

SPECIAL ORDER



DISTRICT OF COLUMBIA

Title	Body-Worn Camera Pilot Program
Number	14-14
Effective Date	December 9, 2014
Rescinds:	SO-14-09 (Body Worn Camera Pilot Program), Effective Date October 1, 2014
Related to:	GO-OPS-301.03 (Vehicle Pursuits), Effective Date February 25, 2003 GO-PER-302.01 (Calls for Police Services), Effective Date April 28, 1981 GO-SPT-303.01 (Traffic Enforcement), Effective Date March 30, 1992 GO-OPS-304.11 (Intra-family Offenses), Effective Date November 07, 2003 GO-SPT-401.01 (Field Reporting System), Effective Date July 19, 2012

I.	Background	Page 1
II.	Policy	Page 2
III.	Definitions	Page 2
IV.	Regulations	Page 3
V.	Procedures	Page 6
V.A.	BWC Equipped Members	Page 6
V.B.	Accidental Recordings	Page 12
V.C.	Access and Review	Page 13
V.D.	Investigative Reviews of BWC Recordings	Page 13
V.E.	Retention	Page 14
V.F.	BWC Recordings Used in Training	Page 15
VI.	Roles and Responsibilities	Page 15
VII.	Cross References	Page 18
VIII.	Attachments	Page 19

I. BACKGROUND

Law enforcement use of body worn cameras (BWCs) has proven effective in reducing violent confrontations, uses of force, and complaints against officers. The purpose of this order is to outline the policy and procedures for the use of BWCs by members of the Metropolitan Police Department (MPD) during the pilot program that began on October 1, 2014. During the pilot program, BWCs have been deployed to each of the seven police districts and a few specialized units and have been assigned to members on each shift. Participating members volunteered or were selected by their District Commander and are governed by the policy and procedures outlined in this order.

II. POLICY

It is the policy of MPD to use BWCs to further the mission of the Department and enhance service to the community by accurately documenting events, actions, conditions, and statements made during citizen encounters, traffic stops, arrests, and other incidents, and to help ensure officer and public safety.

III. DEFINITIONS

1. Armed – armed with or having readily available any pistol or other firearm (or imitation thereof) or other dangerous or deadly weapon (including a sawed-off shotgun, shotgun, machine gun, rifle, dirk, bowie knife, butcher knife, switchblade knife, razor, blackjack, billy, or metallic or other false knuckles) [See D.C. Official Code § § 22-4502 (a) (Additional penalty for committing crime when armed)].
2. Body-worn camera (BWC) – a camera system with secured internal memory for storage of recorded audio and video that is designed to be worn on the clothing of a person.
3. Crime of violence – means aggravated assault; act of terrorism; arson; assault on a police officer (felony); assault with a dangerous weapon; assault with intent to kill, commit first degree sexual abuse, commit second degree sexual abuse, or commit child sexual abuse; assault with significant bodily injury; assault with intent to commit any other offense; burglary; carjacking; armed carjacking; child sexual abuse; cruelty to children in the first degree; extortion or blackmail accompanied by threats of violence; gang recruitment, participation, or retention by the use or threatened use of force, coercion, or intimidation; kidnapping; malicious disfigurement; manslaughter; manufacture or possession of a weapon of mass destruction; mayhem; murder; robbery; sexual abuse in the first, second, or third degrees; use, dissemination, or detonation of a weapon of mass destruction; or an attempt, solicitation, or conspiracy to commit any of the foregoing offenses. [See D.C. Official Code § 23-1331 (4) (Definitions)].
4. Digital evidence – BWC files, including photographs, audio recordings and video footage, captured by a BWC and stored digitally.
5. Metadata – central complaint numbers (CCNs) and other descriptors used to identify digital evidence.
6. MPD BWC Coordinator – member who is designated by the Chief of Police to oversee all aspects of the body worn camera pilot program including, but not limited to, training, deployment, troubleshooting, and reporting. The MPD BWC Coordinator may be contacted at bwc.project@dc.gov.

7. BWC Unit Coordinators – members the rank of sergeant or above who are designated by their commander to assist with the implementation of BWCs within their district/element during the pilot program by providing assistance and guidance to members who are assigned BWCs.
8. Member – sworn MPD employee or MPD Reserve Corps member.
9. Official – sworn member the rank of sergeant or above.
10. Operational readiness – in accordance with the procedures outlined in Attachment A, an operational, charged and mounted BWC with any data from the previous shift uploaded to an MPD-approved storage device.
11. School-based event – Student or school-related crime and incident that involves students **and** occurs on private, public, or charter school grounds or within close proximity to schools or safe passage zones. School-based events include all safe passage assignments but **do not** include non-critical contacts with students or mediations of minor incidents.

IV. REGULATIONS

- A. Only members designated by their commander shall participate in the BWC pilot program.
- B. Members shall successfully complete MPD BWC training for the activation, use, uploading of data, inspection and storage for each device prior to being deployed with that specific BWC model.
- C. The following BWC models shall be used during the pilot program:
 1. Taser Axon Flex;
 2. Taser Axon Body;
 3. VieVu LE3;
 4. Wolfcom 3rd Eye; and
 5. Wolfcom Vision.
- D. Members shall follow existing officer safety policies when conducting enforcement stops as outlined in Department policies and procedures. Member safety shall be the primary consideration when contacting citizens or conducting vehicle stops, not the ability to record an event.
- E. Members shall mount their BWCs on their uniform at the beginning of their shift in one of the methods approved by the Department (see attachment A)

using only the MPD-issued mounting equipment. The BWC shall be worn for the entire shift.

- F. During their shift, members shall maintain their BWC in a constant state of operational readiness.
- G. Members shall inform contact subjects that they are being recorded at the beginning of the contact (e.g. "Ma'am/Sir, I am advising you that our interaction is being recorded.")
- H. The viewing of BWC recordings at the scene of an incident is prohibited.
 - 1. Requests for BWC recordings by the public shall be referred to the Freedom of Information Act (FOIA) Office, Office of the General Counsel.
 - 2. Upon receipt of allegations of serious misconduct as defined in GO-PER-120.23 (Serious Misconduct Investigations) that occurs during their shift, watch commanders shall review BWC recordings as soon as possible, but in all cases prior to the end of their shift.
- I. All recordings associated with BWCs are the sole property of MPD.
- J. Members shall only use MPD-issued BWCs. MPD-issued BWCs shall only be used by members while they are on-duty and working in an official law enforcement capacity.
- K. Members shall ensure BWC recordings of mass demonstrations or protests, whether planned or spontaneous, are preserved and retained in accordance with this order and Appendix N, "*Records Retention*," of SOP-11-01 (Handling First Amendment Assemblies and Mass Demonstrations).
- L. Members **shall not**:
 - 1. Remove, dismantle, or tamper with any hardware or software component or part associated with BWCs.
 - 2. Destroy, disseminate, edit, alter, or otherwise use BWC recordings without the written permission of the Chief of Police.
 - 3. Copy, record, or share a BWC recording without written approval of an official. BWC recordings shall only be shared for official law enforcement purposes.
 - 4. Delete any BWC recording except as specified in Part V.B of this order (i.e., accidental recordings).

