



# BODY-WORN CAMERAS

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## I. POLICY

It is the department's policy and practice to utilize Body-Worn Cameras (BWCs) for the purpose of strengthening police accountability, promoting de-escalation by both law enforcement officers and those they encounter, enhancing the ability to resolve officer-involved incidents, and complaints, improving transparency, identifying and correcting internal agency training, policy and other issues, strengthening officer performance and safety, recording evidence for criminal prosecutions, and increasing community safety.

All images and sound recorded by a BWC are the property of the Anne Arundel County Police Department.

## II. PURPOSE

The purpose of this policy is to provide officers with the guidelines for use, management, storage, and retrieval of the audio-visual media recorded by the Body-Worn Camera equipment. This policy is intended to generally ensure that officers are appropriately wearing and using BWCs while in public and engaged in enforcement activities, or in secure facilities while interacting with members of the public.

## III. DEFINITIONS

1. **Active Mode (Event Mode):** The mode during which the BWC is actively capturing and storing video and audio recordings. When Active Mode is activated, video (but not audio) that has been captured during the 60 second Pre-Event Buffering mode is automatically attached to the beginning of the Active Mode recording. This mode is also known as "Event Mode" for Axon devices.
2. **Body-Worn Camera (BWC):** A camera system on a person that is capable of recording video and intercepting oral communications.

The body-worn camera is a point-of-view style recording system designed to approximate the visual vantage point of the recording officer. BWCs have limitations, including the inability to capture everything that is occurring during an incident and the inability to capture the exact perspective and perceptions of the officer wearing the BWC. Conversely a BWC may record images or audio that were not or could not be seen, heard or perceived by the officer. BWCs record data, such as GPS and metadata related to the audio and video records made by the BWC. BWCs do not record or analyze physiological or biometric data of the officer wearing the camera and cannot determine an officer's or any other individual's state of mind. BWC video and audio alone cannot determine the officer's situational awareness and perception of what is taking place during an incident or interaction.

3. **BWC Quality Assurance Officer:** A sworn officer appointed by the commander of the Office of Professional Standards who monitors compliance with BWC policies and completes other duties related to BWCs, as assigned.
4. **Digital Evidence Management System (DEMS):** The computerized system which stores BWC recordings and data.
5. **Livestream:** Using BWC software, Livestreaming allows a user to view current audio, video, and location data from a BWC. BWC software maintains a log of any uses of Livestreaming.
6. **On-Duty:** For purposes of this policy, on-duty means a member who is working a scheduled period of work.
7. **Off-Duty:** For purposes of this policy, off-duty means any time period which is not scheduled for the member to work, regardless if the member is engaged in work activities which may be considered on-duty for provisions outside of this policy.
8. **Mute Mode:** A Signal Device mode that prevents the Signal Device from wirelessly activating BWCs for a brief time period.
9. **Pre-Event Buffering:** The mode during which the BWC is continuously, but temporarily, storing 60 seconds of video (no audio) to be appended to a permanently stored recording upon activation of Active Mode.
10. **Public Information Act (PIA) Manager:** The person assigned to the Central Records Section who is responsible for oversight of the processing of requests, certification, and release of Anne Arundel County Police Department records, including Body-Worn Camera audio, video, and data.
11. **Priority Upload:** BWC function which allows recordings to be uploaded remotely over cellular phone networks. Priority Upload will upload only the most recent recording and will NOT upload recordings longer than 60 minutes in length.
12. **Signal Device:** Signal Devices wirelessly activate BWC Active Mode recording for BWCs within proximity of the Signal Device. Signal Devices are intended to supplement and assist in compliance with BWC activation policies, particularly during high stress events. Signal Devices include devices to activate BWC Active Mode recording based upon the activation of front and rear emergency lights of a police vehicle, the removal of a firearm or CEW from a holster, and switching a CEW off-safe.
13. **Sleep Mode:** Sleep Mode puts the BWC in an idle state that disables recording and pre-event buffering and disables activation of the BWC by a Signal Device.
14. **Supervisor:** For the purpose of this policy, supervisor is defined as sworn personnel holding the rank of sergeant or above.

