


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date March 24, 2021		APD.SOP.3133 Body Worn Cameras
Applicable To: All Sworn Employees		Review Due: 2025
Approval Authority: Chief Rodney Bryant		
Signature: Sign by RB		Date Signed: 03/24/2021

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1. PURPOSE

This directive shall provide sworn employees with the guidelines and procedures for the authorization, use, issuance, maintenance, recording, data storage, and retention of city-issued Body Worn Cameras (BWC) and signal sidearm devices.

2. POLICY

All sworn employees issued a BWC shall wear, use, and maintain only body worn cameras (BWC) and any related equipment authorized and approved by the Atlanta Police Department under the terms of this directive. The BWC shall be used during the course of regular duty, approved overtime, extra job duties, for the purpose of potential evidence in the prosecution of criminal and traffic offenses, departmental internal investigations, and any other situations which the Department shall deem necessary. (CALEA 6th ed. Standard 41.3.8(a) and 83.2.2)

3. RESPONSIBILITIES

- 3.1 The Chief of Police shall ensure that all sworn employees issued a BWC adhere to the guidelines and procedures listed in this directive. The Chief of Police or his/her designee shall be the final approving authority regarding the BWC and all recordings and data release as it relates to the media/press or general public.
- 3.2 Division and section commanders are responsible for ensuring that sworn employees under their commands are in compliance with this directive.



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- 3.3 Unit commanders shall be responsible for ensuring that sworn supervisors under their command are wearing, recording, tagging, and uploading their BWC video footage.
- 3.4 Unit commanders shall be responsible for ensuring that sworn supervisors under their command inspect his or her sworn employees Body Worn Cameras (BWC) and signal sidearm device daily.
- 3.5 All sworn supervisors shall be responsible for ensuring that sworn employees under their command are wearing, recording, tagging, and uploading their BWC video footage. All sworn supervisors shall further be responsible for inspecting all equipment pertaining to the Body Worn Cameras (BWC).
- 3.6 All sworn supervisors shall take immediate corrective action when necessary, regarding the use and/or misuse of BWC equipment, and BWC data/images in accordance with this policy. The supervisor will formulate a Performance Improvement Plan (Form APD 153 Performance Evaluation Package – check PIP) pertaining to the sworn employee's deficiencies with the operation of their assigned BWC in accordance with APD.SOP.2090 Performance Evaluations.
- 3.7 All sworn supervisors shall take adverse action when the sworn employee's performance regarding their BWC continues to be in violation of policy after the end of the Performance Improvement Plan (PIP) time period that was established in accordance with Section 3.6.
- 3.8 Any violations regarding this written directive, and as it pertains to local, state, or federal laws shall be documented and submitted to The Office of Professional Standards (OPS) for further review in accordance with APD.SOP.2020 "Disciplinary Process".
- 3.9 The BWC shall be issued to and used only by trained personnel.
- 3.10 All sworn supervisors shall be responsible for ensuring that sworn employees under their command are equipped with their assigned BWC and signal sidearm device at the beginning of their tour of duty, that the devices are operating properly, and that the batteries are fully charged.
- 3.11 All sworn employees, the rank of lieutenant and lower, who are assigned a BWC shall be required to wear and use the BWC during the course of their regular, approved overtime and extra job duties.
- 3.12 All sworn employees, the rank of captain or higher, who are assigned a BWC shall have the option to wear and use the BWC during the course of their regular and extra job duties.
- 3.13 The Training Section Commander shall be responsible for ensuring that all training regarding the BWC meets departmental policies and procedures, is compliant with all Commission on Accreditation for Law Enforcement Agencies (CALEA) and Georgia Police Accreditation Coalition (GPAC) standards, and any other city, state, or federal laws governing the use, maintenance, and operation of the BWC.
- 3.14 The BWC Logistic Administrator shall be responsible for the use, maintenance, and operation of the BWC Axon system, the issuance of BWC's and coordinating all training regarding the BWC with the Training Section Commander.
- 3.15 All sworn employees, the rank of lieutenant and lower, shall be required to attend BWC training. All training regarding the BWC shall be conducted by Axon International trained instructors that have successfully completed the BWC training.



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- 3.16 Sworn employees, the rank of captain and higher, shall have the option to attend BWC training.
- 3.17 The Open Records Unit (ORU) is responsible for coordinating all open records requests relating to the video data captured and of that archived by the BWC. No BWC footage will be released by any employee, sworn or civilian. All footage will be released through the open records process. All subpoenas received by the Atlanta Police Department related to BWC must be sent the Open Records Unit.
4. ACTION
- 4.1 Training
(CALEA 6th ed. Standard 41.3.8(f))
- 4.1.1 Only sworn employees who have been trained and issued a BWC shall be authorized to wear and use the device.
- 4.1.2 Sworn employees shall be trained by the BWC instructors in the areas listed to include, but not limited to:
1. Reasonable Expectation of Privacy;
 2. BWC Hardware/Equipment;
 3. BWC Software; and
 4. Operation of BWC.
- 4.1.3 Upon successful completion of the BWC training, sworn employees shall be issued the following accessories with their BWC:
1. Body Worn Camera;
 2. USB cable;
 3. Axon Rapid Lock mounting system;
 4. Lanyard; and
 5. Signal Sidearm Device
- 4.1.4 All sworn employees shall wear the BWC in a manner consistent with their training, and which will allow the recording of an incident that most closely replicates the best sight line of view for the employee during a recording encounter by placing the BWC center mass of the uniform, on an outer vest, and or most outer garment to ensure an unobstructed recording of the incident. If a lanyard has been issued to the employee, it is always required to be worn and attached to the BWC .
- 4.1.5 It shall be the responsibility of all sworn employees to ensure the BWC remains in a position for proper recording of citizen encounters or incidents during their tour of duty, all approved overtime, and all extra jobs.



