

**FERGUSON POLICE DEPARTMENT
GENERAL ORDER**

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| TITLE: Body Worn Video Recorders – (BWVR) TOPIC: Policy and Procedure governing the use of body worn video/audio recorders | | GENERAL ORDERS: 20-6.10 |
| ISSUE DATE: 8/20/20 | EFFECTIVE DATE: 8/20/20 | DISTRIBUTION: ALL PERSONNEL |
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| INDEX: Body Worn Video Recorder BWVR Critical Incident | | Interview Serious Incident Surveillance |

I. Purpose:

The purpose of this policy is to promote transparency, increase officer safety, ensure officer accountability, and outline Ferguson Police Department (FPD) officers' responsibilities and operational duties regarding Body Worn Video Recording (BWVR) equipment. Such equipment is used to record certain duty-related activities, thereby creating a visual and/or audio record of the incident as a supplement to the officer's written report.

II. Policy Statement:

It shall be the policy of the FPD that officers shall activate BWVR equipment when such use is appropriate to the proper performance of official duties and consistent with FPD policy and applicable Missouri and federal laws. BWVR systems are useful tools for increasing transparency regarding police activities; increasing officer safety; improving the effectiveness and reliability of use-of-force and misconduct investigations; enhancing opportunities to capture evidence; and providing training material for officers. This policy does not govern the use of surveillance or other surreptitious recording devices used in undercover operations, and the BWVR equipment covered by this policy shall not be used for such activities.

FPD is committed to respecting civilians' First Amendment rights and reasonable privacy expectations. BWVRs might record sensitive and private data. A breach in BWVR data security; recording individuals in private situations; unauthorized use; intentional release to non-authorized individuals; or mishandling could subject the public to invasions of privacy, endanger safety, and/or jeopardize prosecutions. Accordingly, the utmost care and caution shall be taken to ensure that this data is not mishandled or misused.

FPD members shall not use video recorders to harass or intimidate members of the public or employees of the police department. Video or audio data and footage shall not be divulged or used by any law enforcement agency for any commercial or other non-law enforcement purpose. Nothing in this policy shall be read to contravene any laws governing the maintenance and destruction of evidence in criminal or civil investigations and prosecutions.

III. Definitions:

Body Worn Video Recorder (BWVR): A camera with video and audio recording capabilities that is worn on an officer's body in plain view.

Critical Incident: Any officer-involved shooting, death in police custody, or death as a result of being in police custody.

"ECW" or "Electronic Control Weapon:" A weapon designed primarily to discharge electrical charges into an individual that will cause involuntary muscle contractions and override the individual's voluntary motor responses.

Data Administrator: The FPD employee(s) responsible for maintaining FPD's BWVR systems and data and evidence management platform account. The Data Administrator(s) will control all user accounts on the evidence management platform and will set up viewing and tagging access for other FPD employees as appropriate. The Data Administrator(s) shall be the only individual(s) with access to edit or delete video footage.

Digital Evidence: All digital files, including photographs, audio recordings, video footage, and all related metadata captured by a BWVR and stored electronically.

Evidence Docking Station (EDS): A portable multi-ported docking station installed in supervisor's offices. The EDS simultaneously recharges the BWVR while uploading all digitally encrypted data from the device. The docking station transfers the digitally encrypted data to FPD's evidence management platform.

Serious Incident: An event in which: an officer uses force resulting in serious physical injury, hospitalization or death; an officer shoots his or her gun at a person(s); an officer strikes in the head someone with an impact weapon; a police vehicle pursuit results in death or an injury of a person(s) requiring hospitalization, a serious physical injury, or death; or an arrested or detained subject dies while in the custody of an officer.