5. Download or convert any BWC recording for personal use.
 6. Use MPD-issued BWCs while off-duty.
 7. Record on private space unless present for a lawful purpose.
 8. Record personal activity.
 9. Record conversations of members without their knowledge during routine, non-enforcement related activities.
 10. Record gratuitous or obscene images, such as the effects of extreme violence or injury, unless necessary for evidentiary documentation.
 11. Record a particular person based solely on the person's race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, homelessness status, physical disability status, matriculation, or political affiliation.
 12. Record in places where a reasonable expectation of privacy exists, such as locker rooms or restrooms, unless the activation is required for the performance of official duties.
 13. Intentionally or willingly record confidential informants or undercover members.
 14. Use any other electronic device or other means in order to intentionally interfere with the capability of the BWC.
 15. Post recordings to any social media site.
 16. End a recording based solely on a citizen's request unless the citizen wishes to provide an anonymous tip. In all other cases where a citizen continues to request that a recording be turned off, the member shall request that an official respond to the scene to assist.
 17. Erase, alter, reuse, modify or tamper with recorded data.
 18. View recordings for anything other than official law enforcement purposes.
- M. BWC recordings shall only be stored by an MPD-approved server or on an MPD-approved storage device. Members shall ensure all BWC data is uploaded as outlined in Attachment A of this order at the end of their shift,

and when necessary, during their shift, to ensure storage capacity is not exceeded.

- N. Members are reminded that BWC recordings do not replace written reports.
- O. Members shall ensure they turn in their BWC prior to the end of their shift and store BWC devices in designated, secured storage locations at MPD facilities when devices are not in use.
- P. When reviewing BWC recordings, in accordance with GO-PER-120.21 (Disciplinary Procedures and Processes), members shall immediately notify officials upon observing, or becoming aware of, an alleged violation of Department policies, laws, rules, regulations, or directives.

V. PROCEDURES

A. BWC-Equipped Members

- 1. Members are responsible for the use and maintenance of their assigned BWC at all times.
- 2. Prior to deployment, members shall:
 - a. Inspect and test their BWCs to ensure that they are operational and functioning properly. If a BWC is damaged or inoperable, members shall immediately notify an official who shall immediately test the camera and, if inoperable, place the camera out of service, complete a PD Form 43 (Loss or Damage to District Government Property), and notify their BWC Unit Coordinator.
 - b. Ensure that they begin their shift with a fully charged BWC that does **not** contain data from a prior shift.
 - c. Notify the Office of Unified Communication (OUC) that they are BWC-equipped over the radio and make a notation on the PD Form 775 (Daily Vehicle Inspection and Activity Report) that they are BWC-equipped.
- 3. Members who discover at any time during their shift that their BWC is lost, damaged, malfunctioning, or that it contains data from a previous shift shall immediately notify an official who shall immediately test the camera and, if inoperable, place the camera out of service, complete a PD Form 43, and notify their BWC Unit Coordinator.

4. Members, including primary, secondary, and assisting members, shall start their BWC recordings as soon as a call is initiated via radio or communication from OUC on their mobile data computer (MDC), or at the beginning of any self-initiated police action.
5. In addition, members shall activate their BWCs for the following events:
 - a. All dispatched and self-initiated calls-for-service;
 - b. All contacts, stops (i.e., traffic, pedestrian, and bicycle), and frisks as defined in GO-OPS-304.10 (Police-Citizen Contacts, Stops, and Frisks);
 - c. Vehicle and foot pursuits;
 - d. All traffic crash scenes;
 - e. Any incident or traffic crash in which the member is involved;
 - f. DUI and consumption of marijuana investigations;
 - g. High-risk encounters (e.g., barricade situations, active shooter situations);
 - h. Tactical activities, to include canine, Emergency Response Team and Civil Defense Unit deployments;
 - i. Mental health consumer encounters;
 - j. Suspicious activities;
 - k. Use of force situations;
 - l. Arrests;
 - m. Encounters requiring the advising of Miranda rights;
 - n. All transports of prisoners and citizens;
 - o. Any of the following searches of a person or property:
 - (1) Consent searches;
 - (2) Warrantless searches;

- (3) Vehicle searches;
 - (4) Searches conducted incident to arrest;
 - (5) Inventory searches;
 - (6) Cursory searches;
 - (7) Probable cause searches;
 - (8) Execution of search or arrest warrants;
 - (9) Frisks;
 - (10) Field searches; and
 - (11) Full-custody searches.
- p. During the initial inventorying of seized money or any high value property;
 - q. During school-based events as defined in Part III of this order;
 - r. While assisting other law enforcement agencies (e.g., United States Park Police, D.C. Housing Authority Police) in handling incidents outlined in this section; and
 - s. Any incident that the member deems it appropriate to activate the BWC in accordance with this order or upon direction from an official.
6. Members equipped with BWCs who are on the scene of an incident and are not the primary reporting member shall inform the reporting member of their BWC recording(s) so that the primary member may record this information in his or her report. **The notation “BWC Activated” shall be placed at the beginning of the reporting member’s narrative and shall include the recording member(s) last name, first name, and CAD number. “BWC” shall also be handwritten on the top of the front page of all PD Forms 163.**
 7. BWCs may be used to record initial interviews of victims, complainants and witnesses.

8. Patient Privacy
 - a. Members **shall not** record patients during medical or psychological treatment or evaluations by a clinician or similar professional unless they are engaged in official police action (e.g., transports or questioning in an ambulance or medical facility).
 - b. When recording in hospitals or other medical or psychiatric facilities, members shall be careful to avoid, when possible, recording persons other than the suspect, complainant, and witnesses.
9. Once activated in accordance with this order, members shall not deactivate their BWC until:
 - a. They have notified the dispatcher of their assignment's disposition, and they have cleared the assignment or, in the case of arrest, have transferred custody of the arrestee to another member;
 - b. Their involvement in the citizen contact or detention has concluded;
 - c. They receive an order from a higher-ranking member; in these cases, members shall document the order and the name of the official in their associated incident or arrest reports;
 - d. The search requiring activation as outlined in Part V.A.5.o of this order has concluded, and the member believes he or she will have no further interaction with the person or property; or
 - e. A pursuit has been terminated and the member has returned to service through the dispatcher.
10. In accordance with Part V.A.5.s, when members activate their BWCs and such activation was not required by policy, and the circumstances do not require continued recordings, they may use their discretion when deciding to deactivate their BWC.
11. After members deactivate their BWCs, it is their responsibility to ensure they reactivate their BWC should the circumstances require it, even if the subsequent recording is being made for the same event.

12. At the end of each event, or in all cases prior to the end of their shift, members shall annotate all videos related to that event in accordance with the metadata procedures outlined in Attachment A.
 - a. Members shall choose the most appropriate category from the list below for each video and add the CCN and/or arrest number related to the event if applicable. The categories are:
 - (1) **“Traffic Stop”** includes notices of infraction (NOIs) and DUI investigations that do not lead to arrest;
 - (2) **“Contact or Stop”** [See GO-OPS-304.10 (Police-Citizen Contacts, Stops, and Frisks)];
 - (3) **“Violent Incident, No Arrest”** includes:
 - (a) Homicides;
 - (b) Assaults with intent to kill;
 - (c) Aggravated assaults;
 - (d) Assaults on a police officer with a dangerous weapon;
 - (e) Burglaries;
 - (f) Mayhem;
 - (g) Malicious disfigurements;
 - (h) Robberies;
 - (i) Sexual abuse and sex offenses; and
 - (j) Any crimes of violence that are committed while armed as defined in Part III of this order;
 - (4) **“Incident, No Arrest”** [See GO-SPT-401.01 (Field Reporting System)];
 - (5) **“Traffic Crash”**;
 - (6) **“School-based Event”** as defined in Part III of this order;

- (7) **“Arrest”**; or
 - (8) **“Requires Supervisory Review”**
 - (a) The “Requires Supervisory Review” category applies to any recording that needs review by an official and possible extended retention due to one or more of the following circumstances:
 - (1) The member is injured or another member is injured or killed during the performance of their duties;
 - (2) There is any use of force by the member;
 - (3) The member records and/or arrests a person as a result of First Amendment activity;
 - (4) The member is involved in an incident that results in a fatality including, but not limited to, in-custody deaths and crashes or vehicular pursuits resulting in a fatality; or
 - (5) The member has reason to believe that the event may result in a complaint or the recording may be of use in a future court proceeding.
 - (b) When a member categorizes a video as “Requires Supervisory Review,” he or she shall notify their official prior to the end of his or her shift.
 - (c) An official shall review the video within 24 hours in accordance with Part VI.A.3 of this order.
13. Officers **shall not** use the category, “Retain.” “Retain” is a secondary category for use by officials, investigators, the MPD BWC Coordinator, and the Court Liaison Division (CLD) only.
14. Members shall document activation of the BWC device **at the beginning** of their narrative on field contact reports, supplements accompanying incident reports and arrest reports in the Records Management System (RMS), as well as PD Forms 61D (Violation Citations) and notices of infraction (NOIs).

