



3760 BODY WORN CAMERA SYSTEM

3761 General

The Department will deploy body worn cameras (BWC) on designated members. The BWC system is intended to gather video information that will support the Department's mission by providing an accurate and unbiased record of Department actions. The use of video will reinforce the transparency of the Department's patrol operations and other programs. The recordings will document contact with citizens and enforcement action. The system is not intended to document contact between Department members, although some such recording may be unavoidable. All images, audio and information are the exclusive property of the Tucson Police Department.

3762 Authorized System

Members shall utilize only the BWC system authorized by the Tucson Police Department. The authorized system may include head, epaulette or chest mounted units. A docking station will upload data to off-site servers and recharges the units.

3763 General Operation

The BWC system will be assigned to and maintained by the individual member. Members shall inspect the BWC for any physical damage and ensure the device is in working order at the beginning of the member's shift. Any issues impacting the use of the BWC will be reported to the member's immediate supervisor and the appropriate deadline/replacement procedures shall be followed. The BWC shall be utilized in accordance with training whenever an assigned member is performing duties on behalf of the Department. Members shall not deploy a BWC while engaged in special duty employment. System function and specific operations are addressed in the BWC Operation Manual.

3764 Operations

Department members assigned a BWC shall be trained in the system's operation. Members shall operate the BWC consistent with policies, system manuals, and training. The deployment of the BWC systems will not interfere with normal operations and patrol procedures.

3764.1 Required Use

The primary function of the BWC system is to document contact between Department members and citizens. Users shall activate the BWC to record the following events as soon as practical:

- On calls for service.
- During citizen contacts in an investigative or enforcement capacity (.e.g. traffic stops, detentions, arrests, Miranda advisement, use of force incidents, critical incidents, field interviews, or consensual contacts where the officer is attempting to develop reasonable suspicion).



- Anytime the user feels it is appropriate or necessary to create a video record.
- When ordered by a supervisor.
- During suspect/building searches.

Once activated, members will continue to record until the completion of the encounter or action, or until they have left the scene, except as provided in this order.

BWC users involved in an incident where serious injury or death occurs, or where a Board of Inquiry may be convened e.g. an officer-involved shooting) shall not stop the recording until directed to do so. In such circumstances, the recording shall only be stopped by the first supervisor on-scene or Incident Commander when the scene is secured. As soon as practical, the first supervisor on-scene or Incident Commander shall provide direction to stop the recording of any BWC worn by an involved member (Focus, Cover or Witness officer). The BWCs shall be secured by the investigative detail.

When recording a victim contact, consideration may be given if the victim asks not to be recorded. Alternative means of operating the BWC can be used to audio record but not video record victims (camera in pocket or lens blocked). The victim's request to not be recorded shall be recorded to document this if possible.

Members shall only view files created via the BWC to assist with an investigation, the completion of reports, or in preparation for hearings, depositions and trial. Members may use files created via the BWC for training purposes only upon approval of such use by a Bureau Chief.

3764.2 Documentation

When the BWC system is used to record any investigation or citizen contact, this fact will be documented on any citation and/or report prepared regarding the event. When preparing an Incident Report, Supplemental Report, Citation Report, or Field Interview, in connection with an investigation or police event, the assigned member shall indicate that a recording was made.

Video recordings are intended to supplement Departmental reports. Submitted reports are still required to comprehensively capture the totality of the event.

3764.3 Restrictions

In accordance with General Order 1330.20(D), members shall not surreptitiously record other Department members unless approved by the Chief of Police. Officers shall not activate the recording function during the following activities:

- While on employee breaks
- While writing a report



- When discussing a case with other Department members
- During other administrative functions
- During general discussions with Department members

The BWC system shall not be activated in places where privacy would be expected, such as locker/dressing rooms or restrooms, except in the official performance of a law enforcement function.

BWC users shall not intentionally record confidential informants or undercover officers.

Department members shall not allow citizens to review the recordings, unless approved by a supervisor. Members of the public requesting to view a recording shall be directed to utilize the public records process to obtain video.

Members shall not alter, remove, dismantle, or tamper in any way with any BWC related hardware and or software. Members shall not delete or alter BWC recordings.

Accessing, viewing, copying, or releasing BWC recordings for other than the official law enforcement purposes set out in this *General Order* is strictly prohibited. Any deviation must be approved by a supervisor.

3765 BWC System Management

3765.1 Department Program Administrator

The Administrative Resources Section commander shall be the Program Administrator for the Department. The Program Administrator shall maintain all records and information related to the BWC program and shall act as liaison for any issues.

3765.2 Storage

All BWC recordings shall be retained and handled as evidence. Members assigned a BWC shall upload data from their cameras in accordance with BWC Operations Manual. Once the data is uploaded in the system in its entirety, officers will tag the files of evidentiary value with the case number when applicable.

3765.3 Record Retention and Public Record Requests

All BWC recordings and information captured as part of a Department member's duties shall be the property of the Tucson Police Department and be considered a record of the Tucson Police Department. The release of information requested through a public records request will be subject to the same statutory exemptions from disclosure as any other Departmental records. Prior to releasing any BWC recordings, the Department will ensure proper redaction is completed. Recordings not attached to a case or investigation



will be purged after 180 days. Any questions relating to redaction shall be directed to the Legal Advisors' Office.

Members may request deletion of video that was inadvertently recorded, does not meet the recording requirements, and does not contain material of evidentiary value. Members requesting that a file be deleted will submit a memo of explanation to their Bureau Commander. The affected Bureau Commander will make a determination and forward the memo to the Program Administrator for appropriate action. All memos will be retained by the Program Administrator.

Each audio-video file will be retained for a minimum interim period defined in this chapter. Long-term video file storage shall comply with existing state record retention law and evidence retention protocols.

3766 Inspection and Audit

Supervisors shall conduct periodic audits to ensure proper operation of equipment and compliance with recording requirements. An inspection or audit of BWC video and equipment shall be done in accordance with Departmental and City policies and protocols.