
ORIGINAL DATE: 01/13/17

SUBJECT: BODY WORN CAMERA RECORDING DEVICES

This is a new operating procedure.

I. PURPOSE

The purpose of this policy is to provide guidelines related to the use, management, storage, and retrieval of data stored on Department issued Body Worn Cameras (BWCs) by members of this Department while in the performance of their duties. This policy does not apply to lawful surreptitious audio/video recording or interception of communications for authorized investigative purposes.

II. POLICY

The National City Police Department may provide uniformed department personnel with access to BWCs for use during the performance of their duties. The use of BWCs is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

III. BACKGROUND

The BWC is an “on the body” audio and video recording system assigned to an officer or other member of the department as an additional means of documenting specific incidents in the field. BWCs provide additional documentation of police/public encounters and may be an important tool for collecting evidence and maintaining public trust.

Specific uses of the BWC include, but are not limited to:

- A. Capturing crimes in progress, whether perpetrated against Department personnel or the community, and to maintain this evidence for presentation in court.
- B. Documenting initial department response, the discovery of evidentiary items and the actions of Department personnel pursuant to an investigation.
- C. Aiding in the documentation of victim, witness, and/or suspect statements pursuant to a criminal investigation; and the on-scene response and/or documentation advisement of rights, if applicable.
- D. Serving as a training and performance tool when such documentation pertains to an on-going professional training opportunity.

The Department recognizes there are limitations with the use of BWCs. Video cannot always show the full story nor does it capture an entire scene. BWC audio and video footage is less broad and less detailed than the totality of the human senses. It is recognized that an officer's recollection of specific details may be different than what is captured by a BWC. The goal of the BWC system is to provide an additional layer of documentation to assist and compliment officers in the performance of their duties. Therefore, persons reviewing recordings must be cautious before reaching conclusions about what a video shows. BWCs are not meant to replace or relieve an officer from their responsibility to submit any and all required written reports.

IV. DEFINITIONS

Body Worn Camera (BWC) – A camera worn on an individual's person that records and stores audio and video.

BWC Program Administrator – The department employee assigned by the Chief of Police to oversee the entire BWC program. This includes, but is not limited to, acting as the administrator overseeing the issuing and tracking of BWCs, as well as acting as the administrator for the "cloud" based digital evidence management system. The BWC Program Administrator has full access to use the "cloud" based evidence management system to set/adjust user rights, access, and parameters.

Buffering Mode – When a BWC is on, but has not been activated to record both sound and video. While in the buffering mode, the camera may continuously record video in 30 second to two minute loops depending upon the camera's setting.

Digital Evidence – BWC files, including photographs, audio recordings, and video footage captured by a BWC and stored digitally.

Event Mode – When the Event button on the BWC is activated and the camera is recording both audio and video. The buffered video (not audio) captured directly before the event will be saved and attached to the event in permanent memory. Repeated pressing of the Event button turns the recordings on and off and creates separate media segments.

Evidence Docking Station – A portable multi-ported docking station for BWCs installed at the police station. The Evidence Docking Station simultaneously recharges the BWC while uploading all digitally encrypted data from the BWC to a "cloud" based evidence storage system.

Evidence.com – A contracted digital evidence management service. The service stores digitally encrypted data in a highly secure environment accessible to personnel based on their security clearance setting.

Metadata – Case numbers, event/incident numbers, and other descriptors used to identify digital evidence. There are 12 searchable fields into which metadata can be entered.

V. PROCEDURE

- A. Officer safety takes precedence over recording events.

Officers shall follow existing officer safety practices, training, policies, and procedures when contacting members of the public in the performance of their duties. Officer safety and the safety of the public shall be the primary consideration when contacting members of the public or conducting vehicle stops, not the ability to record an event. It is recognized that there may be circumstances when events occur so quickly that an officer does not have time to activate their BWC.