- a. **“BWC” shall be handwritten on the top of the front page of all PD Forms 163 (Arrest/Prosecution Report).**
 - b. **The notation at the beginning of the narrative of associated reports shall be “BWC Activated.”**
 - c. The member’s last name, first name, and CAD number only need to be recorded if different from the reporting member listed on the report.
15. Members shall document in the narrative section of all related reports or their notebook any delay or failure to activate their BWC and any interruption of a BWC recording required by this order.
16. At the completion of their shift, members shall:
- a. Inspect their BWC and ensure that it is operational and functioning properly. If the camera is damaged or inoperable, members shall immediately notify an official who shall immediately test the camera and, if inoperable, shall place the camera out of service and complete a PD Form 43.
 - b. Upload recorded data to the appropriate MPD approved storage database (see Attachment A).
 - c. Ensure a PD Form 81-C (Property Release) is submitted documenting their BWC recording for any arrests.
 - d. Charge the camera in an approved BWC charging device.
- B. Accidental Recordings
1. In the event of an accidental activation of their BWC where the resulting recording has no investigative or evidentiary value, members may submit a deletion request to their watch commander, who will forward the same to the MPD BWC Coordinator at bwc.project@dc.gov for review and tracking.
 2. Members shall ensure the request contains sufficient information (e.g., date, time, BWC number) to locate the recording.
 3. The MPD BWC Coordinator shall review accidental recordings and determine whether or not the recording had an official purpose. If the recording had no official purpose, it may be deleted. An audit log on the history of every recording will be maintained in the storage system.

C. Access and Review

1. Members may view their BWC recordings and BWC recordings that have been shared with them to assist in accurate report writing, testifying in court, for training purposes, and debriefing. Members may view recorded data when they are the subject of criminal or administrative investigations in accordance with Part V.D of this order.
2. Recorded data **shall not** be routinely or randomly viewed by officials for the sole purpose of enforcing policy violations.
3. As outlined in Attachment A, members may share recordings with other members only with permission of their immediate supervisor. All requests for sharing shall be emailed to the MPD BWC Coordinator at bwc.project@dc.gov who shall ensure the history of all sharing events is logged within the video management system.
4. Members needing video for court shall refer to the procedures outlined in Attachment A.

D. Investigative Reviews of BWC Recordings

1. Officials who request incident summary (IS) numbers shall inform the Internal Affairs Bureau (IAB) if the member was wearing a BWC.
2. Uses of Force, In-custody Deaths, Criminal and Administrative Investigations
 - a. In the event of a serious use of force or in-custody death, the element watch commander shall ensure, and the responding IAB member shall verify, that all related BWC recordings are uploaded to the server as soon as possible.
 - b. IAB shall ensure the MPD BWC Coordinator is notified at bwc.project@dc.gov to restrict access to BWC recordings related to criminal allegations in accordance with Attachment A.
 - c. Members who are involved in a use of force, in-custody death, or are the subject of a criminal investigation may view BWC recordings related to the incident after receipt of a declination from the prosecuting authority or after a Reverse Garrity is issued and prior to completing and submitting any required reports and being interviewed by the appropriate investigative unit.

- d. Members who are the subject of an administrative investigation may view their BWC recording prior to completing and submitting any required reports and being interviewed by the appropriate investigative unit.
3. Officials conducting criminal or administrative investigations shall:
 - a. Review and re-categorize the recordings after making a determination of whether the BWC recordings are of evidentiary value.
 - b. Notify the MPD BWC Coordinator of all recordings recategorized as “Retain.”
 - c. Document their reviews of BWC recordings in the final investigative packet, and include a copy of the recording as an attachment.

E. Retention

1. BWC recordings shall be retained and accessible on the BWC database for a period of 90 calendar days unless they are categorized as “Retain”.
2. “Retain” is a secondary category for use by officials, the MPD BWC Coordinator, the Internal Affairs Bureau, and the Court Liaison Division (CLD) and shall be applied to:
 - a. Any recording that has been reviewed and flagged for retention beyond 90 calendar days; or
 - b. Any BWC recording of a papered case that has been flagged by the CLD.
3. Digital evidence captured by BWCs shall be treated as official records and handled pursuant to existing Department policies and procedures including, but not limited to, SO-06-03 [Records Retention and Evidence Preservation (Millicent Allewelt Act of 2004)].
4. BWC recordings categorized as “Retain” shall be retained until all related criminal proceedings, claims, litigation, litigation holds, complaints, administrative investigations or related incidents are resolved.

F. BWC Recordings Used in Training

Members are encouraged to notify their officials of any recordings that may be of value for training purposes.

1. Members recommending the use of a BWC recording for training purposes shall submit the request through the chain of command to the Commanding Official, Metropolitan Police Academy (MPA).
2. The Commanding Official of the MPA shall approve or disapprove the request taking into consideration the identity of the persons involved, the sensitivity of the incident, and the benefit of using the file versus other means.
3. The Commanding Official of the MPA shall consult with the MPD Privacy Officer regarding appropriate redactions to videos used in training.

VI. ROLES AND RESPONSIBILITIES

A. Officials shall:

1. Ensure that selected members are equipped with fully-charged, functioning BWCs at the beginning of each shift.
 - a. Officials shall ensure data recorded from previous shifts has been uploaded prior to issuing BWCs.
 - b. When notified of a damaged or inoperable BWC, ensure the malfunctioning BWC is replaced immediately, a PD Form 43 is completed, and any damaged or malfunctioning equipment is returned to the MPD BWC Coordinator for repair or replacement.
2. Ensure members who are deployed with BWCs are noted on the roll call and deployment statistical sheets.
3. In accordance with Part V.A.12.a.(8) of this order, review all videos categorized as "Requires Supervisory Review".
 - a. If the video meets the following criteria, the official shall categorize the video as "Retain", notify the MPD BWC Coordinator by email at bwc.project@dc.gov, and provide the justification for the retention of the file:

- (1) The member is injured or another member is injured or killed during the performance of their duties;
 - (2) There is any use of force by a member;
 - (3) The member records and/or arrests a person as a result of First Amendment activity;
 - (4) The member is involved in an incident that results in a fatality including, but not limited to, in-custody deaths and crashes or vehicular pursuits resulting in a fatality; or
 - (5) The official has reason to believe that the event may result in a complaint or the recording may be of use in a future court proceeding.
4. Ensure that members who are assigned cameras deployed the cameras during their shift.
 5. Ensure members turn in their BWCs prior to the end of their shift and store BWC devices in designated, secured storage locations at MPD facilities when devices are not in use.
- B. Administrative Captains are reminded that BWCs provide valuable information for training and counseling employees on performance. Administrative Captains shall coordinate through the BWC Unit Coordinators periodic reviews of recorded video to ensure that the members are recording mandatory events as outlined in this order. These periodic reviews are **not** intended as a means to identify rule violations.
- C. District Commanders shall:
1. Ensure members are trained prior to being issued a BWC.
 2. Designate two BWC Unit Coordinators for each shift, the rank of sergeant or above, to provide assistance and guidance to members who are assigned BWCs.
- D. BWC Unit Coordinators shall:
1. Provide assistance and technical support to members in their assigned units who have BWCs.
 2. Assist their administrative captain in conducting periodic reviews of recorded video to ensure that the members are recording mandatory events as outlined in this order.