#### IV. LEGAL CONSIDERATIONS

The Maryland Annotated Code, Courts & Judicial Proceedings § 10-402, makes it lawful for a law enforcement officer, in the course of the officer's regular duty, to intercept an oral communication with a body-worn digital recording device capable of recording video and oral communication if:

1. The law enforcement officer is in uniform or prominently displaying the officer's badge or other insignia;
2. The law enforcement officer is making reasonable efforts to conform to standards in accordance with Maryland Public Safety Article § 3-511 for the use of body-worn digital recording devices (conformance with department policy);
3. The law enforcement officer is a party to the oral communication;
4. The law enforcement officer notifies, as soon as is practicable, the individual that is being recorded, unless it is unsafe, impractical, or impossible to do so; and

5. The oral interception is being made as part of a videotape or digital recording.

In addition, officers may intercept an oral communication where the officer is party to the communication and all parties to the communication have given consent to the recording.

BWC recordings and data may be disclosed and obtained as evidence in a trial in conformance with the rules of discovery. In addition, state law permits individuals to request copies of BWC recordings and data (see Index Code 2420).

## **V. ISSUANCE, WEAR, & USE**

### **A. ISSUANCE OF BWCs**

1. All officers are issued two BWCs and a companion mobile application to their issued departmental mobile phones upon completion of BWC training.
2. Officers may use only department issued BWC devices.

### **B. WEAR OF BWCs**

1. **Required wearing of BWC while in uniforms:** Officers must wear their issued BWC while wearing a Class B, Class C, External Ballistic Vest Carrier, Bike, or Special Duty Uniform (See Index Code 0500) under any of the following circumstances:
  - a. While on duty, except while in a secure facility and not engaging in activities that require Active Mode recording under this policy.
  - b. While working uniformed secondary employment.
  - c. While operating a departmental vehicle.
2. **Required wearing of BWC while in plainclothes:** Except for officers acting in a covert capacity, officers wearing plainclothes must wear their issued BWC when enforcement activities are expected.
3. **Optional wearing of BWC:** Officers may, but are not required to, wear a BWC under the following circumstances:
  - a. While wearing the Class A uniform.
  - b. While operating a department vehicle, off-duty, in plainclothes.
  - c. While wearing plainclothes and the officer is not expected to be engaged in enforcement or investigative activities.
  - d. While in a secure facility and not engaging in activities that require Active Mode recording under this policy.

### **C. GENERAL BWC USE REGULATIONS**

1. Only officers trained, in accordance with Training Division standards, for the proper use of the BWC may use BWCs. Such training must include the provisions within this policy.
2. BWCs may only be used for official purposes and use of BWCs must conform to all applicable laws.
3. Prior to the beginning of each work day, each BWC user must ensure their BWC is functioning with no apparent malfunction indications. BWC users should routinely monitor the battery level and status of the BWC during working hours. It is the BWC user's responsibility to ensure their BWCs are charged and operating properly.
4. Upon discovering a malfunctioning BWC, the BWC user must immediately report the malfunction to a supervisor. Supervisors must document the malfunction on a "[BWC Malfunction/Failure to Record](#)" form. The BWC user must, as soon as possible, obtain a replacement BWC.
5. The BWC must be worn on the officer's outermost garment, at chest level, to maximize the BWC field of view and facilitate ease of operation. Exception: QRT officers using helmet mounted BWCs may position the BWC on the helmet.
6. BWC users may not intentionally obscure the view of their BWC.
7. Except as specified below, BWC users must have their BWC powered on and in Pre-Event Buffering mode at all times while the BWC is being worn.
8. BWC users may put their BWC in Sleep Mode in situations where personal privacy (for example: using the bathroom or changing clothes) or unintentional, non-enforcement activation is a concern (for example: at police facilities where equipment inspections or testing is occurring). When Sleep Mode is no longer

necessary, BWC users are responsible for returning the BWC to Pre-Event Buffering Mode or Active Mode as otherwise required by this policy.