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4.2 Live Mapping and Streaming Video Features

4.2.1 Live Mapping

4.2.2 When an employee under a supervisor's command is actively recording with their BWC, the supervisor can view the location of the employee via their BWC in real-time through Evidence.com. A list of body worn cameras that are actively recording or have recorded within the previous four hours can also be viewed.

4.2.3 The Live mapping feature enables a supervisor to have better situational awareness of the location of an officer. This feature will be helpful in the following incidents:

1. Coordinating a response to a major incident such as, but not limited to, an active shooter, hostage situation, or civil unrest;
2. Following the location of a foot pursuit; and
3. Identifying the location of an officer in need of assistance or who is not responding or unable to radio communications.

4.2.4 Live Streaming

4.2.5 The Live Streaming feature enables remote viewing of an officer's BWC while in recording mode.

4.2.6 Through the Evidence.com portal, an authorized supervisor can select a camera displayed on the live map and begin viewing and hearing what the BWC is currently recording.

4.2.7 The live streaming feature enables a supervisor, to view, in real time, an officer's situation during a call for service.

4.2.8 Potential applications of the live streaming feature can be used in the following situations:

1. Tracking and observing a foot pursuit of an armed suspect and providing information to responding units;
2. Viewing high-risk felony incidents, vehicle pursuits, hostage situations;
3. Viewing a building search or the execution of search warrant entries;
4. Determining whether an officer is injured or needs emergency assistance; and
5. Unusual occurrences.

4.2.9 Notification

4.2.10 When a supervisor initiates the Live Streaming feature, the BWC will notify the officer through a special Live Streaming icon displayed on the BWC's LCD screen.



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4.2.11 Authorization

Sworn personnel, the rank of Sergeant and higher, will have authorized access to the Live Streaming and Mapping function.

4.2.12 Prohibitions

The use of the Live Streaming and Mapping feature in any way other than in the course of their official duties is strictly prohibited. Any prohibited use of the Live Streaming and Mapping feature will be subject to disciplinary action.

4.3 Start of tour of duty, approved overtime shift, or extra job

4.3.1 Prior to the beginning of the tour of duty, approved overtime shift, or extra job, all sworn employees shall turn on the BWC, ensure the device has powered up correctly, has a fully charged battery, and is functioning properly.

4.3.2 All sworn employees, who by the nature of their assignment, are not engaged in field operations on a daily basis, will dock their BWC a minimum of once a month to ensure that the device has all required updates and any video captured on the device can be downloaded onto Evidence.com.

4.3.3 All sworn employees, shall inspect the BWC to ensure there are no visible or obvious signs of damage. In the event there is damage, or a malfunction discovered with the BWC, employees shall immediately report the discovery to their immediate supervisor, contact the BWC Compliance Administrator and generate a "damage to City property" incident report.

4.3.4 All sworn employees, shall place the BWC into its normal (buffering) mode and ensure that it remains in the normal (buffering) mode unless the employee has the BWC in event (recording) mode. Sworn employees shall power-on the BWC which places the device in buffering mode, and the BWC shall remain powered-on throughout the shift's duration.

4.3.5 Sworn supervisors shall take immediate appropriate action when a sworn employee is found not having a properly charged or functioning BWC.

4.4 Recordings (CALEA 6th ed. Standard 41.3.8(b))

4.4.1 Sworn employees must use their BWC during the performance of their duties to observe, photograph, videotape, or record the activities that occur in places where there is a reasonable expectation of privacy if they occur in the presence of the law enforcement officer.
(Senate Bill 94, O.C.G.A Section 16-11-62 Unlawful Eavesdropping or Surveillance)

4.4.2 Sworn supervisors are required to place the BWC in event recording mode when they are answering a dispatched call for service, a supervisor request, or on self-initiated calls.

4.4.3 Sworn employees may activate the BWC anytime instructed by their sworn supervisor. The BWC shall be placed in event recording mode as soon as it is practically possible for sworn employees to do so in order to capture an event.