- B. BWCs will be used to capture audio and video evidence for investigations and enforcement encounters. The existence of BWC footage does not relieve an officer from completing detailed reports. Detailed reports are required to document the totality of the circumstances related to an incident.

- C. General

1. Only authorized personnel will use or be in possession of a BWC device.
2. All personnel issued a BWC are required to wear and use the BWC while working in any uniformed assignment in accordance with this Department operating procedure. This applies to overtime assignments, out of class assignments, and special details.
3. Officers working in plain clothes assignments are not required to wear a BWC.
4. BWC equipment is for official use only and is not for personal use.
5. Officers shall not tamper with or dismantle any hardware or software component of any BWC device.
6. The use of a Department issued voice recording device to supplement the BWC is authorized.
7. All digital evidence collected using the BWC is considered the property of the National City Police Department and is for official use only.

8. Accessing, copying, forwarding, or releasing any digital evidence for other than official law enforcement use, and contrary to this procedure, is strictly prohibited. Public release of digital evidence is prohibited unless approved by the Chief of Police or designee.
9. Personal computer equipment and/or software programs are not to be utilized when making copies of digital evidence. When a copy of the video footage is needed for authorized purposes, the copy shall only be made using Evidence.com. Copies of digital evidence cannot be made using any personal computer equipment, software programs, or by secondary recording devices, such as mobile phones, digital cameras, etc...
10. Officers are prohibited from using personally owned video recording devices for any work function governed by this policy unless authorized by the Chief of Police or designee.

D. Storage

When not in use, BWC devices will be stored in a designated evidence docking station to allow for proper downloading, charging, and updating until the officer's next shift.

E. Pre-shift Inspection

1. Officers will inspect their assigned BWC device daily to ensure the device is properly charged, free of any visual damage, and the device is in working order.
2. Visual damage shall be immediately reported to an on-duty patrol supervisor.
 - a. The officer will complete an email to the on-duty patrol supervisor and the BWC Program Administrator detailing the damage.
 - b. The BWC Program Administrator will evaluate the damage and log the damage in the department's TMS system.
3. Inoperable equipment will be returned to the BWC Program Administrator as soon as possible.

F. Lost/Stolen Camera

1. If a BWC is lost, the officer shall report the loss via a department memorandum up their Chain of Command and "cc" the BWC Administrator

so that a loaner or replacement camera can be issued.

2. If a BWC is stolen, the officer shall complete a theft report and will report the theft via a department memorandum up their Chain of Command and “cc” the BWC Administrator so that a loaner or replacement camera can be issued.

G. Equipment Repair, Replacement, and Maintenance

1. When a BWC is damaged or malfunctions, the officer will notify their supervisor as soon as possible. The Officer will follow up by documenting the nature of the damage or malfunction and the date/time of malfunction in an email to their supervisor and the BWC Program Administrator.
2. The inoperable BWC equipment will be forwarded to the BWC Program Administrator for repair as soon as possible.
3. The BWC Program Administrator will contact the manufacturer to facilitate repairing the BWC equipment if he/she is unable to resolve the issue.
 - a. Repair and/or replacement of damaged or malfunctioning BWC equipment will be coordinated by the BWC Program Administrator and performed by an authorized service provider.
 - b. The BWC Program Administrator will issue a spare BWC to the officer as a loaner until the officer’s assigned BWC is back from being repaired.
4. This procedure shall be followed for all issues related to BWC equipment and accessories.

H. Camera Position

Officers will wear the BWC in a conspicuous manner and in a position that provides for the most effective recording angle for the model provided to the wearer. Officers should utilize their viewers to ensure the BWC is in a position where the field of view provides for effective recording. Officers shall not intentionally obscure the view of their BWC.

I. Privacy Concerns and Advisements

1. People have a reasonable expectation of privacy in their homes. However, when officers are lawfully present in a home (for example – warrant, consent, or exigent circumstances) in the course and scope of their official duties, there is no reasonable expectation of privacy.