9. BWC users may pair their BWC with the cell phone application downloaded on their departmental cell phone. Officers may not use personal phones for pairing.
10. The BWC may not be utilized off-body as a covert surveillance tool.
11. Officers deputized as federal task force officers (TFOs) must follow the applicable Federal Law Enforcement agency guidelines for BWC usage while conducting federal task force operations and investigations, but only to the extent that such guidelines do not conflict with Maryland law.

## **VI. ACTIVE MODE RECORDING**

1. Officers may only record in Active Mode for legitimate law enforcement purposes.
2. Except as otherwise exempted by law, BWC users must notify individuals that they are being recorded as soon as practicable, unless it is unsafe or impossible to do so. This notice provision is satisfied even if another individual becomes a party to the communication after the initial notice has been provided to the initial party.
3. Private residences or other private property should not be treated differently than other property for the purposes of recording.

### **A. MANDATORY USE OF ACTIVE MODE RECORDING**

Except as detailed in subsection VI.C, below, when a member is wearing a BWC, Active Mode recording must be activated at the first reasonable opportunity under any of the following circumstances:

1. Upon arrival at and during a call for service or incident dispatched by the Communications Section.
2. When the member is participating in a canvass, perimeter, or other activity related to an incident or call for service.
3. Activity or an encounter with a citizen that is investigative or enforcement related in nature.
4. During any encounter with a citizen that becomes confrontational.
5. When encountering a violent or combative subject.
6. Encounters with citizens where a police service is being provided by the involved member.
7. When there is a substantial likelihood that the video captured by Active Mode recording may have evidentiary value.
8. When operating a vehicle with emergency lights or siren activated.
9. Traffic stops, upon either of the following:
  - a. Activation of emergency lights or sirens.
  - b. Any other signal for a person or motorist to stop.
10. During foot pursuits.
11. During vehicle pursuits.
12. When transporting civilian non-members for duty-related purposes.
13. When transporting any person in custody. The BWC recording may not be stopped until one of the following:
  - a. The person is turned over to another member for further transport.
  - b. The person is housed in a Temporary Detention Area.
  - c. The person is turned over to the custody of Central Holding & Processing Center personnel.
  - d. Custody of the person is turned over to a medical facility.
  - e. Custody of the person is turned over to personnel from another agency.
  - f. Custody of the person is turned over to another appropriate, responsible party.
  - g. The person is released from custody and the police-related interaction with the person has ended.

### **B. OPTIONAL ACTIVATION**

When not otherwise prohibited by law or agency policy, officers may activate BWC Active Mode recording in circumstances when they determine that doing so would be beneficial to the public interest.

### **C. STOPPING OR NOT ACTIVATING ACTIVE MODE**

Officers may stop or not use Active Mode recording in situations listed in this section. When stopping an Active Mode recording, the officer should memorialize the reason for stopping the recording by making an oral statement prior to stopping the recording.

When in doubt, the officer should use or continue Active Mode recording.

#### **a. Officers MAY deactivate or not use Active Mode recording in the following circumstances:**

- i. During routine patrol activities where no enforcement action is being taken.
- ii. During the time when the member's activity is limited to traveling, without lights or sirens activated, to a non-emergency call for service or non-emergency incident.
- iii. During ordinary non-enforcement interactions with citizens when such interactions are not related to a call for service or police service incident.
- iv. When a victim, witness, or other person wishes to make a statement or share information during a voluntary interaction with law enforcement, but refuses to do so while being recorded, or requests the camera be turned off. If the encounter begins when the BWC is not actively recording, the BWC user may, but is not required to, temporarily activate Active Mode recording for the purpose of documenting the person's refusal to be recorded. Members must return the BWC to Pre-Event Buffering Mode or Active Mode recording when required by this policy, at the completion of the interview/statement if the incident is on-going.
- v. When recording would risk the safety of a confidential informant or undercover officer.
- vi. When inside a medical facility, to include hospitals and ambulances, to protect patients' rights to privacy during medical or psychological evaluations or treatments. Officers should be careful to avoid recording persons other than the person of interest, or recording medical documents.