- E. The MPD BWC Coordinator shall:
1. Serve as the designated custodian of records for all BWC recordings.
 2. Serve as the system administrator of the software applications used during the pilot.
 3. Assign the cameras to the members testing during the pilot.
 4. Research and annotate recording details (e.g., related case numbers, officers involved) that have not already been annotated and are required for investigation.
 5. Track all requests for, release and sharing of all videos, including but not limited to those from subpoenas, FOIA requests, and litigation holds.
 6. Monitor videos that are about to reach the end of their retention period.
 7. Monitor, and if appropriate, re-categorize videos that have been in the "Hold for Further Review" status longer than 90 days.
 8. Ensure all videos categorized as "Violent Incident – No Arrest" are retained as appropriate including, but not limited to, in accordance with SO-06-03 [Records Retention and Evidence Preservation (Millicent Allewelt Act of 2004)].
 9. Ensure all videos categorized as "Retained" are reviewed every 60 calendar days to ensure compliance with the retention policy outlined in this order.
 10. Track the deletion of all accidental recordings and duplicate hard copies of the videos.
 11. Document BWC equipment malfunctions and failures and ensure repairs are requested in a timely manner.
 12. Ensure BWC recordings are secured and retained as outlined in this order.
 13. Work with the MPD Property Officer to ensure all videos classified as "Evidence" are stored in MPD's property and evidence system.
 14. Assist in coordinating all internal and external communications regarding BWC policies.

- F. The Director of the FOIA Office shall ensure requests for BWC recordings and information from the public are received and processed in accordance with GO-SPT-204.05 (Freedom of Information Act Requests).
- G. The Director of the CLD shall:
 - 1. Ensure papering packages contain a PD Form 81-C.
 - 2. Ensure that all BWC recordings of papered cases are categorized as "Retain."
- H. The Director of the Equal Employment Opportunity (EEO) Division shall notify the MPD BWC Coordinator to retain BWC recordings associated with pending EEO investigations.
- I. The Director of the Office of Risk Management shall:
 - 1. Notify the MPD BWC Coordinator to retain BWC recordings associated with pending claims.
 - 2. Ensure audits are conducted of BWC recordings. The audits shall include an assessment of:
 - a. Member performance and training needs.
 - b. Consistency between written reports and recordings.
 - c. Compliance with this order.
- J. The MPD Privacy Officer will work with the Director of the Office of Risk Management on periodic audits to ensure recordings do not violate the privacy of citizens or members and adhere to the required policy.

VII. CROSS REFERENCES

- A. GO-PER-120.21 (Disciplinary Procedures and Processes)
- B. GO-PER-120.23 (Serious Misconduct Investigations)
- C. GO-SPT-204.05 (Freedom of Information Act Requests)
- D. GO-OPS-304.10 (Police-Citizen Contacts, Stops, and Frisks)
- E. GO-SPT-401.01 (Field Reporting System)

- F. GO-PCA-502.01 (Transportation and Searches of Prisoners)
- G. SO-06-03 [Records Retention and Evidence Preservation (Millicent Allewelt Act of 2004)]
- H. SOP-11-01 (Handling First Amendment Assemblies and Mass Demonstrations)

VIII. ATTACHMENTS

1. Attachment A: Taser Axon Flex and Taser Axon Body Procedures



Cathy L. Lanier
Chief of Police

CLL:PAB:MOC:AWS:BNB



Metropolitan Police Department Body-Worn Camera (BWC) Pilot Project

Attachment A Taser AXON Body & Taser AXON Flex Procedures

Version 1.1

Last updated 9/30/2014

Table of Contents

TASER AXON BODY & TASER AXON FLEX PROCEDURES	3
Section 1: Familiarizing Yourself with the Cameras	3
<i>TASER AXON Body</i>	3
<i>TASER AXON Flex</i>	5
<i>Directions for Preparing the Cameras for Use</i>	9
<i>Directions for Cleaning the Cameras</i>	9
Section 2: One-Time Registration	10
Section 3: Annotating Videos	13
<i>Annotating in EVIDENCE SYNC (PC, Tablet or MDT)</i>	13
<i>Annotating in AXON Mobile (Android Smartphone)</i>	14
<i>Annotating in AXON Mobile (iOS Smartphone)</i>	15
Section 4: Downloading Videos and Charging the Cameras	17
Section 5: Navigating Through EVIDENCE.com	19
<i>Overview of EVIDENCE.com</i>	19
<i>Dashboard</i>	19
<i>Searching for Videos</i>	20
<i>Flagging Videos</i>	20
<i>Sharing Videos</i>	20
<i>Managing Videos</i>	21
<i>Adding a Location to a Video</i>	21
<i>Viewing Audit Trails</i>	22
<i>Updating Categories (Officials and MPD BWC Coordinator Only)</i>	22

TASER AXON BODY & TASER AXON FLEX PROCEDURES

Introduction: The first set of cameras to be piloted at MPD will be the Taser models. This User Manual will guide you through how to use each of the two Taser cameras, annotate and upload the videos, and search for videos later.

Section 1: Familiarizing Yourself with the Cameras

This section instructs users on how each camera operates.

There are two models of Taser cameras MPD is piloting:

AXON Body

AXON Flex

The technology being used in each camera is a Digital Video Recorder (DVR).

TASER AXON Body

The AXON Body Camera has the camera (audio and video) and the battery in the same device.

Directions for Wearing the AXON Body Camera

1. The top part of the AXON Body Camera is where the Power Button is located. The serial number is located on the back and bottom of the camera.



2. There are two mounts to the AXON Body Camera; the camera comes with an S-clip case that slides over your shirt button to lock into place, and there is also a holster that slides onto your pocket. Directions for the S-clip are slightly different for men versus women's shirts:

For men's shirts:

- a. Snap the camera into its case if it is not already attached. The straight edge of the clip will be at the top.
- b. Slide the right-hand side of the case between two buttons toward the top of the shirt. Push the right side of the shirt into the clip in the back. This part of the clip will be left *outside* the shirt.

- c. Next, tuck the left side of the case *under* the shirt, and push the left side of the shirt into the clip in the back.
- d. Slide the case down to snap over the shirt button. The case will lock in place.

For women's shirts:

- a. Snap the camera into its case if it is not already attached. The straight edge of the clip will be at the bottom.
- b. Slide the left-hand side of the case between two buttons toward the top of the shirt. Push the left side of the shirt into the clip in the back. This part of the clip will be left *outside* the shirt.
- c. Next, tuck the right side of the case *under* the shirt, and push the right side of the shirt into the clip in the back.
- d. Slide the case down to snap over the shirt button. The case will lock in place.

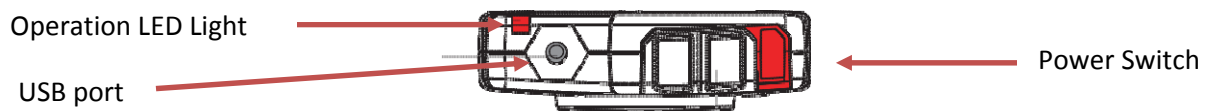
Directions for Operating the AXON Body Camera

1. Slide the power button on the top of the AXON Body Camera to "On" (orange setting). The camera is not recording just because the power button is on.

NOTE: members should keep their cameras powered on while they are on patrol and/or awaiting a call for service.

2. The Operation LED light will turn red. After a few moments, the camera will beep once to let you know it is ready to record. When the Operation LED light on top starts to blink green, the camera has started "buffering" (storing video, but not audio) [the most data it will store is the last 30 seconds once the camera starts recording].