2. People do not have a reasonable expectation of privacy when talking to police officers during the scope of an officer's official duties in public.
3. Officers are not required to give notice they are recording, whether in public areas or private residences. However, if asked, officers may advise community members they are being recorded.
4. Officers are not required to initiate or cease recording an event, situation, or circumstance solely at the demand of a community member. When to record, not record, and when recording is mandatory, discretionary, or prohibited is outlined in sections V, paragraphs J through M, of this policy.
5. When recording interviews, officers should make every effort to record any admonishments prior to the start of an interview.
6. Officers and supervisors involved in the investigation of a complaint against a member of the police department must inform complainants and witnesses they are being recorded.
 - a. In the event the complainant refuses to be video recorded, the officers and/or supervisor will audio record the interview using a voice recorder.

J. Mandatory Activation of the BWC

1. Enforcement Related Contacts
 - a. Officers will activate the BWC in event mode to record all law enforcement related contacts. The event mode should be activated prior to actual contact with the community member, or as soon as safely possible thereafter, and continue recording until the contact is concluded, or the contact transitions from an enforcement contact into intelligence gathering.
 - i. Law enforcement contacts include, but are not limited to the following: traffic stops, pedestrian stops, officer initiated consensual encounters, field interviews, vehicle tows, issuing of citations, issuing of parking tickets, contacts during traffic collision investigations, detentions, arrests, persons present at radios calls who are accused of crimes or victims/witnesses to a crime, serving court orders or civil papers, all searches (with the exception of strip searches), investigative interviews, and private person initiated contacts of a confrontational nature.
 - b. Officers are strongly encouraged to inform community members they are being recorded in an effort to de-escalate potential conflicts.

- c. Covering another City employee or law enforcement officer during an enforcement contact;
 - i. Including, but not limited to, Community Service Officers, Parking Enforcement Officers, and/or Code Enforcement Officers.
 - ii. Officers should notify other public safety personnel as soon as practical when they are being recorded during an incident.
 - d. Recording may be stopped during periods of inactivity such as report writing or other breaks from direct participation in the incident; such as side-bar discussions with other officers or supervisors about strategies, tactics, or how to handle a contact.
 - i. Before turning off the recorder, the officer will verbally notate on the recorder the reason for shutting it off.
2. Arrests
- a. Officers may stop recording in the event mode when the arrestee is cooperative and safely secured inside a law enforcement facility. If an arrestee becomes uncooperative, or if there is some evidentiary purpose, officers should resume recording in the event mode.
 - b. If an officer resumes recording in the event mode, the camera will remain in the event mode until the officer no longer has contact with the arrestee.
3. Suspect Interviews
- a. Officers are encouraged to fully record suspect interviews. Generally, these recordings should be continuous and officers should not stop the recording during a suspect interview. Any break in the recording of a suspect interview must be explained in the officer's corresponding police report. Generally, officers will also verbally note on the recording before deactivating the camera.
 - b. When recording interviews, officers will ensure they record any admonishments prior to the start of an interview.
4. Transportation of a person
- a. Officers equipped with a BWC shall record all custodial transports. The entire transport will be recorded.
 - i. Using a BWC to record during the transportation of an arrestee does

not relieve the officer of the responsibility to document any spontaneous statements made by the arrestee or any other incidents that occur during the transportation in the officer's corresponding police report.

- b. Officers equipped with a BWC have the discretion to record passenger transports depending upon the circumstances associated with the transport.

K. Recording Victim and Witness Interviews

1. When interviewing victims and/or witnesses, officers will comply with the recording requirements set forth in paragraph "J.1.a." above. However, if the victim or witness refuses to provide a statement with the recorder turned on, the officer may shut off the recorder after adhering to the following procedure:

- a. Before turning off the recorder, the officer will verbally notate on the recorder the reason for shutting it off.
- b. During the interview, if it becomes appropriate to reactivate the recorder based on paragraph "J.1.a." (located on page 6), the officer will immediately, or as soon as safe, do so.
- c. Officers will document when a BWC is turned off and the reasons why in their corresponding police report.
- d. When necessary to obtain cooperation, officers may position the BWC so they capture only audio, and not video, of the person making a statement.