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- 4.4.4 Sworn employees shall place their BWC into event recording mode for the following circumstances listed to include, but not limited to:
1. Officers will turn on their BWC into event recording mode at the moment they are dispatched to a call or initiate a call for service;
 2. Department approved vehicle safety checkpoints;
 3. Field Interviews;
 4. Vehicle and Foot Pursuits;
 5. While driving either code 2 or code 3;
 6. Vehicle and Pedestrian stops;
 7. While in route to crimes in progress where fleeing suspects or vehicles may be captured on video leaving the crime scene;
 8. While interviewing suspects, victims, or witnesses;
 9. Execution of a search warrant;
 10. Consent searched, inventory of vehicles, prisoner transport;
 11. All interactions with juveniles;
 12. Capture evidence from a potential crime scene;
 13. When requested by a citizen;
 14. While interacting with the public in a law enforcement capacity; and
 15. Any use of force by an employee which does not result in a physical arrest i.e. (breaching a door, damage to property, or animal encounters).
- 4.4.5 The Atlanta Police Department recognizes that employee safety is paramount and understands that events can take place without notice. If there is a non-activation or interruption of recording by sworn employees on scene of an incident requiring activation of the BWC, the sworn employee shall begin recording the event as soon as practically possible and document the circumstances in a written report explaining the delay in activation or interruption in the recording of the incident in accordance with APD.SOP.3060 "Report Writing".
- 4.4.6 Sworn employees shall have their BWC in event recording mode for the duration of the call for service from their dispatch and/or self-initiated time until the conclusion of the call for service by pulling in with the proper code to dispatch. (CALEA 6th ed. Standard 41.3.8(b))
- 4.4.7 All sworn employees are permitted to access and/or stream video stored on their BWC, video uploaded to Evidence.com, Sync application, or Axon View (mobile app), with the exception of use of force incidents.



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- 4.4.8 All sworn employees shall not share or provide copies of any video footage with members of the public, the press/media or persons not authorized to view the footage, except in accordance with APD.SOP.1060 "Public Affairs".
- 4.5 Prohibited Use
(CALEA 6th ed. Standard 41.3.8(c))
- 4.5.1 The purpose of the BWC is to be used during law enforcement interactions with the public. The BWC shall not be used for the following reasons to include, but not limited to:
1. The BWC shall not be activated in areas such as, but not limited to dressing rooms, locker rooms, and restrooms unless performing a legitimate law enforcement action;
 2. Environment (hospitals, clinics, detention centers);
 3. When possible, sworn employees shall refrain from recording exposed genitals or other sexually sensitive areas, unless doing so would be unavoidable;
 4. The BWC shall not be activated to record conversations of fellow sworn employees without their knowledge during non-enforcement activities or administrative functions;
 5. The BWC shall not be used to record undercover sworn employees or confidential informants; and
 6. Sworn employees shall not use any recording device (such as a phone, secondary camera or any other such device) to record captured video/audio footage or retrieve stored data.
- 4.5.2 Sworn employees are prohibited from using a BWC in a non-law enforcement capacity for personal activities or use. (CALEA 6th ed. Standard 41.3.8(c) and 83.2.2)
- 4.5.3 Sworn employees are prohibiting from any unauthorized access and/or viewing of BWC video footage. Sworn employees should be reminded that all video footage captured by the BWC is evidence. Unauthorized accessing viewing, copying, or sharing is strictly prohibited.
- 4.5.4 The BWC and recordings are the property of the Atlanta Police Department. Use of the BWC for any purpose not associated with an employee's duties, or as specifically prescribed in this Standard Operating Procedure, is strictly prohibited. (CALEA 5th ed. Standard 41.3.8(c))
- 4.6 Tampering with the BWC
- 4.6.1 Sworn employees are strictly prohibited from disabling or destroying a BWC. This includes changing or attempting to change settings and/or permission levels within a BWC.
- 4.6.2 Sworn employees shall not interfere or intentionally block the ability of the BWC to record an encounter. This shall include the deactivation of the BWC or the obstruction of the BWC photographic lens.
- 4.6.3 Any sworn employee who intentionally destroys or alters any evidentiary recording produced from a BWC by any sworn employee shall be subject to disciplinary action and/or criminal prosecution.



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4.7 Discipline

- 4.7.1 The Chief of Police is responsible for the effective and professional administration of the disciplinary process. Thus, the Chief retains the authority to review, revoke, or modify any disciplinary actions taken by any supervisor in the Department. The Chief shall execute any such revocation or modification in writing. (APD.SOP.2020 "Disciplinary Process," Section 3.1)
- 4.7.2 The listed incidents in Section 4.3.4 applies to all personnel issued a BWC whether they are on-duty or off-duty (Extra Jobs, Voluntary Overtime, Special Events, etc.).
- 4.7.3 In-house audits are to be conducted to address issues of non-compliance in accordance with Section 4.11 of this directive using Form APD 525 "Weekly Audit of BWC Recording Data Supervisory Report."
- 4.7.4 Employees who are identified, either through an internal audit or as a result of an individual action of the below listed violations will face the discipline listed in Section 4.7.5 or at the discretion of the Chief of Police and/or his or her designee:
1. Failing to record their activities as a result of ensuring their BWC is in proper working order; or
 2. Failing to place their BWC into event recording mode in accordance with this directive.

4.7.5 Discipline categories

1. The First violation will be either Category B or Category C, with the discipline range being three (3) through fifteen (15) days suspension;
2. The Second violation will be Category D, with the discipline range being sixteen (16) days up to dismissal.