IV. Requirements and Procedures:

A. BWVR Equipment

1. FPD shall equip all patrol officers, patrol supervisors, evidence custodians, and any other sworn FPD employees expected to interact with the public with fully-functioning BWVR equipment that captures 60 seconds of buffer audio and video before the officer activates the BWVR. All BWVR equipment will have adequate storage capacity to record at least 12 hours of footage. FPD shall provide all maintenance, batteries, belt holders, and any other accessories necessary for the standard operation of the device.
2. All FPD officers provided with BWVR equipment, with the exception of undercover officers while serving in that capacity, shall wear such equipment while on duty. This applies to overtime assignments and special details.
3. BWVR equipment shall be worn in a manner that prevents obstruction of the camera viewpoint.
 - i. Officers shall wear the BWVR above the midline of their torso.
 - ii. Officers shall utilize their viewers, or the evidence management platform app on their cell phone or the evidence management platform website on an FPD computer to ensure the BWVR is in a position where the field of view provides for effective recording.
 - iii. Officers shall not obscure the view of their BWVR.
4. The BWVR equipment is the responsibility of the assigned officer and shall be used with care to ensure proper functioning and reliability.
5. Each FPD officer must test his or her BWVR equipment in accordance with manufacturer specifications and departmental training at the start of each shift to ensure it is functioning properly. Testing includes:
 - i. Turning on the BWVR and conducting a test recording of the device in the presence of a supervisor to ensure it is properly functioning and is recording both audio and video.
 - ii. Verifying the battery for the device is fully charged prior to leaving the station. Officers are also required to check their battery level periodically in the field to ensure sufficient battery life remains. Officers get alert notifications when the battery level is at 20%, 10%, and 5% to ensure there is adequate time to return to the station to exchange out the equipment if necessary during their shift.
 - iii. Addressing any other malfunction known to the officer.
6. FPD supervisors shall check all BWVR equipment at the beginning of each officer's shift, during roll call, to confirm all equipment is in working order.
 - i. The supervisor will observe the officer while testing the equipment and will check to ensure the BWVR is functioning correctly by looking at the viewer on the BWVR equipment, or the evidence management platform app on the officer's cell phone, or the evidence management platform website, conducting a test recording, and viewing the playback to ensure the recording was made.
 - ii. The supervisor will also check that the device is fully charged.

7. Officers shall check BWVR equipment at the end of each shift to ensure it is still properly functioning.
8. If at any time the BWVR equipment is found to be not functioning properly, or the officer receives a notification that the battery is less than 10%, the FPD officer shall report the malfunction to the on-duty supervisor and data administrator as soon as practical. The supervisor or data administrator shall provide a replacement device or accessory as soon as practical and prior to the officer returning to active duty, except in exigent circumstances.
 - i. If an officer's BWVR equipment malfunctions after testing, during the officer's shift, the officer shall immediately report the malfunction to the on-duty supervisor and data administrator, and shall also note the nature and time of the malfunction in an incident report in ITI (and/or in any records system subsequent to ITI).
 - ii. The Data Administrator will be responsible for documenting all BWVR malfunctions in writing in a log and facilitating and documenting repairs of malfunctioning BWVR equipment, including coordinating any necessary replacement of devices with the BWVR equipment manufacturer.
9. When not in use, the BWVR devices shall be stored in the designated EDS. Officers shall ensure the BWVR is properly docked into the EDS at the end of each shift to allow for proper uploading, charging, and updating.
10. While on duty, officers are prohibited from wearing a personally owned body camera or using a secondary recording device such as video camera, cell phone or other device to record or capture digital evidence.

B. Activation of BWVR Equipment

1. FPD officers shall use BWVR equipment only in conjunction with official law enforcement duties.
2. When BWVR equipment is activated, FPD officers shall inform individuals that they are being recorded at the earliest reasonable and safe opportunity.
3. Subject to the exceptions described below, FPD officers are required to activate their BWVR equipment prior to the initiation of any interaction with the public, including the following:
 - i. All responses to calls for service;
 - ii. All traffic stops to include, but not limited to, traffic violations, stranded motorist assistance, bicycle stops, and DUI investigations, including field sobriety tests;
 - iii. All investigatory stops;
 - iv. All arrests;
 - v. All vehicle pursuits;
 - vi. All times the officer initiates the lights on their patrol vehicle;
 - vii. All foot pursuits;
 - viii. All canine deployments;
 - ix. All prisoner and suspect transports, all juvenile transports (whether custodial or non-custodial), as well as the transport of any individual from school grounds;
 - x. All searches except strip searches, including any request for consent to conduct a search, vehicle searches, execution of search warrants, and all other searches;
 - xi. All encounters with subjects appearing or believed to be in a mental health crisis, unresponsive, or under the influence;