2. Supplemental Documentation

- a. Injuries:

BWCs may be used to aid in the documentation of physical injuries to persons injured during an incident. Using a BWC to document an injury does not relieve an officer of the responsibility to properly identify and describe the injury in their corresponding police report. Officers are still required to photograph injuries using a digital camera for evidence purposes.

- b. Scene Documentation:

BWCs may be used to aid in the documentation of a scene. The initial

encounters with victims, witnesses, and/or suspects, including their location and any spontaneous statements made, can be important to the overall investigation.

- i. Using a BWC to aid in the documentation of a scene does not relieve an officer of the responsibility to properly photograph, identify, and describe the scene and any evidence located in their corresponding police report.

L. Prohibited Recordings

1. BWCs shall not be used to record non-work related activity.
2. BWCs shall not be used to record in areas of the police department such as pre-shift conferences, locker rooms, dressing rooms, restrooms, and/or break rooms; unless the recording is related to an enforcement encounter described within this policy.
3. Officers are not required to record informal or casual encounters with members of the public. Officers should consider that recording people in some circumstances may inhibit sharing of neighborhood information or developing strong ties with members of the community.
4. BWCs shall not be used to record interviews with Department personnel during Department administrative investigations.
 - a. BWCs may be used to record community member complaints in accordance with section "V.I.6" (located on page 5).
5. BWCs shall not be used during major crime briefings, officer-involved shooting-briefings, homicide briefings, or during a homicide or officer-involved-shooting scene walk-through with detectives.
6. BWCs shall not be used during contact with undercover officers or confidential informants.
7. Officers shall not record any confidential communication between department personnel without the prior knowledge and consent of all persons recorded. This prohibition does not limit a law enforcement officer's authority to record any communication otherwise allowed under state and federal law.
8. Officers shall not record any confidential communication between a person in custody and their attorney or a member of the clergy.

9. BWCs shall not be used during court appearances; unless the use of the BWC is related to a law enforcement activity described in this department operating procedure.
10. Unless deemed evidentiary in nature and directly related to a criminal investigation, when possible, officers should avoid recording exposed areas of the body that could cause embarrassment or humiliation, such as an exposed breast, groin, etc.

M. Patient Privacy

Officers should generally not record victims or suspects in hospital or emergency room settings. This includes patients during medical or psychological evaluations by a clinician or similar professional. In the event an officer elects to make a recording, whether audio or video under this section, the officer will take all reasonable steps in consideration of the HIPPA rights of patients and the privacy of hospital staff. Officers may video or audio record a suspect if the suspect's conduct is violent or threatening to staff or the officer(s).

N. Cessation of Recording

1. Once activated, the BWC will not be purposely deactivated until the officer(s) direct participation in the incident is complete or the situation no longer fits the criteria for activation. Deactivations shall be documented as required by this policy.

VI. DOCUMENTATION OF RECORDED EVENTS

All recordings will be documented in an arrest report, crime report, supplemental report, miscellaneous report, field citation, field interview, traffic warning, or CAD incident history, etc.

- A. "BWC Recording" will be recorded in the "Evidence" section of an officer's report.
- B. Field Interview forms and Traffic Warnings – "BWC Recording" will be recorded in the narrative.
- C. Traffic Citations – "BWC" will be recorded in the blank space above the citation number near the top of all citations.
- D. Other Reports – "BWC Recording" will be recorded in the narrative.
- E. Other Recordings – Non-evidentiary recordings, such as inadvertent recordings,

recordings initiated for training, or recordings with no associated case number or report will be documented in the CAD event history or through the use of “BWC” CAD disposition codes.