View from top of camera:



3. To record, quickly, but firmly, double click the lightning bolt in the center of the camera (also called the EVENT button). The camera will emit another beep to alert you it has started recording. The LED light on top of the camera will flash red the entire time the camera is recording, and the camera will beep twice every two minutes as a second reminder. At this time, the camera is now recording both audio and video.
4. To adjust the volume of the beeps, press the volume button on the bottom of the camera once. There are four settings: low, medium, high and off. Adjusting the volume of the beeps will not change the volume of the audio being recorded.
5. To stop recording, firmly hold down the EVENT button for 3 seconds. The camera will emit one long beep to let you know it stopped recording. The camera will beep once. The LED light on top may take a few seconds to start blinking green again, though.

6. Be sure to leave the Power Button in the **“On”** position in case you need to start recording again. When you stop recording for the day, turn off the Power Button. It may take several seconds for the LED light to turn off.

TASER AXON Flex

The AXON Flex Camera has two components: a smaller camera and a separate battery from which you operate the camera, called a Controller. The Flex Camera is linked to the Controller by a thin cable.

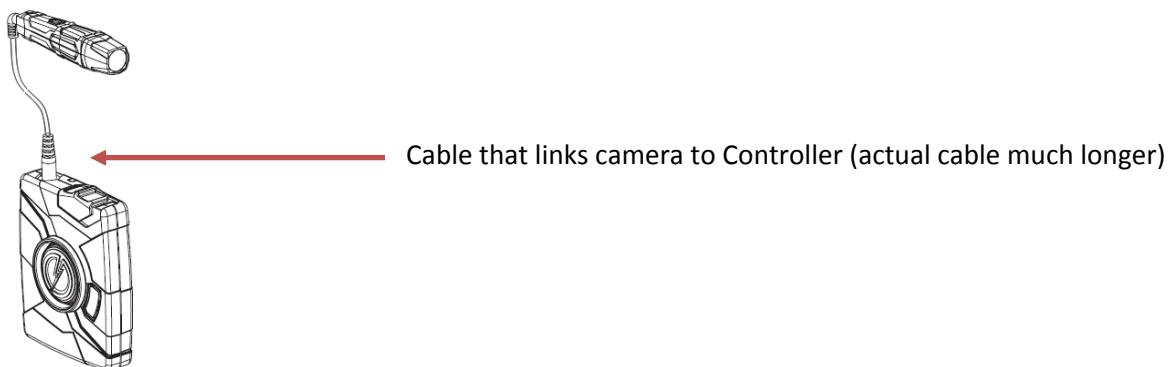
Directions for Wearing the AXON Flex Camera

Controller functions as the battery and the device used to turn the camera on/off, adjusting the volume, etc. The Controller looks like the AXON Body Camera, but has no lens on the front.

1. The top part of the Controller is where the Power Button is located. The speaker is on the smaller camera. The serial number is located on the back of the Controller, not the camera.



2. The Flex Camera must attach to the Controller in order to power up and record properly. The square end of the cable attaches to the bottom of the camera, and the other end of the cable to the top of the Controller.



3. The Controller can be stored in your pocket as is or in a holster attached to your belt. To attach to a belt, secure the Controller in its holster, ensuring the top of the camera aligns with the lever on the top of the case that toggles back and forth to expose the cable port. Next, slide the metal clip that came with the holster into the back of the holster to secure to your belt.

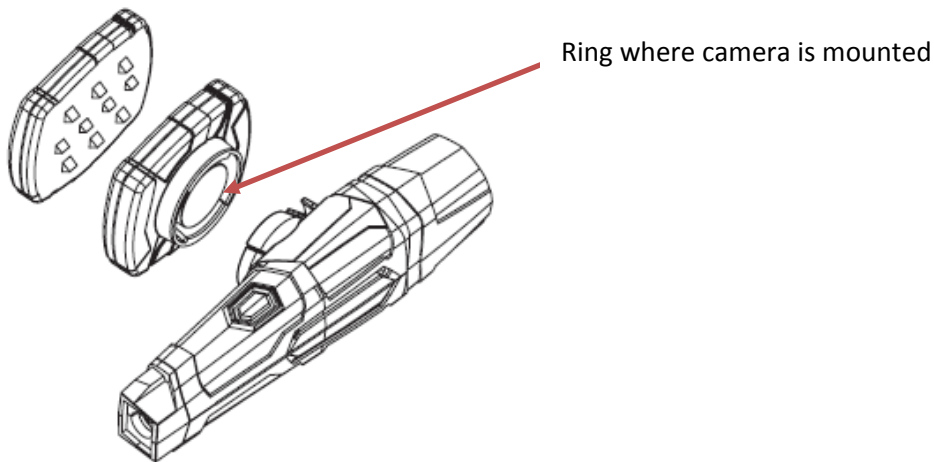
Directions for Mounting the AXON Flex Camera

There are several mounts for the Flex Camera, each clipped on using a strong magnet. The magnetic clip allows rotation of the camera up and down to adjust the angle after it has been connected to the mount.

The three mounts that MPD will be piloting are the Collar Mount, the Low-Rider Headband and the Oakley Glasses Mount. The mounts should always be worn so that the Flex Camera is on the side that the officer wears his/her firearm.

Collar Mount

There are two magnetic clips to hold the collar mount to your shirt collar, one for each side of the collar. Each clip features a set of teeth on one side and a ring on the other; the sides with the teeth are magnetically attracted to each other.



To use the collar mount:

1. Place the collar mount around the back of your neck.
2. Snap the teeth to the inside of the collar on the side of the shirt where the camera will not be mounted and attach the closed ring to the other side.
3. On the other side of the shirt, where the camera clip will be worn, snap the teeth to the inside of the inside of the shirt and attach the open ring to the other side.
4. Snap the camera into the open ring, with the lens facing forward.

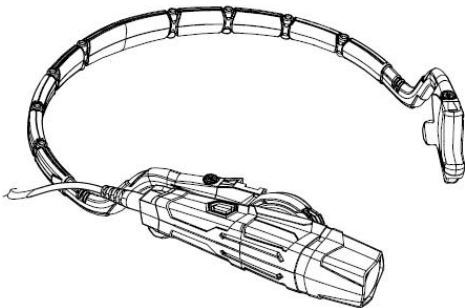
5. Connect the camera/Controller cable to the bottom of the camera. Ensure that the cable does not obstruct the motion of your head. If the cable is exposed down a good portion of your back, hide it under your shirt.
6. Plug the other side of the cable into the Controller.

Low-Rider Headband Mount

There are two sizes of the headband mount: regular and large.

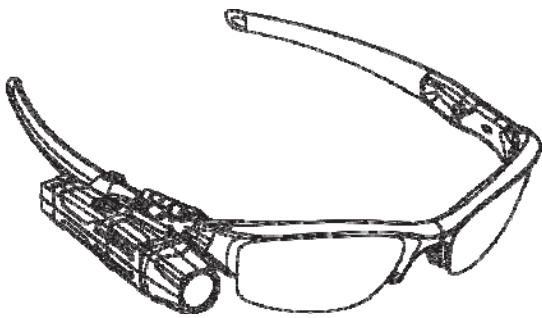
To use the headband mount:

1. Slip the headband behind your head.
2. Snap the camera into the open ring, with the lens facing forward.
3. Connect the camera/Controller cable to the bottom of the camera. Ensure that the cable does not obstruct the motion of your head. If the cable is exposed down a good portion of your back, hide it under your shirt.
4. Plug the other side of the cable into the Controller.



Oakley Eyewear Mount

1. Select whether you want to have sunglasses or clear glasses on.
2. Slip the glasses on your head.
3. Snap the camera into the open ring, with the lens facing forward.
4. Connect the camera/Controller cable to the bottom of the camera. Ensure that the cable does not obstruct the motion of your head. If the cable is exposed down a good portion of your back, hide it under your shirt.
5. Plug the other side of the cable into the Controller.