- xii. Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording;
 - xiii. All non-custodial interviews; and
 - xiv. All other scenarios where, consistent with this policy, an officer believes use of BWVR equipment would be appropriate and valuable.
4. If activating the BWVR equipment is not feasible due to an immediate risk to the safety of the officer or others, the officer shall activate the equipment as soon as the immediate threat has been addressed, and shall state the reason for the delayed activation on camera.
 5. Once activated, subject to the exceptions described below, FPD officers shall ensure that BWVR equipment remains activated until the officer or subject leaves the scene, until a pursuit has been terminated, until an arrested subject has been booked, or until a supervisor has authorized that a recording may cease, unless continued recording would otherwise be required by this policy. If a suspect vehicle flees from the scene, and the officer does not engage in a vehicle pursuit but continues in the same direction as the fleeing vehicle to canvass the area, the officer shall continue recording using the BWVR until the officer completely disengages and is no longer canvassing the area for the fleeing vehicle. If an officer deactivates the BWVR because an event or encounter is complete, but the event or encounter later resumes, the officers must immediately reactivate the BWVR in accordance with this policy. Officers may not mute their cameras.
 6. Consistent with best practices, FPD officers shall have the discretion to not activate, or to deactivate, their BWVR equipment in the following situations:
 - i. Interviewing witnesses or victims who are reluctant to cooperate if recorded. If an individual expresses reluctance to be recorded, the officer should ask if they want the officer to discontinue the use of the body camera. The officer shall notify them that the image will be redacted/blurred to accommodate privacy concerns. If they respond affirmatively, the officer should immediately discontinue use of the body camera;
 - ii. When an incident or event is of such duration that deactivating the BWVR equipment is necessary to preserve battery or recording time, and there would be no loss of critical documentary information;
 - iii. Conversations with other FPD personnel that involve case strategy or tactics;
 - iv. When requesting personal health or treatment information of an individual, medical facility staff, or emergency medical personnel; and
 - v. When interacting with community members in a non-enforcement capacity; however, if an interaction turns into a non-consensual encounter or adversarial at any point, the officer shall be required to activate the camera immediately.
 7. If while exercising this discretion an FPD officer elects not to record such activity, he or she shall articulate on camera the reasons for not recording.
 8. Special Circumstances:
 - i. Victims of Domestic Violence or Sexual Assault: When beginning an interaction with suspected victims of domestic violence or sexual assault, officers shall obtain prior consent before activating body cameras. The victim shall be informed that footage in which they appear will not be released to the public, including any footage of the victims from the scene or in the immediate aftermath of the domestic violence or sexual assault, and any footage of the victim discussing the domestic violence or sexual assault. Further, no footage revealing the victim's address or other personally identifying information will be released to the public. If, in the officer's judgment, the victim is unable to consent to being recorded, because of the victim's physical condition, emotional state, age, or other sensitive circumstances, the officer shall not activate the camera, and should articulate their reasons for doing so on camera when the victim is not in view, or in writing in the narrative of the police report, or, if a police report is not required for the incident, in the narrative section of any other required documentation for that incident (e.g., FIR).