- F. Unless writing their own reports, cover officers will notate “BWC Recording” and their call sign in the CAD incident history. Additionally, they will notify the case agent of an incident that BWC evidence exists.
- G. Supervisors reviewing and approving reports will ensure officers properly document and record events.

VII. DATA MANAGEMENT AND REVIEW

A. Entering Metadata

Each recorded segment requires metadata be entered, even if the segments are of the same event. Metadata should be added at the conclusion of the event. In case of a delay, metadata should be added as soon as possible, and always prior to the end of shift. Viewing or adding metadata will not alter the video recording as it is protected with multiple layers of encryption on the BWC itself and at Evidence.com. Metadata consists of an identification field, recording title, and retention category.

1. Identification number field:

If a case number or incident number exists, the complete case number will be input into the identification field with an “NC” in front of it (EXAMPLE: NC17012345). If there is no case number, but a CAD incident number exists, the last five digits incident number will be placed in the identification field with a “NC” in front of it (EXAMPLE: NC23456).

2. Recording Title:

The recording title should include a citation number or field interview form number if applicable. Otherwise, the title should be a concise description of the recording to assist in identifying the recording at a later time. Recording titles may vary and include suspect/victim/witness name, location, and/or crime type.

3. Retention Category:

Officers will select the retention category that most accurately fits the recording.

B. Downloading/Storage Procedures

After verifying the required metadata has been added to all recorded events, officers will place the BWC into a port on the Evidence Docking Station at the end of their shift. This will allow for the battery to recharge. The data will be automatically transferred from the BWC through the Evidence Docking Station to Evidence.com. After the data transfers, it is considered entered into evidence.

C. Retention of Digital Evidence

All recordings related to any criminal proceeding, claim filed, pending litigation, or an administrative investigation/personnel complaint, will be preserved until the matter is resolved and/or in accordance with the law or whichever period of time is greater. Officers and detectives are required to ensure that BWC evidence is properly categorized for the necessary retention period.

BWC evidence shall be retained according to the following retention schedule on Evidence.com. The BWC Program Administrator or any other supervisor may extend the retention period of a recording based upon the significance of an incident. Any video recorded onto an alternate back-up media per this policy and impounded into the Property and Evidence Unit will be retained according to the City of National City records retention schedule:

1. Homicides or battery on a child with force likely to produce GBI or death – Permanent retention in Evidence.com AND all videos shall be recorded to a backup media, such as DVDs, and logged into evidence.
2. Sexual assault or child molest related crimes – Ten years in Evidence.com AND all videos shall be recorded to a backup media, such as DVDs, and logged into evidence.
3. Cases where a supervisor or the BWC Administrator reasonably believes there is a high probability of civil liability to the City - Three year retention.
4. Cases involving a claim against the City or pending litigation – Until the complaint is resolved or the litigation is completed.
5. All instances involving use of force (as outlined in D.O.P. 052) – Three year retention.
6. Injury to an officer – Three year retention.
7. Felonies – Three year retention.
8. Domestic Violence/Child Abuse – Three year retention.

9. Misdemeanors (including traffic related misdemeanors) – Two year retention.
10. Citations or written warnings – Two year retention.
11. Field Interviews and/or Detentions – Two year retention.
12. Pursuit (no arrest) – Two year retention.
13. Miscellaneous (5150 W&I, Death Investigations, etc.) Two year retention.
14. Recording relevant to a formal or informal complaint against a law enforcement officer or a law enforcement agency – Two year retention
AND
all videos shall be recorded to a backup media, such as DVDs, and attached to the Internal Affairs case file.
15. Major injury collision investigation – Five year retention.
16. No injury or minor injury collision investigation – Two year retention.
17. Routine incident with no apparent investigative value (e.g., accidental recordings, training, etc...) – 90 day retention
18. Uncategorized – Until manually deleted or otherwise categorized.
19. Pending Review – Until manually deleted or otherwise categorized.
20. Restricted – Until manually deleted or otherwise categorized.
21. Any video that needs to be retained beyond time limits outlined in this retention schedule may be backed up on DVD or Blu-Ray disc and impounded into Property and Evidence.