#### **b. Active Mode recording may NOT be activated in the following circumstances:**

- i. Strip searches which would expose a person's private areas to the BWC recording.
- ii. Agency personnel interactions during routine administrative activities. Routine administrative activities are those which are related to department management, personnel functions, and other similar activities.
- iii. Personal activities, not related to police duties or functions.
- iv. During any court proceedings unless:
  - (1) The officer is encountering a violent or assaultive suspect.
  - (2) The officer anticipates that force may be used.
  - (3) The officer is directed to take enforcement action by an agent of the court.
- v. Clinical Interventions by Crisis Response personnel.
- vi. When conducting a Domestic Violence Lethality Screen assessment with a domestic violence victim (See Index Code 1603), or while the victim is speaking to a hotline advocate.

### **D. SIGNAL DEVICE ACTIVATION**

BWC users are ultimately responsible for compliance with procedures outlined in this policy, regardless of the capabilities of Signal Devices.

BWC users may use Sleep Mode or Mute Mode to avoid unnecessary and accidental Active Mode recordings from Signal Devices in circumstances which do not require Active Mode recording as described in Section: VI: ACTIVE MODE RECORDING.

### **E. UNINENTIONAL ACTIVATION**

If a recording is created either unintentionally or it is later found that the recording should not have been created, officers must follow the procedures under Section: XI. ACCIDENTAL OR MISTAKEN RECORDINGS.

## **VII. FAILURE TO RECORD**

Officers who fail to activate Active Mode when required by this policy must immediately notify an on-duty supervisor and, if an incident/offense report is being written regarding the relevant incident, the officer must document the circumstances regarding the failure to activate Active Mode in that report.

A supervisor who is notified of a such a failure to activate Active Mode must document that failure on a “[BWC Malfunction/Failure to Record](#)” form.

### **VIII. ENDING A RECORDING**

Once Active Mode recording has been activated (including instances of automatic activation by a Signal Device) officers may not end the recording until one of the following circumstances has occurred:

1. The event or encounter has fully concluded and no more investigative or enforcement action is anticipated for that event or encounter.
2. The officer leaves the scene and anticipates no further involvement in the event.
3. The officer is authorized under Section VI.C of this policy to stop recording or recording is not required under Section VI.A this policy.
4. A supervisor has authorized that a recording may cease because the officer is no longer engaged in a related enforcement, investigative, or other on-scene activity.
5. The Active Mode recording was an error and recording were not required under this or any other policy.

Prior to ending a recording, the officer should make an oral statement with the reason for the end of the recording to be captured by the BWC.

### **IX. BWC DOCKING AND UPLOADS**

1. BWC users are responsible for regularly docking their BWC during their regular work day for the purpose of uploading recordings, updating the BWC, and charging the BWC. Except as otherwise specified by this or any other policy, BWCs with recordings which have not been uploaded must be docked for uploading within 4 days of the recording. Alternatively, officers may use the Priority Upload function. Officers using Priority Upload in lieu of docking must ensure the upload was successful, and if not, must dock their BWC within 4 days of the recording.
2. BWC users must dock their BWC and upload all recordings immediately after any of the following incidents:
  - a. Incidents involving injuries to an officer or prisoner.
  - b. Vehicle pursuits.
  - c. Uses of force.
  - d. Fatal crashes and any crashes where Traffic Safety is requested.
  - e. When directed by a supervisor.
3. Regardless of any other rule, on-scene supervisors are responsible for taking custody of BWCs which may have recordings relevant to the investigation of any police-involved incident which results in or may result in death or serious injury. The supervisor taking custody must ensure the BWCs are docked and uploaded immediately following the incident. Such incidents include but are not limited to:
  - a. Law enforcement use of deadly force.
  - b. In-custody deaths.
  - c. Serious vehicle collisions which may have resulted from an officer’s involvement.