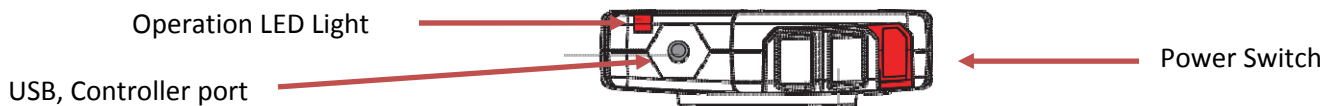
Directions for Operating the AXON Flex Camera

1. Slide the power button on the top of the Controller to “On” (orange setting). The Flex Camera is not recording just because the power button is on.

NOTE: members should keep their cameras powered on while they are on patrol and/or awaiting a call for service.

2. The Operation LED light will turn red. After a few moments, the camera will beep once to let you know it is ready to record. When the Operation LED light on top starts to blink green, the camera has started “buffering” (storing video, but not audio) for 30 seconds [the most data it will store is 30 seconds].

View from top of camera:



3. To record, quickly, but firmly, double click the lightning bolt in the center of the Controller (also called the EVENT button). The camera will emit another beep to alert you it has started recording. The LED light on top of the Controller will flash red the entire time the camera is recording, and the

camera will beep twice every two minutes as a second reminder. (There are no notification lights on the camera itself.) At this time, the camera is now recording both audio and video.

4. To adjust the volume of the beeps, press the volume button on the side of the camera once. There are four settings: low, medium, high and off. At each level, the camera will beep as a preview of the volume. Adjusting the volume of the beeps will not change the volume of the audio being recorded.
5. To stop recording, hold down the EVENT button on the Controller for 3 seconds. The camera will emit one long beep to let you know it stopped recording. The LED light on top may take a few seconds to start blinking green again, though.
6. Be sure to leave the Power Button in the “On” position in case you need to start recording again. When you stop recording for the day, turn off the Power Button. The camera will beep once. It may take several seconds for the LED light to turn off.

Directions for Preparing the Cameras for Use

Remember to prepare your camera for use by ensuring the battery is fully charged. The battery should be good for 12 hours once fully-charged. To check the battery, slide the power button on, wait until the camera beeps, and hold down the BATTERY button a few seconds. The Event Button will turn one of the following colors:

Battery Status	Battery LED
Battery capacity is at 41–100 percent	Green
Battery capacity is 20–40 percent	Yellow
Battery capacity is less than 20 percent	Red

It is much faster to charge the battery in the AXON Body device or the Controller if it is plugged into a wall outlet or a docking station (6 hours for a fully drained battery). Charging from a PC or MDT will take much longer. As explained in a later section, videos are automatically downloaded in the docking station as well.

Directions for Cleaning the Cameras

Use a soft, damp cloth to clean the surface of the AXON body camera. Do not use harsh cleaners or solvents.

If the AXON body camera lens becomes dirty, wipe it with a soft cloth if necessary.

Never immerse the camera or the Controller in water or cleaning solutions or use glass cleaner on any lens.

Section 2: One-Time Registration

Per SO 14-09, every video needs to be annotated, or tagged, to make it easier to find later and to tie it to MPD's Records Management System (RMS). It can be annotated on the Mobile Data Terminal (MDT) or on a desktop at any time during the shift.

All members need to register their EVIDENCE.com user account before logging into annotate their videos for the first time. Their EVIDENCE.com login will be the same as the EVIDENCE SYNC login used to annotate the videos.

Members will receive an email invitation from EVIDENCE.com to login. The email will be sent from EVIDENCE.com and will start off like this:

From: EVIDENCE.com[SMTP:NOREPLY@EVIDENCE.COM]
Sent: Thursday, September 25, 2014 11:46:05 AM
To: RMS, MPD (MPD)
Subject: You have been invited to join Washington Metropolitan Police Dept - DC on EVIDENCE.com
Auto forwarded by a Rule



Washington Metropolitan Police Dept - DC

Dear Test Case with Badge ID: test,

You have been invited to EVIDENCE.com, a secure digital evidence management solution from TASER International. Please click this link (or copy & paste into your web browser) and follow the registration instructions to activate your account:

<https://dcmetro.evidence.com/?cl=UIX&pr=Register&token=c8e8a87c754463751588cd939e7facc76f59f63e>

If you are having trouble with this link, please go to your agency's EVIDENCE.com account and enter the invite code on the Register tab:

https://dcmetro.evidence.com/?cl=UIX&pr=Register&partner_id=824c4e8f03b540b586d5c9b4e3dacfcc

Your invite code for the registration will be: c8e8a87c754463751588cd939e7facc76f59f63e

Thanks for using EVIDENCE.com, and as always, let us know if there's anything we can do to make your experience better by contacting us at Help@EVIDENCE.com.

If you did not, or if you did not activate your account within 7 days of receiving the email, please contact the System Administrator to have him/her resend the invitation.

To complete your registration on your account, click the first Web link in the email you received; when the Web page opens, you will be prompted to enter a username and password.

- **USERNAME:** use your MPD network/email username (e.g., anne.grant)
- **PASSWORD:** select a password that will be easy to remember *

* NOTE: The following are the password rules (Taser is researching the possibility of syncing with MPD's email accounts in the near future):

- Passwords expire in 90 days
 - The password you choose must not be any password used in the last 10 logins
 - Each password has to be at least 8 characters in length, have one upper case letter and one number
 - The word, "password" cannot be a part of the password
 - Each user is afforded 5 failed login attempts before their account is locked for 60 minutes
 - Each member must have his/her own username and password; account sharing is prohibited
-
- **CELL PHONE:** only need to add if you have a Department-issued cell phone at which the MPD BWC Coordinator may contact you with questions about your videos
 - Select and answer two security questions
 - Review the End User License Agreement (EULA) and click the EULA Confirmation checkbox
 - Click the **SUBMIT** button to complete the registration process
 - You will receive a welcome email from EVIDENCE.com with your information. Keep this email for your records. MPD will record both your Badge # and CAD # in the Badge # portion of your profile to make searching for videos easier later. The welcome email will look like this:

From: EVIDENCE.com[SMTP:NOREPLY@EVIDENCE.COM]
Sent: Thursday, September 25, 2014 11:53:58 AM
To: RMS, MPD (MPD)
Subject: Welcome to EVIDENCE.com
Auto forwarded by a Rule



Washington Metropolitan Police Dept - DC

Dear Test Case with Badge ID: test,

Thanks for registering your EVIDENCE.com account. You can now begin collecting, managing and sharing your digital evidence with this simple platform. Get up and running with these three steps:

1. Download EVIDENCE SYNC by logging in to your EVIDENCE.com account and selecting the "Download Sync" option under the Help tab or visit:
<https://www.taser.com/support/downloads/download-evidence-sync>
2. Login to EVIDENCE SYNC using your EVIDENCE.com username and password
3. Use EVIDENCE SYNC to:
 - o Review and upload AXON and TASER camera videos to EVIDENCE.com
 - o Reassign AXON cameras
 - o Upload CEW data logs

If you have any questions while you're getting familiar with EVIDENCE SYNC, contact us at Help@EVIDENCE.com.

Sincerely,
The EVIDENCE.com Team

SECURITY NOTICE: EVIDENCE.com will not send you emails that request your username, password, security questions, or any other sensitive information. If you receive an email requesting information, it is most likely an attempt to gain access to your account. Furthermore, please verify that any hyperlinks in the message above begin with the proper URL e.g. "<https://agencyname.EVIDENCE.com/>". All emails from EVIDENCE.com will have your agency's logo and address you by "Firstname Lastname" and Badge ID. Please forward emails that appear suspicious to Help@EVIDENCE.com.

Section 3: Annotating Videos

Members can annotate through EVIDENCE.com, but using EVIDENCE SYNC on a PC or MDT, or AXON Mobile on a smartphone or tablet, is faster, and the videos do not need to be downloaded in order to annotate.