D. Accessing Digital Evidence

1. All those given permission associated with Evidence.com may review digital evidence as needed in the performance of their official duties using their individual login/password.
 - a. Officers shall not allow others to access Evidence.com using their individual login/password.

b. Officers shall not access digital evidence for personal use and are prohibited from uploading any digital evidence onto public or social media web sites; unless specifically authorized by the Chief of Police, or the Chief's designee.

2. When accessing digital evidence through Evidence.com, the reason for accessing the digital evidence will be noted in the "Notes" of the evidence file.

E. Reviewing Digital Evidence

1. Officers may review their own BWC video prior to the completion of their written report when necessary to refresh their recollection.
2. An officer may review the BWC video taken by other involved officers prior to writing a report.
3. Officers will write their reports to what they remember from their perspective at the time of the incident given the totality of the circumstances. Officers will notate any discrepancies between their recollection of events and what the recording shows (if applicable). Officers will not write their reports based solely on what they viewed on the BWC recording.
4. With the exception of a timely public safety statement, officers who are involved in a critical incident will be allowed to review their own recording of the incident prior to giving a voluntary or compelled statement. Under no circumstances will such a delay be longer than 48 hours after the incident in the event of a compelled statement.

In the event that the recording of an officer involved in a critical incident is damaged, destroyed, of poor quality, or in the event other officers' recordings offer a better perspective of the critical incident than that of the subject officer(s), officers may be allowed to review the recordings of the other officer(s) involved in the said critical incident prior to giving a voluntary or compelled statement. In such rare instances, at the discretion of the Chief of Police, officers may be allowed to review another officer's recording if the other officer was in the immediate proximity of the subject officer and their recording offered the same scene orientation and perspective of the incident.

5. Detectives are responsible for reviewing, updating, and tracking digital evidence associated with their assigned cases.
6. A civilian Investigator, Investigative Aide, Investigations Division Senior

Office Assistant, and/or Detective are responsible for forwarding digital evidence to the District Attorney's office when appropriate.

7. Officers may review digital evidence prior to providing testimony at hearings, trial, or depositions.
8. Digital evidence may be viewed for administrative purposes, including but not limited to the following:
 - a. Any incident in which a member of the Department is injured or killed during the performance of their duties.
 - b. Any incident involving the use of force by a member of the Department.
 - c. Any in-custody death.
 - d. Any police pursuit.
 - e. When any member of the Department discharges a firearm.
 - f. When any member of the Department discharges any less lethal weapon.
 - g. Traffic collisions involving department personnel.
 - h. Prior to the release of recordings in response to a proper legal request (e.g., in response to a subpoena or other court order).
 - i. In preparation for a civil deposition or responding to an interrogatory where the incident arises from the employee's official duties.
 - j. When preparing to testify in a criminal, civil, or administrative proceeding arising from the employee's official duties.
 - k. For investigations undertaken by the Department to prove or disprove specific allegations of misconduct.
 - l. Claims or Civil litigation.
9. Supervisors may review BWC footage to assist in speaking with community members contemplating filing a complaint. Supervisors have the discretion to show BWC footage to a complainant when it relates to their complaint, to assist in clarifying or resolving the complaint.

10. Supervisors may review BWC footage in order to assist in recognizing meritorious conduct.
11. In situations where there is a need to review digital evidence not covered by this procedure, a Lieutenant or higher must approve the request. Each situation will be evaluated on a case by case basis.

F. Editing, Copying, and Deleting Digital Evidence

All BWC recordings are part of the investigative record and shall be preserved in their original format without deletion, editing or tampering according to the retention schedule outlined in section “VII.C.1-18” of this policy (page 11).