4.8 BWC – Undercover/Tactical Operations

- 4.8.1 The following outlined procedures are for the below listed specified units that engage in undercover and tactical operations. These procedures are in addition to those otherwise outlines in this policy.

4.8.2 APEX Unit / Asset Forfeiture Squad (AFS)

1. All APEX Unit / Asset Forfeiture Squad (AFS) personnel will wear a BWC on all tactical operations and whenever they are identified as police officers. Unit personnel acting in an undercover capacity are not required to wear the BWC.
2. The APEX Unit lead investigator may only turn off their BWC during non-undercover operations to interview, debrief, or gain intel from potential confidential informants after the scene has been cleared and rendered safe and with the approval of on-scene supervisor. The lead investigator(s) will be identified in the tactical plan.



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4.8.3 FOD – Undercover & Plain Clothes

1. All FOD – Undercover & Plain Clothes personnel will wear a BWC on all tactical operations and whenever they are identified as police officers. Unit personnel acting in an undercover capacity are not required to wear the BWC.
2. The FOD – Undercover & Plain Clothes lead officer / investigator may only turn off their BWC during non-undercover operations to interview, debrief, or gain intel from potential confidential informants after the scene has been cleared and rendered safe and with the approval of on-scene supervisor. The lead investigator(s) will be identified in the tactical plan.

4.8.4 Criminal Intelligence Unit

1. All Criminal Intelligence Unit personnel will wear a BWC on all tactical operations and whenever they are identified as police officers. Unit personnel acting in an undercover capacity are not required to wear the BWC.
2. The Criminal Intelligence Unit lead investigator may only turn off their BWC during non-undercover operations to interview, debrief, or gain intel from potential confidential informants after the scene has been cleared and rendered safe and with the approval of on-scene supervisor. The lead investigator(s) will be identified in the tactical plan.

4.8.5 Special Operations Section (SOS) Investigative Assignments

1. All SOS personnel working in an investigative assignment will wear a BWC whenever they are identified as police officers. Unit personnel acting in a plainclothes capacity are not required to wear the BWC.
2. The SOS personnel working in an investigative assignment may only turn off their BWC during non-undercover operations to interview or debrief after the scene has been cleared and rendered safe and with the approval of on-scene supervisor.

4.8.6 License and Permits Unit

1. All License and Permits Unit personnel will wear a BWC on all field inspections, tactical operations and whenever they are identified as police officers. Unit personnel acting in an undercover capacity are not required to wear the BWC.
2. The License and Permits Unit lead investigator may only turn off their BWC during non-undercover operations to interview, debrief, or gain intel from potential confidential informants after the scene has been cleared and rendered safe and with the approval of on-scene supervisor. The lead investigator(s) will be identified in the tactical plan.

4.8.7 SES Airport Interdiction Unit

1. All SES Airport Interdiction Unit personnel will wear a BWC on all tactical operations and whenever they are identified as police officers. Unit personnel acting in an undercover capacity are not required to wear the BWC. SES Airport Interdiction Unit personnel that enter a plane or a jetway will be permitted to stop recording on the BWC.



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2. The SES Airport Interdiction Unit lead investigator may only turn off their BWC during non-undercover operations to interview, debrief, or gain intel from potential confidential informants after the scene has been cleared and rendered safe and with the approval of on-scene supervisor. The lead investigator(s) will be identified in the tactical plan.

4.8.8 Fugitive Unit

1. All Fugitive Unit personnel will wear a BWC on all tactical operations and whenever they are identified as police officers. Fugitive Unit personnel acting in an undercover capacity are not required to wear the BWC.
2. At the conclusion of tactical briefings, the supervisor will conduct an inspection of each officer's BWC to ensure it is adequately charged and turned on prior to the operation. All Fugitive Unit personnel and supporting Atlanta Police Department Personnel will place their BWC in the record mode prior to the commencement of tactical activities. The supervisor will verbally remind officers to activate the record mode before an entry is made. Page 2 of 2 Atlanta Police Department Policy Manual APD.CM.19.04 Fugitive Unit Body Worn Camera and In-Vehicle Camera Procedures.
3. The Fugitive Unit lead investigator may only turn off their BWC during non-undercover operations to interview, debrief, or gain intel from potential confidential informants after the scene has been cleared and rendered safe and with the approval of an on-scene supervisor. The lead investigator(s) will be identified in the tactical plan APD.
4. One case number will be used to categorize all video for each individual incident.
5. The BWC will not be used during prisoner transports via airplane. The prisoner pickup preflight and post flight transports will be handled per APD.SOP.3133 "Body Worn Cameras."
6. Each undercover prisoner transport vehicle is equipped with the Axon camera system. The camera will be activated by the fugitive transport officer when the prisoner is first contacted until the prisoner transport is completed and the prisoner is secure in the new location.