Annotating in EVIDENCE SYNC (PC, Tablet or MDT)

1. Open the EVIDENCE SYNC application from the PC or MDT (icon should be located on the desktop or under the START menu)
2. Login to the application using the same **USERNAME/PASSWORD** created above. If you do not remember your username/password, click on the FORGOT PASSWORD link at the bottom of the login screen and follow the prompts to receive an email with your information.
3. Use the USB cable to connect either the AXON Body or the AXON Flex Camera into a USB port on the MDT or a desktop PC in the station.

NOTE: The Controller for the AXON Flex does not connect to the MDT/PC; instead, plug the smaller camera in

4. Place an X next to the video that you want to annotate. Next, click on the **EDIT SELECTED** button at the bottom of the screen. Annotate the video as follows:
 - A **TITLE** is started for you with the camera model, date and time.
Example Title: AXON Flex Video 2014-09-10 1055
 - Add the 8-digit CCN# to the **ID** field (the field only takes numbers). If there was no CCN# associated with this event, type **"N/A"**. Do not leave this field blank.
Example ID: 14222222
 - Select one **CATEGORY** from the dropdown. For the pilot, categories are tied to retention periods (see SO 14-09 for more details on each). The categories the pilot members should use are as follows:

Contact or Stop
Incident, no Arrest
Traffic Crash
Arrest
Violent Incident, No Arrest
Requires Supervisory Review
 - Click the **SAVE** button. You can repeat these steps to make changes to the **TITLE** and **ID fields** after you have saved the record. Categories should only be changed by officials or the MPD BWC Coordinator in EVIDENCE.com.

Annotating in AXON Mobile (Android Smartphone or Tablet)

The following is the workflow for annotating on a smartphone or tablet the member logs into the app on his/her phone or tablet, finds the video and adds the same three pieces of information to it as captured in EVIDENCE SYNC to make it easier to find the video later. The video is not stored on the phone or tablet, and no live streaming from the camera is possible through the phone. It is also not possible to edit/alter the video from the phone or tablet. When the video is later downloaded to EVIDENCE.com, it will have the same annotations added thru the smartphone or tablet.

The following steps only need to be performed once on your smartphone since the camera will be assigned to you. Before pairing your smartphone or tablet to your camera, make sure:

- MPD IT has installed the AXON Mobile software application on the phone or tablet
 - Bluetooth capability is turned on under the phone/tablet settings (GPS can also be turned on)
 - The Power Button is turned off on the AXON Body Camera/AXON Flex Controller devices.
1. The name of the app on your smartphone or tablet will be AXON Mobile. Launch that application.
 2. Click on the **PAIR** button in the application
 3. Tap and hold the Volume/Pairing Button on the bottom of the AXON Body Camera/side of the AXON Flex Camera
 4. While still holding the Volume/Pairing Button, turn the Power Button on AXON Body Camera/AXON Flex Controller device to the **"On"** position. Hold it until the LED light starts blinking, then release the Volume/Pairing Button.
 5. Select **BLUETOOTH SETTINGS** at the bottom of the application. The camera name will be **"TASER"** and include the last 4 digits of the camera's serial number
 6. Select **PAIR WITH THIS DEVICE** and then **ACCEPT**. You will receive a message, **"Paired by not connected"**
 7. Tap the back button on your smartphone or tablet. You should see a message, **"Pairing Succeeded"**. Select **CONTINUE**.

Now you are ready to view and annotate your videos:

1. Ensure that the Power Button is turned off on the AXON Body Camera/AXON Flex Controller devices
2. Launch the AXON Mobile application on your phone or tablet
3. Select **EVIDENCE LIST**
4. Select the thumbnail of the video you want to review and annotate. Note that the smartphone or tablet app is not designed to play the video as nicely as it will appear in EVIDENCE.com.

5. The app will prompt you to login to EVIDENCE.com if you are not already: type and **SUBMIT** your email address
6. Select our agency (**dcmetro**) and **SUBMIT**
7. Add the **TITLE, CATEGORY** and **ID** as referenced above (if no title is defaulted, write it as **AXON Flex (or Body) YYYY-MM-DD HHMM CAD#, EVENT LOCATION**)
8. Select the **SAVE** button to complete the annotation

Annotating in AXON Mobile (iOS Smartphone)

The following steps only need to be performed once on your smartphone since the camera will be assigned to you. Before pairing your smartphone to your camera, make sure:

- MPD IT has installed the AXON Mobile software application on the phone
 - Bluetooth capability is turned on under the phone settings (GPS can also be turned on)
 - The Power Button is turned off on the AXON Body Camera/AXON Flex Controller devices.
1. The name of the app on your smartphone will be AXON Mobile. Launch that application.
 2. Click on the **HELP ME PAIR** button in the application
 3. Tap and hold the Volume/Pairing Button on the bottom of the AXON Body Camera/side of the AXON Flex Camera
 4. While still holding the Volume/Pairing Button, turn the Power Button on AXON Body Camera/AXON Flex Controller device to the **"On"** position. Hold it until the LED light starts blinking, then release the Volume/Pairing Button.
 5. Select **GO TO PART 2**
 6. Select **SETTINGS** and then **BLUETOOTH**. Turn the **BLUETOOTH** option on. Both devices will be **"Connected."**

Now you are ready to view and annotate your videos:

1. Ensure that the Power Button is turned off on the AXON Body Camera/AXON Flex Controller devices
2. Launch the AXON Mobile application on your phone
3. Select **EVIDENCE LIST**
4. Select the thumbnail of the video you want to review and annotate. Note that the smartphone app is not designed to play the video as nicely as it will appear in EVIDENCE.com.
5. Click on the end of the Title, type your **CAD#**, add a comma, and then type the **EVENT LOCATION**
*Example Title: AXON Flex Video 2014-09-10 1055 **1699, 1421 U St NW***

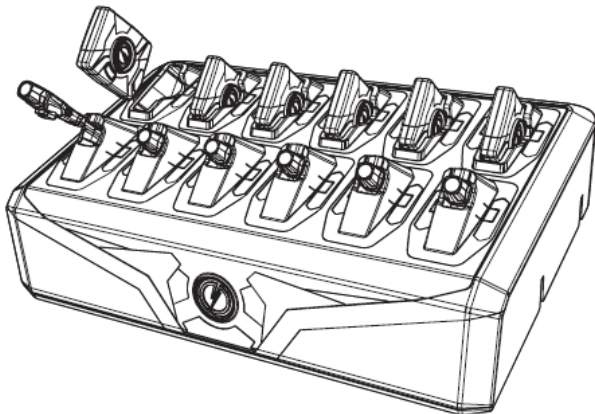
6. Add the **ID and CATEGORY** as referenced above
7. The app may ask you to select our agency (**dcmetro**) and **SUBMIT**
8. Select the **SAVE** button to complete the annotation

Section 4: Downloading Videos and Charging the Cameras

Recommended: The simplest way to download and charge at the same time is to slide the camera into the docking station located in the district Check-Off area at the end of the day. The docking station is connected to the Internet, so all videos will be downloaded and the batteries charged before the camera is needed again the next day.

LED lights at the bottom of the camera may take a few moments to turn on after storing the camera. See the chart below for the color indicated as the camera downloads and charges (this chart is also labeled on the docking station):

- Turn the **AXON Body** upside down before storing it into the docking station.
- Unhook the wire that connects the **Controller** to the **AXON Flex Camera** and turn both upside down to store them in the docking station



System Status	LED Indication at the Bottom of the Camera
Uploading Data	Blinking Yellow <i>DO NOT Remove the Camera from the docking station</i>
Device Ready (All Videos Uploaded Successfully)	Solid Green Make sure the camera LED light is solid green before you pick it up for use the next day
In Queue Awaiting Upload	Solid Yellow
Initial Connection (Momentary)	Solid Red
Device Not Assigned, Agency Mismatch, or Camera Set In the Offline Mode	Blinking Red <i>Contact System Administrator</i>
ETM Has No Communication With Camera	LED Off <i>Adjust camera or cords on docking station; if that does not work, contact System Administrator</i>
Firmware Update, Internal Battery Charging, or Memory Full	Blinking Red and Yellow <i>DO NOT Remove the Camera from the docking station</i>
Network Error	Blinking Red, Yellow, and then Green <i>Contact System Administrator</i>

If you pull out the camera during download, it will resume downloading the next time you store the camera for downloading. As videos are downloaded to the EVIDENCE.com server, they are removed from the camera.

