes.

Clip: Marked full length video segments that can be downloaded at later times and viewed as stand-alone files.

Description: Detailed information created by BWC users to identify digital media evidence.

ID: Agency created identification numbers associated with calls for service, cases and/or citations.

Location: Manually entered physical and incident-specific location markers that have the ability to be geo-tagged with longitudinal and latitudinal information by way of smart phone device enabled GPS options.

Marker: Indicators that allow for the highlighting of specific segments of video evidence and for the downloading of individual screen shots.

Note: Pertinent notations attached to video evidence regarding important information.

Tag: Indicators of specific points of interest in video evidence.

Title: Headings utilized to identify individuals (e.g., defendants, suspects, victims, etc.).

O. Digital Media Retention

BWC digital media recordings shall be permanently destroyed by overwriting or otherwise no sooner than 30 days and no longer than 180 days from dates images were recorded. Digital media recordings shall be retained by GPD for a minimum of three (3) years if they capture images involving:

1. Any actions by officers that involve the use of deadly force or restraint.
2. Any firearms discharges (unless for purposes of animal destruction).
3. Encounters about which complaints have been filed with the agency within 30 days of their inception.
4. Evidence that may be required to be retained for the purposes of (1) civil or criminal cases, (2) internal affairs investigations or (3) employee disciplinary investigations.

Under certain circumstances, BWC digital media recordings may be retained for longer periods in accordance with, and as outlined in, RSA 105-D.