### **X. BWC RECORDING IDENTIFICATION AND CATEGORIZATION**

1. BWC users are responsible for ensuring BWC recordings are properly categorized and identified by an appropriate report or incident number, as applicable, in the DEMS. In most cases when a user is on an incident documented in the Computer Aided Dispatch (CAD) system, the BWC recording will be auto-tagged through an interface between the CAD system and the DEMS, based on the incident disposition code in the CAD system. In instances when a recording is not auto-tagged, the BWC user must manually categorize and identify (by report or incident number, as applicable) the recording. BWC users must also manually categorize recordings when additional categories are required to ensure appropriate evidence retention schedules and cataloging based upon the nature of the incident.
2. Supervisors who take custody of BWCs to upload video, consistent with Section IX.3, above, are responsible for properly categorizing relevant BWC recordings.

## **XI. ACCIDENTAL OR MISTAKEN RECORDINGS**

1. If a BWC user's BWC is unintentionally activated into Active Mode, but not via a Signal Device, and the recording was not mandatory under this policy, the BWC user should orally state the circumstances of the activation prior to ending the recording and categorize the recording as "Accidental Activation."
2. If a BWC user's BWC is unintentionally activated into Active Mode via a Signal Device, and the recording was not mandatory under this policy, the BWC user may use the "False Signal Cancellation" function of the BWC.
3. A BWC user may request accidental recordings be deleted by submitting a BWC Recording Deletion Request Form (PD 1904.4) to their District/Division Commander via the chain of command. The video must be reviewed by the supervisors in the BWC user's chain of command. The BWC user may request a supervisor of a specific gender to review the video. If approved, the District/Division Commander must forward the approved form to the BWC Quality Assurance Officer who must review the request and recording for policy compliance and, if in compliance, must delete the video from the DEMS.

## **XII. REPORTING REQUIREMENTS**

Members must document if BWC recordings and data exists in incident/offense reports and statements of probable cause (DC/CR004). For reports written in the records management system, this requirement is satisfied by selecting the "BWC Recording" checkbox.

## **XIII. SUPERVISOR RESPONSIBILITIES**

Supervisors are responsible for the following tasks related to BWCs:

1. Documenting malfunctions and failures to record on the [BWC Malfunction/Failure to Record](#) form when notified by a subordinate.
2. Conducting monthly inspections to ensure that subordinates' BWCs are accounted for and in good operating condition.
3. Conducting reviews of BWC recordings for any incidents that require administrative review and documenting such reviews. Such incidents include, but are not limited to: pursuits, uses of force, employee performance complaints, and injured officers or prisoners.
4. Conducting a review of one BWC recording from each officer/detective assigned to their platoon/unit every 90 days using the BWC software's random video review feature. The supervisor review of the recording is to evaluate compliance with department policies, officer safety tactics and appropriate categorization and titling of the recording. The reviewing supervisor should provide feedback to the user whose recording was reviewed.

Supervisors may not arbitrarily, routinely, or randomly review BWC recordings for the purpose of identifying minor infractions of department policies or procedures. *With the permission of the Commander of the Internal Affairs Section, supervisors may use BWC recordings to conduct quality assurance checks when a known performance or disciplinary trend exists. Supervisors requesting permission for such reviews must submit their request to the Internal Affairs Section via their district/division commander.*

Supervisors and field training officers may review BWC recordings to evaluate probationary officers' performance and ensure compliance with departmental training and policy.

## **XIV. LIVESTREAMING BWC**

1. Sworn Supervisors, Communications Section Supervisors, and Real Time Information Center personnel have system permissions to view livestreams from BWCs that have been activated in Active Mode recording for the purposes of operational, real-time, situational awareness and officer safety during incidents including, but not limited to:
  - a. An ongoing critical incident.
  - b. An in-progress incident involving a use of force, firearms discharge, Taser deployment, Signal 13 (See IC 1102), or foot or vehicle pursuit.
  - c. An active assailant incident.
  - d. A hostage/barricade incident.