4.9 BWC – Major Crimes Section

- 4.9.1 All Criminal Investigations Division (CID) sworn personnel will be exempt from wearing a BWC on all investigative operations while not in uniform.
- 4.9.2 All CID sworn personnel will wear their BWC when in uniform, whether on duty, working approved overtime, extra jobs, or any special detail.
- 4.9.3 Homicide and Special Victims Unit (SVU) sworn personnel shall have the authorization to restrict BWC videos pertaining to their cases.
- 4.9.4 All other CID Unit commanders shall have the authorization to restrict BWC videos pertaining to their unit's cases only with the approval of the MCS Commander.



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- 4.10 BWC instructions for end of regular duty, approved overtime, and/or extra jobs
- 4.10.1 At the end of each shift, all sworn employees shall remove their assigned BWC, ensure their BWC is powered down properly, and place their assigned BWC into the designated secured docking station.
- 4.10.2 All sworn employees shall ensure the BWC is seated correctly into the docking station in order for recorded video footage and data to be transferred from the device to Evidence.com before the end of their shift.
- 4.10.3 All sworn employees will tag all BWC video footage with an incident number and category before the end of their shift.
- 4.10.4 It is mandatory that all sworn employees tag each BWC video recording with a case number in the following manner:
1. Add a category tag to the footage; and
 2. Add the accurate APD case number (nine-digit) for identification purposes of each piece of evidence.
- 4.10.5 Sworn employees who work an approved extra job on their scheduled off days are required to place their assigned BWC into the designated secure docking station for charging and downloading, upon returning to their regular work assignment.
- 4.10.6 Sworn supervisors will ensure that all use of force video recordings are uploaded to the BWC Evidence.com prior to the end of the sworn employees' shift, or when working approved overtime, or when working an extra job.
- 4.10.7 Sworn supervisors will review the audit trail of use of force videos on Evidence.com, to ensure the sworn employee wrote the incident report prior to watching the use of force video. Sworn supervisors will ensure sworn employees are in compliance with APD.SOP.3133 Body Worn Cameras, sections 4.82 and 4.83. Sworn supervisors will follow sections 3.6 and 3.7 with any sworn employee that is not in compliance with this policy.
- 4.11 Data Storage and Retention
(CALEA 6th ed. Standard 41.3.8(d))

BWC recorded data shall remain stored on a secured APD approved storage network, in accordance with Georgia Archives (State Govt. Schedule 13-002) and The Georgia Records Act O.C.G.A. 50-18-92, 96, and 99 et seq. The minimum retention guidelines are as follows:

CATEGORY	RETENTION	ADDITIONAL INFORMATION
Accidental - Training	5 Years	All accidental / training videos must have an APD case number associated with them.
Arrest	5 Years	All instances where the call for service or incident led to a physical arrest.
sUAS Video	5 Years	To ONLY be used by personnel authorized to operate unmanned aerial vehicles for the department; NOT meant to notate usage or incidents involving privately owned drones, i.e. report of unsafe drone operation by private citizens, noise or trespass complaints about privately owned drones, theft of privately owned drones, etc.
General Citizen Contact	5 Years	To include citizen encounters while not out on dispatched or self-initiated calls for service and not acting in a law enforcement capacity, i.e. flag downs for directions, citizens wanting to take pictures with an officer, etc.
Homicide-Sex Crimes	Indefinite	Accessible to authorized user roles only (admins, Command Staff, Homicide / SVU, OPS, Accident Investigations, Crime Scene Unit).



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ID Technician	Indefinite	To be used ONLY by Crime Scene Unit personnel to categorize any photo or video evidence generated and uploaded by them; NOT to be used to categorize videos or photos by officers and investigators to notate that Crime Scene techs were called out to the scene. Accessible to authorized user roles only (admins, Command Staff, Homicide / SVU, OPS, Accident Investigations, Crime Scene Unit).
Incident Report	5 Years	To include incident and accident reports.
Investigations	5 Years	To include all dispatched and self-initiated calls for service, and also citizen encounters while acting in law enforcement capacity.
Pending Review	Indefinite	Not to be used.
Restricted	Indefinite	Accessible to authorized user roles only (admins, Command Staff, Homicide / SVU, Accident Investigations, OPS, Crime Scene Unit).
Serious Injury / Fatality Motor Vehicle Collision	Indefinite	To be used in all instances of serious injury or fatality stemming from traffic accidents. To be used by Accident Investigations Unit ONLY. Accessible to authorized user roles only (admins, Command Staff, Homicide / SVU, Accident Investigations, OPS, Crime Scene Unit).
Supervisor Request	5 Years	To be tagged with APD case number of original incident or to be tagged with its own case number if no originally dispatched incident exists.
CEW Firing Log - Test	5 Years	To be used only by Taser administrators when uploading these types of data files.
Traffic Enforcement	5 Years	To include traffic accidents, traffic stops, illegal parking, and vehicle safety checkpoints.
Use of Force	5 Years	To include all incidents of physical use of force, use of force with baton, OC or Taser, stop sticks or PIT maneuver, and forcible entry into dwelling, structure or vehicle.

