

To: All Department Employees and Volunteers
From: Scot Haug, Chief of Police
Date: December 6, 2012
Subject: Department Directive – Body Worn Video

Body Worn Video

PURPOSE AND SCOPE

The Post Falls Police Department is committed to the belief that body worn video is an important and valuable tool for law enforcement. Body worn video is essentially audio and video documentation of a police officer's investigative and enforcement activities from the perspective of the officer's person. The use of body worn video is expected to result in greater transparency, more effective prosecution, and improved protection against false allegations of misconduct.

The Post Falls Police Department has selected VIEVU as our body worn camera manufacturer.

GENERAL PROCEDURES

- A. Members are only authorized to audio or video record investigative and/or enforcement activities using Department assigned equipment and following the procedures proscribed within this Policy.
- B. Audio or video recording devices shall not be used in Department locker rooms, restrooms or any other place where there would be a reasonable expectation of privacy.
- C. Body worn video recording devices will only be used for Department administrative investigations with the express consent of the Chief of Police.
- D. Whenever a member believes that a recorded contact may lead to a citizen complaint, he/she should bring the recording to the attention of his/her supervisor as soon as possible. If no crime report or supplementary report is being prepared, details of the contact may be documented via information report, e-mail or memorandum.
- F. Members will not make surreptitious recordings of conversations with other Department members except when necessary in the course of a criminal investigation or for Department administrative investigations with the express consent of the Chief of Police.

BODY WORN PROCEDURES

- A. The Department will issue body worn cameras to all sworn members as funding is available. When issued, members are expected to use the device as outlined in Policy. The Chief of Police may make exceptions to this as necessary.

- B. The body worn camera shall be worn at all times that a member may become involved in an enforcement situation. If an officer's body worn camera is not functional, they will be exempt from this requirement. Non-functional body worn units shall be reported as soon as possible to a supervisor.
- C. Plain clothes Investigators may choose not to use body worn cameras during a contact when they believe the camera may interfere with their investigation. Investigators will use audio recorders to record contacts where a body worn camera is not used.
- D. The VIEVU shall be activated to record all investigative or enforcement contacts. (I.e.: pedestrian and vehicle stops, consensual encounters, calls for service, on-view events).
- E. Members shall activate the VIEVU as soon as practical, at the onset of a given situation.
- F. Once activated, members shall continue to record until the completion of the event, or they have left the scene (this includes recording of statements).
- G. Additional arriving units to a scene shall activate their VIEVU cameras as soon as practical, and continue to record until the completion of the event, or they have left the scene (this includes recording of statements).
- H. VIEVU systems do not replace in-car video systems and shall be used in conjunction with the in-car video systems. Officers are expected to follow the Department Policy regarding in-car video, outlined in the Mobile Audio Video Policy.

MEDIA STORAGE

The VIEVU will be uploaded and categorized in the Coban System at the end of shift as outlined by Department SOP. Members are expected to charge the VIEVU battery, as necessary to ensure the unit is operational during their shift.

Body Worn Video may be reviewed in any of the following circumstances:

- A. By a supervisor investigating a specific act of officer conduct.
- B. By a member as part of following up on a criminal case, or after approval of a supervisor who is participating in an official investigation, such as a personnel complaint administrative inquiry or a criminal investigation.
- C. By personnel who request to review their own recordings.
- D. By court personnel through proper process or with permission of the Chief of Police or his/her designee.
- E. By media personnel with permission of the Chief of Police.
- F. Recordings may be shown for the purposes of training value. If an involved officer objects to the showing of recording, his/her objection will be submitted to the Chief of Police to determine if the training value outweighs the officer's objection for not showing the recording.
- G. Employees desiring to view any body worn recording, not their own, shall submit a request in writing to the Shift Supervisor. Employees shall not take recordings home without supervisor approval.

- H. In no event shall any recording be used or shown for the purpose of ridicule or embarrassing any employee or other person.
- I. Each event must be categorized according to event type so that proper retention periods will be applied. Digital media will be retained as outlined by City of Post Falls Resolution.
- J. Video and audio captured via the VIEVU will be used for official purposes only.
- K. Officers may use media captured via the VIEVU to assist with the investigation or complete reports.

Exceptions: Field Training Officers may use media captured via the VIEVU to provide immediate training to recruits and to assist with the completion of the Daily Observation Report (DOR).

REPORTING

- A. The use of the VIEVU will be recorded in all incident reports and in the notes on all citations.
- B. All digital media captured using the VIEVU will be considered property of the Post Falls Police Department. Accessing, copying or releasing any media for other than official law enforcement purposes is strictly prohibited and subject to discipline.

DELETION OF UNINTENTIONAL RECORDINGS

- A. In the event of an unintentional activation of the VIEVU system during non-enforcement or non-investigative activities, IE: restroom or meal break, other areas where reasonable expectation of privacy exists; officers may request recording deletion. A memorandum detailing the circumstances of the unintentional recording will be forwarded via the chain of command to the Chief of Police. If approved, the actual deletion requires two-party authorization. One of those parties will be the Chief or his/her designee; the other will be the IT Administrator.