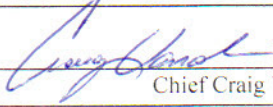




GRANTS POLICE DEPARTMENT POLICIES AND PROCEDURES

Effective Date	07/01/2016	Title:	BODY-WORN CAMERAS
Review Date	07/01/2017	Approved by:	 Chief Craig Vandiver

I. PURPOSE:

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

II. POLICY:

It is the policy of this department that officers shall activate the body-worn cameras, when such use is appropriate to the 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.

III. PROCEDURES

A. Administration

This agency has adopted the use of the body-worn cameras to accomplish several objectives. The primary objectives are as follows:

1. Body-worn cameras allow for accurate documentation of police-public contacts, arrests, 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 body-worn cameras 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 Body-Worn Cameras

1. Officers shall activate the body-worn cameras to record all contacts with citizens in the performance of official duties.

2. Whenever possible, officers should inform individuals that they are being recorded. The body-worn camera shall remain activated until the event is completed in order to ensure the integrity of the recordings unless the contact moves into an area restricted by this policy (see items D.1-4).

3. If an officer fails to activate the body-worn camera, 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 the recordings at the scene.

C. Procedures for Body-Worn Camera Use

1. Body-worn camera equipment is issued primarily to uniformed personnel as authorized by this agency. Officers who are assigned body-worn camera equipment must use the equipment unless otherwise authorized by supervisory personnel.

2. Police personnel shall use only body-worn cameras issued by this department. The body-worn camera equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the agency.

3. Police personnel who are assigned body-worn cameras must complete an agency approved and/or provided training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.

4. Body-worn camera 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.

BODY-WORN CAMERAS POLICY

5. Officers shall inspect and test the body-worn camera prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.

6. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner body-worn camera recordings without prior written authorization and approval of the Chief of Police or his or her designee.

7. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.

8. If an officer is suspected of wrongdoing 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.

9. Requests for deletion of portions of the recordings (e.g., in the event of a personal recording) must be submitted in writing and approved by the Chief of Police or his or her designee in accordance with state record retention laws. All requests and final decisions shall be kept on file.

10. Officers shall note in incident, arrest, and related reports when recordings were made during the incident in question. However, body-worn camera recordings are not a replacement for written reports.

D. Restrictions on Using the Body-Worn Camera

Body-worn cameras shall be used only in conjunction with official law enforcement duties. The body-worn camera shall not generally be used to record:

1. Communications with other police personnel without the permission of the Chief of Police;
2. Encounters with undercover officers or confidential informants;
3. When on break or otherwise engaged in personal activities; or
4. In any location where 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 start of the next shift. Each file shall contain information related to the date, body-worn camera identifier, and assigned officer.

2. All images and sounds recorded by the body-worn camera are the exclusive property of this department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.

3. All access to body-worn camera data (images, sounds, and metadata) must be specifically authorized by the Chief of Police or his or her designee, and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.

4. Files should be securely stored in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency.

F. Supervisory Responsibilities

1. Supervisory personnel shall ensure that officers equipped with body-worn camera devices utilize them in accordance with policy and procedures defined herein.

2. At least on a monthly basis, supervisors will randomly review body-worn camera 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.

NOTE: Violations of this policy will be referred to the Chief of Police with recommendations for disciplinary actions.

This policy is to be used in conjunction with department policies and procedures, rules and regulations, general orders, directives and the City of Grants Personnel Policies and Procedures.