4.12 Review of BWC recording data (CALEA 6th ed. Standard 41.3.8(g))

- 4.12.1 The Georgia Open Records Act shall exempt audio and video recordings used by law enforcement in places where there is a reasonable expectation of privacy from disclosure under certain circumstances specified in accordance with O.C.G.A. Section 50-18-72(a) (26.2).
- 4.12.2 Sworn employees are prohibited from reviewing or watching BWC video recordings for all lethal use of force incidents.
- 4.12.3 Sworn employees are prohibited from reviewing or watching BWC video recordings for less-than-lethal force incidents prior to writing the use of force incident report. If a sworn employee reviews or watches the BWC video recording for a less-than-lethal force video after writing the use of force incident report, the sworn employee will write the following in the narrative, "I completed the incident report prior to watching the BWC video recording of the incident."
- 4.12.4 Supervisors will review the audit trail of all use of force videos on Evidence.com prior to completing a Supervisor's Use of Force Incident Supplement Form (Form APD 809), to ensure sworn employees are in compliance with APD.SOP.3133 Body Worn Cameras, section 4.8.2 and 4.8.3.
- 4.12.5 Sworn supervisors will document a sworn employee's non-compliance with this policy. Sworn supervisors will document their findings in a memorandum, issue a counseling form, and initiate disciplinary action if the sworn employee's use of the BWC does not improve.
- 4.12.6 When accessing, streaming or otherwise reviewing evidence located on evidence.com, a note must be posted within the note box directly below the piece of evidence being reviewed.
- 4.13 BWC Compliance Administrator
 - 4.13.1 The BWC Compliance Administrator shall be determined by the Field Operations Division (FOD) Commander.
 - 4.13.2 The BWC Compliance Administrator will audit all use of force incidents pulled in code 17F or 17T on the report management system monthly.



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- 4.13.3 The BWC Compliance Administrator will verify there are corresponding use of force video recordings uploaded on Evidence.com; which correlates with the information provided on the report management system Calls for Service and the report management system reports.
- 4.13.4 If the BWC Compliance Administrator finds discrepancies, the sworn employee's Section Commander will be notified.
- 4.14 Audits of BWC Recording Data – Unit Commanders and Supervisors
- 4.14.1 All unit commanders, or his/her designee, will conduct a weekly audit of five (5) sworn employees from the unit. If the unit has less than five (5) members, the weekly audit will be taken of the entire unit. The audit will proceed alphabetically and be completed on all sworn employees assigned to the unit once monthly. The weekly audit will consist of a comparison of:
1. Number of calls for service;
 2. Number of directed patrols or drop ins;
 3. Number of BWC video recordings;
 4. Number of BWC tagged with incident numbers;
 5. Number of BWC tagged with the proper category;
 6. Last date the BWC was docked;
 7. The current date; and
 8. Determine if the employee is in compliance with the BWC policy (yes or no).
- 4.14.2 The audit will be conducted using Form APD 525, Weekly Activation Audit of BWC Recording Data – Supervisor Report. Upon completion of the audit, the report will be submitted to their unit command and section commander for review.
- 4.14.3 The Weekly Activation Audit of BWC Recording Data – Supervisor Report shall be submitted to BWC Compliance Administrator.
- 4.14.4 Unit commanders will send the results of the weekly audit (Weekly Activation Audit of BWC Recording Data Supervisor Report - Form APD 525) to the Zone Administrative Sergeant/Lieutenant. A scanned copy will be sent to the BWC Compliance Administrator at APDBodyCamera@atlantaga.gov by 0900 on Monday.
- 4.14.5 The BWC Compliance Administrator will collect and analyze all unit commander BWC weekly audit forms (Form APD 525). If non-compliance has been identified regarding the identified employee, a disciplinary investigation shall be initiated. The level of disciplinary investigation is at the discretion of the BWC Compliance Administrator and/or his or her chain of command.
- 4.14.6 Each Section shall be responsible for completing a biweekly BWC video review of ten (10) BWC videos for their respective Section. The Section audits shall be identified at the discretion of the BWC Compliance Administrator. The review will include watching the entire video to determine if the recording started at the beginning of the call/or dispatched and stopped at the end of the call without interruption, and for any other non-compliance issues. The review of the BWC videos