Personal computer equipment and/or software programs are not to be utilized when making copies of digital evidence. Using a secondary recording device such as a video camera, mobile phone, or other device to record or capture digital evidence from the BWC and/or the Evidence.com data management system is strictly prohibited.

G. Discovery of Misconduct

It is not the intent of the Department to review digital evidence for the purpose of general performance review, for normal preparation of performance reports, or to discover policy violations.

Employees reviewing event recordings should remain focused on the incident or incidents in question and review only those recordings relevant to their investigative scope. If improper conduct is discovered during any review of digital evidence, the conduct in question shall be brought to the attention of a supervisor. The supervisor will report the conduct in question to the officer's commanding officer through the chain-of-command. Nothing in this procedure prohibits addressing policy violations or from using the BWC video in addressing a policy violation.

H. Releasing of Digital Evidence

Audio and video recordings from BWCs are designated by the Department as investigative records and are not subject to routine release through requests via the California Public Records Requests Act (CPRA), the Freedom of Information Act (FOIA), or other non-court ordered requests for audio or video records.

Digital Evidence captured by a BWC will be treated as an investigative record and handled pursuant to existing Department Operating Policies and Procedures.

1. Digital Evidence related to an officer-involved-shooting:

Law enforcement agencies in San Diego County recognize that the thoughtful disclosure of video evidence of officer-involved-shooting incidents to the public can increase transparency, enhance community relations and promote confidence in the criminal justice system.

Officer-involved Shooting videos will be evaluated for potential public release. Ultimately, the decision whether to release video evidence will balance the competing interests of public safety, transparency, privacy of officers and victims, pending investigation and prosecutions.

BWC recordings related to an officer-involved-shooting will be released in accordance with the county-wide protocol between law enforcement agencies for the release of BWC footage. **Refer to the Countywide Protocol for Disclosure of Officer Involved Shooting Video Evidence.**

VIII. USE OF DIGITAL EVIDENCE FOR TRAINING PURPOSES

Officers and supervisors may find it useful, and are encouraged, to review recordings of incidents in which they were involved when beneficial for the purpose of conducting a tactical debrief within their squad.

When an incident is recorded which may be of value as a training aid for a broad section of the Department, the recording officer or that officer's supervisor should receive approval from their commanding officer to contact the Operations Support Lieutenant, who will review the digital evidence to determine the value of the incident for training.

Recordings from BWCs may be shown for department-wide training purposes upon completion of a criminal case. All such use will be pursuant to written authority of the Chief of Police or designee. Officers will be provided with at least a ten day courtesy notice if recordings intended to be used for training purposes were either made by them or captured their image or voice. After notice is given, the Operations Support Lieutenant will obtain approval from the chain of command prior to Department-wide distribution.

IX. SUPERVISORS RESPONSIBILITIES

A. Sergeant's Responsibilities

1. Sergeants will ensure that officers equipped with BWCs utilize them in accordance with this policy.

2. At least on a monthly basis, Sergeants will randomly review BWC recordings from their employees to ensure the equipment is operating properly and officers are using the BWCs appropriately in accordance with this policy and to identify any areas in which additional training or guidance related to the use of the BWC is required.

This policy does not limit the ability of Sergeants to inspect BWC recordings if there is reason to believe an officer is not properly recording, uploading, or categorizing incidents.

B. Lieutenant Responsibilities

Lieutenants will ensure the Sergeants' inspections are completed correctly. If a supervisor identifies a discrepancy, the Lieutenant will follow up with the supervisor to ensure the discrepancy is corrected.

X. ADHERENCE TO POLICY

- A. Failure to comply with the directives outlined in this policy may result in discipline up to and including termination.

RELATED PROCEDURE

San Diego Countywide Protocol for Disclosure of Officer Involved Shooting Video Evidence



MANUEL RODRIGUEZ
CHIEF OF POLICE