- ii. Strip Searches: Prior to conducting a strip search, officers shall advise the person being searched, while the BWVR is recording, that the BWVR is currently recording. The officer shall then ask the individual to be searched if he/she wants the search to be recorded on the BWVR, or if the individual wishes the BWVR to be deactivated during the search to respect privacy.
 - 1. The officer shall comply with the wishes of the individual.
 - 2. If the individual asks for the camera to be deactivated, the officer shall memorialize this request on the BWVR, deactivate it, then conduct the search.
 - 3. Once the strip search is complete, the officer shall activate the BWVR immediately to record the rest of the encounter.
- 9. Any time an officer offers to discontinue the use of a body camera, both the officer's offer to discontinue the use of the camera and the response given by the person being recorded should be recorded using the body camera before it is deactivated. Whenever practicable, officers should give a full explanation on camera as to why they are deactivating a camera. If this is not practicable, explanation should be given in writing in the narrative of the police report, or, if a police report is not required for the incident, in the narrative section of any other required documentation for that incident (e.g., FIR).
- 10. Except in the circumstances set forth in subsection IV.B.11 below, FPD officers shall not record any of the following activities using their BWVR equipment:
 - i. Encounters with known undercover officers or confidential informants;
 - ii. Activities in locations where individuals have a reasonable expectation of privacy, such as in locker rooms or restrooms, except when conducting an enforcement action;
 - iii. When entering a private home or building, unless prior consent is provided; once inside a residence, if practical, officers may request permission to record. Officers shall comply with the resident's choice. A resident may withdraw consent to record at any time;
 - iv. When entering a hospital room or private patient area in a hospital, except when conducting an enforcement action;
 - v. While on the grounds of any elementary or secondary school, except when responding to a specific call for service or an imminent threat to life or health; and
 - vi. When the recording would capture gruesome images, persons nude that are not involved in criminal activity or when private areas of the body are exposed and there is no legitimate law enforcement need to capture the images.
- 11. Regardless of any discretion or prohibitions provided in subsections IV.B.6, 8 & 10 above, officers will activate their body cameras to record the encounter in any setting if an interaction becomes adversarial after the initial contact, if confronting a violent or assaultive suspect, if executing a search warrant, or during an anticipated use of force.
- 12. If at any point an officer is in doubt as to whether he or she should activate their BWVR in accordance with this policy, the officer shall activate the BWVR camera.
- 13. FPD officers shall immediately report to their immediate supervisor any non-recorded events that should have been recorded pursuant to this policy, as well as any interruptions or terminations of recordings, whether accidental or intentional. Officers shall also report the non-recorded event in writing in the narrative of the police report, or, if a police report is not required for the incident, in the narrative section of any other required documentation for that incident (e.g., FIR), along with concrete justifications, if any, for failing to record the event. Failure to do so shall result in discipline, up to and including termination, consistent with General Order 20.3.8, Professional Standards and Internal Investigations Disciplinary Guidelines.
- 14. Intentional failure to activate BWVR equipment, stopping, muting, obstructing the view, deactivating the BWVR, or any other intentional use of BWVR equipment that is contrary to FPD

policy, shall result in discipline, up to and including termination, consistent with General Order 20.3.8, Professional Standards and Internal Investigations Disciplinary Guidelines.

15. An FPD officer's activation of BWVR equipment shall not alter or satisfy that officer's obligation to use his or her in-car camera equipment, as set forth in General Order 20.6.11, In-Car Cameras.

C. Documenting recorded footage

1. FPD officers shall document the existence of any camera footage in all required reports, including use of force reports, arrest documentation, and any ticket or summons issued. This documentation should specify whether the BWVR equipment was activated, the item number, and any justification for a lack of clear footage with audio. The recording of an event or incident via BWVR equipment does not eliminate or alter an officer's responsibility to complete any written report required by FPD policy.
2. Following each time the BWVR equipment is activated, the officer shall use the viewer on the BWVR equipment, or the evidence management platform app on the officer's cell phone, or the evidence management platform website on an FPD computer to categorize the incident or events that were captured. FPD officers shall categorize each recording using the categories provided by the evidence management platform, which trigger specific retention requirements. Officers can select multiple categories and shall select all appropriate categories for each incident.
3. FPD officers shall not edit, delete, tamper with, or otherwise alter any footage captured on the BWVR equipment, with the exception of redacting, blurring or otherwise altering footage in accordance with Ferguson's *Policy on Public Release of Body-Worn and In-Car Camera Footage, Including Serious Incident Recordings*. Any editing, altering, copying, or deleting the footage from a BWVR—and any attempts to do so—will result in discipline, up to and including termination.