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- should also identify any training deficiencies, policy recommendations, and accommodations of the respective officer being reviewed. The results of the review BWC videos will be documented on Form APD 526 Bi-weekly Watch/Unit.
- 4.14.7 The Bi-Weekly BWC Video Review will be sent to the BWC Compliance Administrator at APDBodyCamera@atlantaga.gov on the second and fourth Monday of each month at 0900.
- 4.14.8 If non-compliance has been identified regarding an identified employee, a disciplinary investigation shall be initiated. The level of disciplinary investigation is at the discretion of the BWC Compliance Administrator and/or his or her chain of command.
- 4.14.9 The BWC Compliance Administrator shall be responsible for conducting weekly audits of Atlanta Police Departmental BWC footage.
1. The BWC Compliance Administrator shall conduct a random audit of at a minimum of fifteen (15) BWC videos on a weekly basis. The BWC Compliance Administrator will determine that the videos are in compliance with all applicable departmental policies and procedures; if further investigation is deemed necessary, it shall be initiated by the BWC Compliance Administrator. The BWC Compliance Administrator shall notate in the notes section of Evidence.com of the audit of the random video as proof of the random audits being completed.
 2. The audit shall further address any training or written directive issues resulting from the audit and provide recommendations regarding compliance and accountability to the Staff Inspections Unit.
- 4.15 Non-Compliance with Categories and Case numbers
- 4.15.1 The BWC Compliance Unit will complete a Bi-weekly BWC uncategorized/no case number report.
- 4.15.2 The BWC Compliance Team will review the non-compliant sworn employees BWC video recordings that do not have the correct category and/or incident number tagged.
- 4.15.3 The BWC Compliance Team will determine the number of non-compliance videos for a sworn employee.
- 4.15.4 If a sworn employee has 15 or more non-compliance video records, the BWC Compliance Team will notify the sworn employees section commander.
- 4.15.5 If a sworn employee has 15 or more non-compliance video recordings on two (2) consecutive Bi-weekly BWC uncategorized/no case number reports, the BWC Compliance Team will;
1. Notify the sworn employee's supervisor to start the employee on a Performance Improvement Plan (PIP) inside the Performance Evaluation Package (Form APD 153),
 2. Suspend Extra Jobs for 30-days, and
 3. Suspend voluntary overtime for 30-days or until the employee is in compliance.



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4. The employee's immediate supervisor will complete Form APD 259 Body Worn Camera Non-Compliant Officer (NCO) Performance Improvement Plan (PIP) and submit to the BWC Compliance Team at the end of 30 days for review.
- 4.16 The BWC Compliance Administrator Audit Results: Non-activations
 - 4.16.1 The BWC Compliance Team will review sworn employees Calls for Service analysis with BWC recorded videos to determine if the sworn employee activated the BWC per policy.
 - 4.16.2 Sworn employees who fail to activate their BWC as required, the BWC Compliance Team will open an internal investigation.
 - 4.16.3 Sworn employees who have been identified through any review to fail departmental policies and/or procedures; shall be subject to a disciplinary investigation.
- 4.17 BWC Logistic Administrators
 - 4.17.1 The BWC Logistic Administrator will be determined by the Field Operations Division Commander (FOD).
 - 4.17.2 The BWC Logistic Administrator shall be responsible for the following:
 1. Maintaining an accurate listing of all BWC users, verified once a month;
 2. Management of the digital data storage management system;
 3. Assigning permissions and roles to users in the BWC system as directed and/or approved by the Chief of Police or his or her designee, verified once a month;
 4. Overall maintenance of the BWC system;
 5. Responding to requests from the Public Affairs Unit, Open Records Unit; and Atlanta Citizen's Review Board.
 6. Redacting or deleting any video in accordance with local, state, and federal laws governing the release of such materials. Any video redacted shall be documented and filed for recording purposes by the BWC Logistic Administrator or BWC Logistics' team.
- 4.18 Maintenance of BWC (CALEA 6th ed. Standard 41.3.8(e))
 - 4.18.1 All sworn employees are responsible for the proper care and safekeeping of any BWC issued to them. Sworn employees are responsible for any damaged or lost equipment due to the employee's negligence or carelessness.
 - 4.18.2 During the course of a sworn employee's regular or overtime shift, if their BWC is damaged, lost, or becomes inoperable, the replacement procedures shall be as follows:
 1. The sworn employee shall notify their immediate supervisor regarding the status of the BWC;



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2. The sworn employee shall advise dispatch radio regarding the situation, request an incident number to document the event and notify of out of service status;
3. The sworn employee shall complete an incident report, have it reviewed and signed by a sworn supervisor;
4. The sworn employee shall print the report and provide a copy to the Property Control Unit;
5. The Property Control Unit supervisor shall retrieve the inoperable BWC from the sworn employee, deactivate and log the inoperable BWC, provide the sworn employee with a functional BWC, and if necessary return the defective BWC to the BWC Compliance Administrator team;
6. The Property Control Unit supervisor on duty shall complete the appropriate property issuance form and ensure it is logged and recorded in the designated area; and
7. The sworn employee shall return to service and report back to their regular duty or overtime assignment.

4.18.3 If an employee's BWC is damaged, lost, or becomes inoperable while working an extra job, the replacement procedures shall be as follows:

1. The sworn employee shall notify an on-duty supervisor regarding the status of the BWC;
2. The sworn employee shall advise dispatch radio regarding the situation, request an incident number to document the event;
3. The sworn employee shall complete an incident report, have it reviewed and signed by a sworn supervisor;
4. The sworn employee shall print the report and provide a copy to the Property Control Unit;
5. The Property Control Unit supervisor shall retrieve the inoperable BWC from the sworn employee, deactivate and log the inoperable BWC, provide the sworn employee with a functional BWC, and if necessary, return the defective BWC to the BWC Logistical Administrator team;
6. The Property Control Unit supervisor on duty shall complete the appropriate property issuance form and ensure it is logged and recorded in the designated area; and
7. The sworn employee shall return to service and report back to their extra job.