- e. An incident when a supervisor has reason to believe an officer safety issue exists. The use of Livestreaming must be limited to determining and resolving the safety issue.
  - f. At a BWC user's own request for their BWC to be livestreamed.
2. All BWC users, personnel in the Communications Section, and Real Time Information Center personnel may view GPS locations of BWCs for the purposes of operational real-time situational awareness and officer safety. When a BWC is in Active Mode recording, the GPS location information is real time. When a BWC is in Pre-Event Buffering Mode or Sleep Mode, the GPS location is updated approximately every 15 minutes. After a BWC is powered off, the last GPS location will remain available for approximately 1 hour.
  3. Livestreaming is only allowed to be accessed and used for official law enforcement related purposes. Personnel may not arbitrarily, routinely, or randomly use Livestream functions for the purpose of tracking other personnel or seeking to discover or identify minor infractions of department policies or procedures. Livestreaming may be used by supervisors investigating a complaint or "on-view" violation of department policy.

## **XV. REVIEW OF RECORDINGS**

The following persons/entities may review BWC recordings and data:

1. Officers may view BWC recordings and data from their own assigned BWC or the BWC of another officer, to assist with the following tasks:
  - a. Report writing or preparation of other official documents.
  - b. Court preparation.
  - c. Review/critique of the officer's own performance.
2. Supervisors may review BWC recordings and data as described in Section XIII.
3. Command Staff may review BWC recordings and data for any legitimate matter.
4. Investigative units may review BWC recordings and data when conducting an investigation of incidents captured on a BWC.
5. The Training Division may review BWC recordings and data for training purposes that are not otherwise restricted for investigation or other administrative reasons.
6. At the discretion of Internal Affairs personnel, members may review BWC recordings and data during internal investigations.

## **XVI. RELEASE OF RECORDINGS**

Except as authorized by this policy, copying (taking cell phone video, downloading to an external media device, etc.), releasing, altering, erasing, or allowing unauthorized viewing (including showing video to other officers or persons not involved in the incident and without a legitimate investigative or administrative purpose) of an agency BWC recording or data (or portion thereof) is prohibited.

The Chief of Police has the discretion to make exceptions to any of the below policies for release of recordings.

This policy is not intended to, and does not create any rights, substantive or procedural, in favor of any person, organization, or party.

### **A. RELEASE BY PIA MANAGER**

The police department's PIA manager may release BWC recordings and data to the following:

1. Members of the Office of the State's Attorney, United States Attorney's Office, Attorney General's Office, or other prosecuting authority, for purposes of investigation leading to possible prosecution.
2. The Anne Arundel County Office of Law.
3. Other law enforcement agencies.
4. Members of the public, after approval of a properly submitted Maryland Public Information Act (MPIA) request.

### **B. RELEASE BY CHIEF OF POLICE**

1. The Chief of Police may release recorded BWC recordings of any of the following:
  - a. An incident involving a use of force by one or more officers that results in the death of, or serious physical injury to another.



- b. Any incident that garners a significant public interest or concern.
  - c. Any incident in which the Chief of Police determines the release of BWC recordings would be in the best interest of the public or public safety.
  - d. Positive action/interactions involving Department members.
2. Except upon a determination by the Chief of Police that a release is necessary for public safety, appropriate prosecuting authorities should be consulted and coordinated with prior to the release of BWC recordings or data which have the potential to impact a criminal trial.
  3. Public release of BWC recordings and data in accordance with this policy may be delayed, redacted, edited, or in some cases, the Department may forego public release, for the purpose of any of the following:
    - a. Compliance with federal, state, or local law governing disclosure of records or existing Departmental procedures.
    - b. Protection of confidential sources and witnesses.
    - c. Protection of the rights of the accused.
    - d. Protection of the identity of victims, witnesses and juveniles.
    - e. Protection of the privacy, life, or safety of any person.
    - f. Protection of the location of victims and witnesses.
  4. Sworn members who are significantly involved in an incident where BWC recordings may be released to the public by a decision of the Chief of Police must be afforded the opportunity to review BWC recordings and data, if they have not already done so, before it is publicly released.
  5. In cases involving a police-involved incident which results in a death, an immediate family member of the decedent, as determined by the Department, may be afforded the opportunity to review BWC recordings and data before it is publicly released.
  6. Released BWC recordings and data:
    - a. May include redactions of faces or identifying information of involved parties.
    - b. May be a reflective sample or compilation of available recorded BWC data.
    - c. Will be subject to all restrictions noted in this policy.
  7. The Chief or designee must make every reasonable effort to make the following notifications prior to the release of BWC recordings and data of an incident to the public:
    - a. Department members whose BWC recordings and data is to be released.
    - b. Department members readily identifiable in the videos or significantly involved in the event, as determined by the Chief of Police or designee.
    - c. For incidents which may involve mental or physical trauma to an officer: Anne Arundel County Fraternal Order of Police.
    - d. Other official agencies involved in the incident or investigation.
  8. BWC recordings and data may not be released for commercial, non-law enforcement, or non-journalistic purposes.