To preview videos during the tour, perform the following steps:

1. Use the USB cable to connect either the AXON Body or the AXON Flex camera into a USB port on the MDT or a desktop PC in the station.

NOTE: The Controller for the AXON Flex does not connect to the MDT/PC; instead, plug the camera itself in

2. Open the EVIDENCE SYNC application. Login to the application using the same username/password created in Step 1 above.
3. To ensure this is the video you want to download, place an X next to the video that you want to preview and click the PLAY button in the image at the bottom of the screen. You may only see a choppy portion of the entire video. Videos are designed to be played from EVIDENCE.com, not EVIDENCE SYNC. This does not represent the quality of the recorded video.

Section 5: Navigating Through EVIDENCE.com

All pilot videos will be captured and stored in the website EVIDENCE.com.

Overview of EVIDENCE.com

Some items of note about EVIDENCE.com:

- All members will have access to EVIDENCE.com using the same login that they created for EVIDENCE SYNC (see Section 2 above); however, depending on their role, they may only have access to their own videos
- In order to preserve the security and integrity of the videos, EVIDENCE.com will log you out after 15 minutes of inactivity
- Almost all activity (viewings, category changes, sharing, etc) is recorded in an audit log within EVIDENCE.com that remains even after the video is purged
- If you realized you clicked on the wrong button and a new screen came up, click the BACK button on the top of the browser

To access EVIDENCE.com once you are registered:

1. Type the Web address **dcmetro.evidence.com** into the URL window (you can save this as a Favorite for later too)
2. Login using your username/password; answer any security questions. If you forgot your username/password, click on the link at the top of the login screen and follow the prompts to receive an email with your information.
3. Members will be able to share their videos. However, in order to ensure that the sharing of all videos is tracked properly, members should only share videos within EVIDENCE.com. At no time should a member download a video to his/her computer or other storage device and copy or email the file to any other person or group.

The following are some tools for navigating through EVIDENCE.com:

Dashboard

Each user has a dashboard option in the Main Menu that displays any system alerts, latest uploads and lists of videos that other members shared with them.

Searching for Videos

1. From the EVIDENCE menu at the top of the screen, click on **EVIDENCE SEARCH**
2. Choose one or a combination of search parameters to narrow down your search

Flagging Videos

Members can flag videos that will be important to find later. Members can search for videos that have a flagged status. To flag a video:

1. If the video is in the “My Latest Uploads” portion of the DASHBOARD on the Main Menu, click the **FLAG** button on the right. Otherwise, from the EVIDENCE menu option at the top of the screen, click on **EVIDENCE SEARCH** or **MY EVIDENCE** to search for the video.
2. Once you have located the video you want to share, click on its title.
3. The video preview page will open. Click the **FLAG** button on the right. Click the **FLAG** button again to unflag it.

Sharing Videos

There are several options for sharing videos within EVIDENCE.com. Just a reminder to be sure to check with your official before sharing a video.

Sharing With Other MPD Members

1. From the EVIDENCE menu option at the top of the screen, click on **EVIDENCE SEARCH** or **MY EVIDENCE**.
2. Once you have located the video you want to share, click on its title.
3. The video preview page will open. Click the **SHARE** button on the right.
4. Start typing the name of the person(s) with whom you would like to share the video. You can also type in email addresses, separated by commas. Finally, you have the option of finding recipients (or groups of recipients by role) by clicking on the **DIRECTORY** button. The results will be color-coded as follows:

Green: User(s) added belong to another agency or group

White: User(s) added belong to your agency

Yellow: User(s) has an email address but does not have an account with EVIDENCE.com

NOTE: There are several other law enforcement agencies loaded into EVIDENCE.com since they also use the TASER cameras. Please consult an official before sharing videos with them.

5. The **SHARE EVIDENCE** page will open. Select what permissions you want for each user and click the **SHARE** button. Certain groups of users will have certain privileges as indicated below.

- Download: User is able to download a copy of the evidence to their hard drive (MPD, USAO, OAG only)
 - View: User is able to replay the video from a free my.EVIDENCE.com account (all recipients)
 - Audit Trail: User is able to view the audit trail (MPD, USAO, OAG only)
 - Post Notes: User is able to post notes (MPD recipients only)
 - Reshare Download: User is able to forward the permission to download to other users (do not use)
 - Reshare All: User is able to forward all of their permissions to other users (do not use)
6. Add a message to those receiving the video (optional)
 7. Make sure the **SHARED DURATION** period is defaulted to **7 days**
 8. Members without EVIDENCE.com accounts will receive an email notification to view their EVIDENCE.com account. If they decide not to register, the video will no longer be available after the 7 day duration period has expired. If they click on **DISMISS INVITATION**, the video will no longer be kept for them.

Managing Videos

Members and their officials can create cases to organize videos related to the same event. For example, there may be three members wearing cameras on the same incident. In situations like that, it will be important to relate the videos.

1. From the CASES menu option, select **CREATE CASE**. Create an **ID** for the Case based on the CCN Number or another identifier, like IS #
2. Add a **DESCRIPTION** of the case
3. Once you click on the **SUBMIT** button, a summary of your new case will appear. You can then assign a **CATEGORY, TAGS** (descriptive bullets) and **NOTES**. Additional options are on located on the bottom of the screen to add videos (evidence) to the case, share the case, etc.

Members can always edit their case, add more videos to it, etc., by selecting CASES > MY CASES from the Main Menu.

Adding a Location to a Video

You can add a location where the video event occurred and add that as an attribute on the map.

1. From the EVIDENCE menu option at the top of the screen, click on **EVIDENCE SEARCH** or **MY EVIDENCE** to search for the video.
2. Once you have located the video you want to share, click on its title.
3. The video preview page will open. Click the **LOCATION** button on the right.

4. The **EDIT LOCATION** screen will open. Type in an address (in all caps), including the quadrant, and click the **GO** button.
5. The map will zoom to that location. Add any notes on the bottom of the map. Click the **SAVE** button when you are done. A smaller image of the map will now display on the video preview page.

Viewing Audit Trails

Members have the ability to print out an audit log for each of their videos, which documents all activity on that video, including

- When the file was created
 - When it was uploaded into EVIDENCE.COM
 - Who has made changes to the annotation
 - Who has viewed the file
 - With whom the file has been shared
1. From the EVIDENCE menu option at the top of the screen, click on **EVIDENCE SEARCH** or **MY EVIDENCE** to search for the video.
 2. Once you have located the video you want to share, click on its title.
 3. The video preview page will open. Click the **VIEW AUDIT TRAIL** button on the right. A .pdf document will display that can be printed or saved to your network folders.

Updating Categories (Officials and MPD BWC Coordinator Only)

Officials may update categories to retain a video for more than 90 days or to mark a video as no longer being retained as evidence.

To update a category:

1. From the EVIDENCE menu option at the top of the screen, click on **EVIDENCE SEARCH** or **MY EVIDENCE**
2. Once you have located the video you want to share, click on its title
3. The video preview page will open. Click the **SHARE** button on the right
4. Click the pencil icon under the **CATEGORIES** section to add or edit the categories associated with the video
5. There should only be one category associated with each video. To remove a category that was added by mistake, click on the red X next to that category.