D. Storage and retention of recorded footage

1. At the end of each shift, FPD officers will turn off their BWVR equipment and place it in the docking station. This will automatically upload the footage on the BWVR equipment to the evidence management platform. However, in serious or critical incidents, the officer's supervisor shall immediately take physical custody of the camera, ensure the camera is no longer recording, and shall be responsible for uploading the data to the evidence management platform.
2. FPD officers, or for serious or critical incidents, their supervisor or designee, will ensure that all footage recorded on BWVR equipment is uploaded, appropriately categorized and flagged, and accessible in accordance with this policy within 24 hours of the recording being made.
3. All footage recorded on BWVR equipment shall be stored on the evidence management platform pursuant to FPD's storage and retention protocols. The Data Administrator will have the ability to grant access to other FPD personnel, members of the CRB or FRB, or others who have been approved by the Chief of Police, to view and/or download the footage stored on the evidence management platform, in accordance with this policy, and at the discretion of the Chief of Police. The Data Administrator shall ensure retention of a non-edited original version of all BWVR footage in the evidence management platform in accordance with the retention periods listed below, and shall verify the evidence management platform logs any subsequent copying or editing of footage.
4. All BWVR recordings will be retained for at least 90 days.
5. Recordings with evidentiary or exculpatory value, including evidentiary value related to a criminal investigation, litigation, a misconduct complaint, or a supervisor's investigation of a policy violation, and all recordings of a use of force above verbal commands or handcuffing, will be retained for at least two years or at least one year after the final disposition of the matter, including any appeals or additional reviews, whichever is later. Footage may also be retained if used exclusively for police training purposes, provided that such footage shall be redacted to obscure the identity of any civilian appearing therein. All other footage will be deleted after 90 days.

6. Recorded data which has been retained for use in an investigation where charges have been issued or are being considered by the prosecuting attorney, should be shared with the prosecuting attorney using the evidence management platform.
7. All BWVR footage is the property of the FPD and dissemination of footage outside of the Department is strictly prohibited, except to the extent permitted or required by this policy or law.

E. Accessing recorded footage

1. FPD officers are prohibited from accessing BWVR footage for personal use, or from copying, downloading, or recording BWVR footage onto their own websites, personal computers or other electronic devices, computers or devices accessible by the general public, or public websites.
2. FPD officers must complete and submit all written statements and reports, as well as any required oral statements and interviews, regarding any serious or critical incident recorded on BWVR equipment before they are permitted to access, view, or receive an accounting of any recording of the serious or critical incident. After any required initial reports, statements, and interviews are completed, and after the supervisor has reviewed them, the officer may review the recorded data, and if needed, may attach a supplemental report, noting that the supplemental report was made after viewing the footage of the serious or critical incident. See General Order, Internal Investigations.
3. If a supervisor is involved in a serious or critical incident or event captured on BWVR equipment, the Data Administrator will restrict the supervisor's ability to view the footage on the evidence management platform until the supervisor completes and submits a written report and any required oral statements and interviews.
4. If multiple officers are involved in or present at the scene of the same serious or critical incident, a supervisor who was not involved and not present at the scene shall view the BWVR footage; that supervisor should also ensure that none of the involved or present officers or supervisors view BWVR footage before completing and submitting their written reports.
5. For all incidents, if an officer creates a written report but has previously viewed the video footage of his or her own or fellow officer's BWVR equipment, he or she must write this into the report.
6. FPD officers and supervisors are permitted to view BWVR footage only for legitimate law enforcement, investigative, supervision, or training purposes. Legitimate reasons to view BWVR footage include, but are not limited to:
 - i. Supplementing reports related to serious or critical incidents (his or her initial statement must be provided prior to viewing, pursuant to Section IV.E.2 of this policy);
 - ii. Completing reports of incidents other than serious or critical incidents (his or her review of the camera footage must be noted in the report, pursuant to Section IV.E.5 of this policy);
 - iii. Where the police have reasonable suspicion that the recorded data contain evidence of a crime;
 - iv. By internal affairs investigators or supervisors who are investigating misconduct complaints or potential criminal activity;
 - v. By supervisors who are reviewing general or specific officer performance; and
 - vi. By training personnel to gather materials for FPD trainings. Training personnel shall have no access to video currently under investigation in the evidence management platform. Notice shall be given to involved officers whose BWVR recordings may be used for training purposes. If an involved officer objects to such use, the officer shall submit his or her objection in writing to the Chief of Police, who shall determine whether the training value outweighs the officer's objection.
7. The Data Administrator will be responsible for assigning each FPD officer and supervisor a user role in the evidence management platform, which determines what data, functions, and features the officer can access. The available roles are "administrator," "command staff," "investigator," "supervisor," and "user." FPD officers will be assigned "user" roles, which have limited

permissions that allow them to access only their own BWVR data in a “view only” mode. FPD sergeants and lieutenants will be assigned “supervisor role,” and will be able to view BWVR data for those within their chain of command. The Chief will be assigned a “command staff” role and will be able to view all data in the evidence management platform. The Data Administrator will be assigned the role of “administrator” and will be the only person with access to delete or edit footage. The Data Administrator will grant other permissions only for a legitimate law enforcement, investigatory, or training-related purpose, and only with the approval of the Chief of Police.