## **XVII. STAFF INSPECTIONS REVIEW/INSPECTION**

1. The Staff Inspections Section (SIS) is responsible for conducting on-going impartial, annual and random reviews, and inspections of department BWC recordings and data to assess that BWCs are being used in compliance with law and Anne Arundel County Police Department policies. An annual administrative review must be provided to the Chief of Police for review.
2. SIS annual and random reviews, inspections and reviews are used to assess:
  - a. Alignment of policy, training, and operational practices consistent with agency policies, mission, and values.
  - b. Supervisory compliance of random BWC recording reviews.

- c. BWC user compliance with BWC policies (including but not limited to proper use of pre-buffering mode, starting Active Mode recording when required, stopping Active Mode recording when required, recording categorization, and proper maintenance).
  - d. Training and equipment needs.
  - e. Consistency between written reports and BWC recordings.
- 3. For issues identified by SIS reviews which do not involve police misconduct, the SIS will make recommendations for appropriate corrective actions to the applicable police department unit or personnel.
  - 4. Any observations of possible police misconduct must be brought to the attention of an Internal Affairs supervisor for appropriate action.

#### **XVIII. SECURITY, RETENTION, AND DISCLOSURE RELATED TO BWCs**

- 1. Users of BWC systems are prohibited from sharing BWC log-in credentials with any other person.
- 2. Accessing, copying, or releasing BWC recordings and data for non-law enforcement purposes is prohibited, unless directed by the Chief of Police, or designee.
- 3. Accessing, copying, releasing, or sharing BWC recordings and data on any computer or device not controlled or provided by the Anne Arundel County Police Department is prohibited.
- 4. In general, the Anne Arundel County Police Department retains an unedited original version of BWC recordings and data for a minimum period of four years in the DEMS. If a recording is associated with a case, the BWC recordings and data will be retained according to investigative file requirements (Refer to Index Code 1201.3 "Release & Disposal of Property"), otherwise retained for 4 years then deleted from the DEMS. Accidental and false signal recordings may be deleted from the DEMS after final review by the Office of Professional Standards. Training and Testing recordings are retained for 10 days, then deleted from the DEMS. Department personnel are prohibited from tampering with or editing this original version.
- 5. If the BWC incident results in a notice of claim or civil litigation, the BWC recording and data should be retained for at least one year following the conclusion of the matter, including appeals.
- 6. Access to BWC recordings and data is controlled securely through the DEMS.
- 7. There is a log of all activity within the DEMS software, including any time recordings and data is viewed, for what length of time and by whom, and when sharing, copying, or editing BWC recordings and data.
- 8. Access to BWC recordings and data may not be shared with any member of the media unless authorized by the Chief of Police, or designee.

#### **XIX. EQUIPMENT MAINTENANCE**

The Technology Section is responsible for coordinating BWC equipment maintenance, repairs, and replacement.

#### **XX. PROPONENT UNIT: *Staff Inspections Section and* Technology Section.**

#### **XXI. CANCELLATION: This directive cancels Index Code 1904.4, dated *08-31-23*.**