5. DEFINITIONS

5.1 Code 2: Operating an Authorized City of Atlanta Police vehicle with the emergency lights activated.

5.2 Code 3: Operating an Authorized City of Atlanta Police vehicle with the emergency lights and sirens activated.



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- 5.3 Body Worn Camera (BWC): An “on the body” video and audio recording system assigned to an officer/employee as a means of documenting interactions between employees issued a device and the public.
- 5.4 Event Recording Mode: The BWC is actively recording an incident or event.
- 5.5 Buffering Mode: The BWC is in standby status. Not actively recording an incident or event.
- 5.6 Video Tag/Tagging: To digitally label a particular piece of video footage captured by the BWC for review with an APD Case Number and adding the appropriate Category.
- 5.7 BWC Compliance Administrator: A person or unit assigned by the Field Operation Division (FOD) Commander or his or her designee to monitor and audit all operations regarding the BWC.
- 5.8 BWC Logistic Administrator: A person or unit assigned by the Strategy and Special Projects (SSP) Division Commander or his or her designee to monitor, maintain, and facilitate all operations regarding the BWC.
- 5.9 Citizen Encounter: An encounter with a citizen that has no criminal or investigative purpose. Ex: Stopping to say hello to someone or interacting with persons to obtain information that is non-criminal in nature.
- 5.10 Force without an arrest: Any use of force by an employee which does not result in a physical arrest i.e. (breaching a door, damage to property, or animal encounters).
- 5.11 Access: The opening of a video/ record within evidence.com.
- 5.12 Streaming The act of playing back of a video for review within evidence.com

6. CANCELLATIONS

APD.SOP.3133 “Body Worn Cameras” (BWC), effective: May 19, 2020.
APD.CM.19.03 “Body Worn Cameras, Compliance and Expanded Disciplinary Procedures, effective May 3, 2019.
APD.CM.19.04 “Fugitive Unit BWC Procedures,” effective: June 3, 2019.

7. REFERENCES

Commission on Accreditation for Law Enforcement Agencies (CALEA 6th ed. Standards 41.3.8 a-g and 83.2.2)

O.C.G.A. 16-10-94 tampering with evidence,
O.C.G.A. 16-10-94 interference with government property
O.C.G.A. 50-18-92, 96, and 99 et seq. Georgia
Georgia Assembly HB 976 effective July of 2016
Records Act Georgia Archives (State Govt. Schedule 13-002)

Senate Bill 94, O.C.G.A Section 16-11-62 Unlawful Eavesdropping or Surveillance
O.C.G.A. Section 50-18-72(a) (26.2).

APD.SOP.1060 “Public Affairs”



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APD.SOP.1090 "Inspections"
APD.SOP.2010 "Work Rules"
APD.SOP.2020 "Disciplinary Process"
APD.SOP.2080 "Training"
APD.SOP.2130 "Dress Code"
APD.SOP.3010 "Use of Force"
APD.SOP.3020 "Search and Seizure"
APD.SOP.3030 "Arrest Procedures"
APD.SOP.1090 "Inspections"
APD.SOP.3060 "Report Writing"
APD.SOP.3190 "Juvenile Procedures"
APD.SOP.6030 "Property and Evidence Control"
APD.SOP.6050 "Dept. Employees' Responsibilities with Regard to Information Technology"
Form APD 525 "Weekly Audit of BWC Recording Data – Supervisor Report"
Form APD 526 "Bi-Weekly Administrative Sergeant BWC Video Audit Report"
Implementing A Body-Worn Camera Program: Recommendations and Lessons Learned
Community Oriented Policing Services – United States Department of Justice,
Police Executive Research Forum, 2014

8. SIGNIFICANT CHANGES

8.1 Additions to policy

Section 4.8.2 APEX Unit / Asset Forfeiture Squad (AFS)

1. All APEX Unit / Asset Forfeiture Squad (AFS) personnel will wear a BWC on all tactical operations and whenever they are identified as police officers. Unit personnel acting in an undercover capacity are not required to wear the BWC.
2. The APEX Unit lead investigator may only turn off their BWC during non-undercover operations to interview, debrief, or gain intel from potential confidential informants after the scene has been cleared and rendered safe and with the approval of on-scene supervisor. The lead investigator(s) will be identified in the tactical plan.

Section 4.8.3 FOD – Undercover & Plain Clothes

1. All FOD – Undercover & Plain Clothes personnel will wear a BWC on all tactical operations and whenever they are identified as police officers. Unit personnel acting in an undercover capacity are not required to wear the BWC.
2. The FOD – Undercover & Plain Clothes lead officer / investigator may only turn off their BWC during non-undercover operations to interview, debrief, or gain intel from potential confidential informants after the scene has been cleared and rendered safe and with the approval of on-scene supervisor. The lead investigator(s) will be identified in the tactical plan.

Section 4.8.3 Special Operations Section (SOS) Investigative Assignments

1. All SOS personnel working in an investigative assignments will wear a BWC they are identified as police officers. Unit personnel acting in a plainclothes capacity are not required to wear the BWC.



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2. The SOS personnel working in an investigative assignments may only turn off their BWC during non-undercover operations to interview or debrief after the scene has been cleared and rendered safe and with the approval of on-scene supervisor.

8.2 Revisions to policy

The entire policy was re-formatted due to issues in former policy.