8. If any officer is suspected of wrongdoing or is involved in a serious or critical incident, the Chief of Police shall order the Data Administrator to put additional restrictions on the officer’s the evidence management platform account to limit viewing of the BWCR footage at issue. See General Order, Internal Investigations.
9. Any requests by other law enforcement agencies for footage recorded on an FPD officer’s BWVR equipment must be approved by the Chief of Police.
10. FPD officers and the Data Administrator will not share BWVR footage publicly. All requests for BWVR footage made by members of the public, including those appearing in footage, will be approved in accordance with the City of Ferguson’s policies for sharing such footage. See *Policy on Public Release of Body-Worn and In-Car Camera Footage, Including Serious Incident Recordings*.
11. The Data Administrator shall share relevant BWVR footage with prosecutors and defense attorneys upon request.
12. The Data Administrator or, if needed, his or her designee, shall share access to view BWVR footage related to complaints, uses of force, or investigations with the Civilian Review Board through the evidence management platform upon request.
13. Officers are strictly prohibited from sharing their evidence management platform logins or credentials, including with other FPD personnel, media, or the public. Unauthorized access, sharing, copying, or recording of BCVR footage shall result in discipline, up to and including termination, in accordance with General Order 20.3.8, Professional Standards and Internal Investigations Disciplinary Guidelines.
14. The evidence management platform shall contain an audit trail showing when footage has been accessed. The Data Administrator shall periodically audit the evidence management platform to ensure only authorized users are accessing the data for legitimate and authorized purposes.
15. BWVR data shall not be used to create a database or pool of mug shots; be used as fillers in photo arrays; or be searched using biometric technologies, including facial recognition software, either in real time or after data is uploaded, without a warrant.
16. FPD officers are encouraged to inform their supervisor of any recordings that might prove valuable for training purposes.

F. Training

1. FPD employees who use BWVR equipment must complete scenario-based BWVR training including verbal and written testing prior to using BWVR equipment. This training shall cover the provisions of this policy, including:
 - i. How to operate BWVR equipment, including testing the equipment, charging the equipment, proper placement of the equipment, and uploading recorded footage;
 - ii. Procedures for documenting and reporting any malfunctioning device or supporting system;
 - iii. When officers may, must, and must not activate the BWVR equipment and when officers may deactivate the BWVR equipment;
 - iv. Officers’ obligations to document BWVR recordings;
 - v. Storage and retention protocols;

- vi. Limitations on access to recorded footage; and
 - vii. Procedures for requesting access and reviewing recorded data (only for personnel authorized to request access to the data).
2. Training personnel and supervisors shall ensure that FPD employees have sufficient knowledge and experience with BWVR equipment before they are permitted to use such equipment in the field.
 3. A written record of the officer's BWVR training shall be included in the officer's personnel file.
 4. Separate and apart from the trainings outlined in Section F (1) and (2), training personnel must administer an annual in-service training for all FPD sworn employees regarding body-worn and in-car camera equipment.

G. Supervisory responsibilities

1. Supervisors shall ensure that officers under their command use BWVR equipment consistent with this policy and shall hold officers under their command accountable for doing so. If a supervisor determines, or if it is alleged, that a violation of this policy has occurred, the supervisor will initiate an investigation of the incident and report those findings to the Chief of Police in writing. Consistent with section IV.D.5 above, no BWVR footage, relevant to the supervisor's investigation, shall be deleted until at least one year after the supervisor's final disposition of the matter, including any appeals or additional reviews.
2. Supervisors shall ensure videos related to serious or critical incidents are uploaded, categorized appropriately and tagged for retention.
3. Supervisors shall check to ensure videos related to all incidents required to be retained under this policy are properly categorized and tagged for retention.
4. As a supplement to officers' daily BWVR equipment checks, FPD command staff and supervisors will create a schedule to at least quarterly test body-worn and in-car camera recording equipment to confirm that it is in proper working order.
5. Supervisors shall immediately report any equipment problems discovered during roll call equipment checks or during their shift to the Data Administrator.
6. Supervisors shall identify and review all relevant BWVR footage as part of conducting mandatory supervisory reviews of specific incidents, including stops, searches, arrests, or uses of force. Supervisors shall also obtain and review any relevant ECW data and footage.
7. Supervisors responsible for conducting misconduct investigations shall identify and review all available BWVR footage.
8. Supervisors shall identify and review all available BWVR footage where an officer is listed in any FPD report related to any incident involving injuries to an individual or to an officer uses of force, or vehicle pursuits. Supervisors shall also obtain and review any relevant ECW footage.
9. On at least a quarterly basis, supervisors and training personnel shall conduct a systematic and random audit of the BWVR footage of officers under their command in order to assess the quality and appropriateness of officer interactions with the public.
 - i. Supervisors shall review this footage to identify training or professional development needs, and to ensure that officers are using BWVR equipment consistent with this policy.
 - ii. The training coordinator, in consultation with other FPD supervisors, will review this footage to identify training needs and scenarios for FPD officers that can be addressed by and incorporated into FPD's training curricula and programs.
 - iii. Supervisors shall also document their findings of the audit in a written statement which shall be placed in the officer's personnel file.

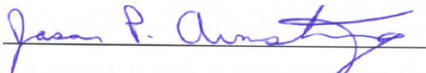
10. Supervisors shall incorporate the knowledge gained from any review of BWVR footage, including reviews of specific incidents and the quarterly audits, into their ongoing evaluation, supervision, and training of officers under their command.

H. BWVR Data Administrator Responsibilities

1. The BWVR data administrator(s) shall be a sworn member. The Data Administrator(s) shall have the requisite technological knowledge and be capable of troubleshooting the BWVRs and related software. Due to the ethical and security considerations required of the Data Administrator(s), the Data Administrator(s) should have no prior disciplinary history of fraud, evidence tampering or suppression, or history of discriminatory behavior or complaints.
2. The BWVR data administrator is responsible for performing the following duties:
 - i. Maintaining officer and supervisors' evidence management platform accounts, including granting access rights to BWVR footage by assigning user permissions and tagging footage as "restricted access" as appropriate under this policy and/or as approved by the Chief of Police.
 - ii. Maintaining BWVR equipment, troubleshooting issues regarding the functioning of the equipment, and completing minor repairs.
 - iii. Maintaining a record of assigned BWVR and BWVR accessories, such as mount holders and docking stations.
 - iv. Arranging for the warranty and non-warranty repair of the BWVR units.
 - v. Repairing or replacing BWVR components (cameras, docking stations, etc.).
 - vi. Maintaining records regarding malfunctions and repairs made to BWVR equipment.
 - vii. Updating BWVR-related software and system settings as necessary.
 - viii. Assist with the development of training materials regarding the maintenance and use of BWVR units.
 - ix. Providing official copies of any audits conducted of the BWVR system, equipment, or compliance with BWVR policies, when properly requested.
 - x. Providing official copies of digital media when properly subpoenaed or otherwise authorized by policy.
3. The Data Administrator(s) will regularly, and at least annually, conduct cost-feasible, data-driven and qualitative assessments of body-worn and in-car camera use. The assessments will be designed to ensure that: (1) camera equipment is used as required by policy; (2) equipment deficiencies or malfunctions are resolved as required by policy; (3) supervisors review camera footage from officers in their chain of command while reviewing specific incidents; (4) FPD personnel, including supervisors, who do not adhere to the camera and footage sharing policies are referred for discipline; and (5) camera footage is used appropriately for training purposes. Assessments shall also include statistical data concerning camera usage, including when recorded data is used in criminal prosecutions, by internal affairs, and when/how often recorded data is released to the public or used for training purposes.

Adopted by Command Staff

By Order of:



Jason P. Armstrong

Chief of Police