



Policy 824

Subject		BODY-WORN CAMERA (BWC)	
Date Published		DRAFT 4 April 2025	Page
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By Order of the Police Commissioner

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POLICY

The purpose of this policy is to establish the directives for the proper use of Body-Worn Cameras (BWC) and provide guidance on the proper use of BWCs in order to promote safety, professionalism, transparency, and accountability. This policy establishes a standardized system for creating, retaining, and viewing audio/video recordings made with BWCs during investigative or law enforcement activities and contacts with members of the public. Members who are issued a BWC shall use it in accordance with the provisions of this policy, and all local, state, and federal laws. Violation of this policy is cause for corrective action.

CORE PRINCIPLES

Professionalism, Transparency, and Accountability. The proper and consistent use of BWCs to document a member's enforcement and investigative activities and contacts with the public promotes member professionalism, enhances member safety, results in greater transparency, and assists in the accurate disposition of use of force and misconduct investigations.

Evidence Collection. BWCs are useful tools for recording and preserving evidence, which promotes effective investigations and prosecutions.

Integrity of BWC Recordings. Once BWC footage is captured, a member shall not alter it in any way or view it unless specifically authorized under this policy.

Privacy Protection. BWCs might record extremely sensitive and private data. A breach in BWC data security, careless handling of BWC data and/or intentional release of BWC data to non-authorized individuals could jeopardize relationships with victims, witnesses, and the general public, as well as subject those people to invasions of privacy, endanger their safety, and/or jeopardize prosecutions. Accordingly, members shall take the utmost care and caution to ensure that BWC data is not mishandled or misused. Private residences are not subject to any special privacy interests, and as such, members should record interactions within those residences as directed in this policy.

Balancing of Interests. The BPD must balance privacy and investigative concerns against the need for transparency while complying with relevant public disclosure laws. When not otherwise prohibited by this policy, members are permitted to use their BWC to record in circumstances when they determine that doing so would be beneficial to the public interest. When in doubt, members should record.

DEFINITIONS

Activation — Pressing the “event” button twice to begin recording audio and video with the BWC.

Administrative Investigative Functions — Investigations taking place where no citizen/police interaction is occurring, or likely to occur (e.g., observing Citiwatch cameras, querying computer databases, reviewing reports, conducting covert surveillance, etc.).

Body-Worn Camera (BWC) — Audio and/or video recording equipment that is affixed to an officer's uniform or equipment with the capability of capturing, recording, and storing information for later viewing.

Buffering Mode — When Powered On, but not Activated, the BWC captures video but not audio. The video is not stored into permanent memory until BWC Activation. Once Activated, the BWC will permanently store video captured prior to BWC Activation, and all audio and video captured until Deactivation.

Deactivation — Pressing and holding the “event” button for approximately four seconds to cease audio and video recording. Upon Deactivation, the BWC will enter Buffering Mode.

Livestream — When a member’s camera is Activated and recording, an authorized user may view that BWC footage in real-time via Evidence.com. Members whose BWC footage is being Livestreamed will be notified immediately on the BWC LCD display and through a vibration notification (unless Stealth Mode is enabled).

Powered Off — Turning the BWC off. When Powered Off, the BWC cannot record audio or video, and the BWC is not in Buffering Mode.

Powered On — Turning the BWC on. The BWC will operate in Buffering Mode until Activation or Powering Off.

Routine Administrative Activities — Activity such as report writing, roll call, remote arrest processing, etc., not likely to result in citizen/police interaction or enforcement-related activity.

Stealth Mode — Enabling option to cease LED light, display screen backlight, sounds, and vibration notifications on a member’s BWC.

GENERAL

1. All members shall be trained on proper utilization of BWCs.
2. BWC data is subject to the rules of discovery, meaning BWC data may be disclosed and obtained as evidence in a trial. In addition, state law permits individuals to request copies of BWC data.
3. All images and sounds recorded by the BWC are the property of the BPD.
4. Members shall only utilize issued BWC devices while on duty.
 - 4.1. The use of a departmental BWC while off-duty is prohibited unless working approved BPD secondary employment that is conditioned on the actual or potential use of law enforcement powers by the member while in BPD uniform (See [Policy 1702, Secondary Employment](#)).
 - 4.2. The use of a non-issued BWC device or any other non-issued recording device on duty is prohibited.

DIRECTIVES

Issuance and Utilization

Patrol, Enforcement, and Support Units

5. Members shall be issued a BWC and a companion mobile application on their issued departmental mobile phones upon completion of BWC training.
6. Members assigned to units whose primary duties involve interactions with citizens and/or enforcement-related activities (e.g., Patrol, SWAT, K-9, WATF, RATT, DAT, etc.) shall wear the BWC at all times while on duty.
7. Members performing tasks in which wearing the BWC would be impractical (Dive Team, Physical Fitness Training, Aviation Unit, Facilities Maintenance, etc.) or unsafe (Bomb Techs, HAZMAT responders, etc.) shall not wear the BWC while performing those tasks.

Administrative Investigative Units

8. Members assigned to units whose primary duties are administrative (e.g., Communications, ECU, Quartermaster, RMS) or investigative (e.g., DDU, Homicide, Pawn Shop, Sex Offense, Child Abuse, etc.) are not required to wear the BWC during the normal course of their duties, unless:
 - 8.1. The member anticipates participating in enforcement activity (e.g., serving an arrest warrant, executing a search warrant etc.);
 - 8.2. The member is assigned or detailed to work a uniformed assignment where citizen/police interaction is occurring, or is likely to occur (e.g., patrol, parade, baseball game, Artscape, Inner Harbor Detail, uniformed secondary employment, etc.);
 - 8.3. The member is directed to wear the BWC by a permanent-rank supervisor; or
 - 8.4. The unit's standard operating procedures (SOP) requires them to wear a BWC during the normal course of their duties or when performing specific functions/actions.

Federal Task Force Officers, Undercover Detectives, and Vice Detectives

9. Members deputized as federal task force officers (TFOs) (e.g., ATF, FBI, DEA, etc.) are exempt from wearing a BWC while conducting task force operations and investigations.
10. Members assigned to support federal agents who are on-scene assisting an operation involving agents from the ATF, FBI, DEA, etc. are exempt from Activating the BWC while fulfilling those obligations.
 - 10.1. Members shall obtain permission from a supervisor and memorialize their assignment

and reason for not utilizing the BWC into the BWC prior to assisting a federal law enforcement agency in these circumstances.

11. Members assigned to Undercover Squad and/or Vice Units are exempt from wearing a BWC while operating in an undercover capacity.
 - 11.1. Arrest team members assigned to Undercover and/or Vice Units shall wear their BWC in accordance with this policy.

Mandatory Recording

12. Unless unsafe, impossible, or impractical to do so, all members (not just the primary unit) present, dispatched, or otherwise participating in any of the below-listed activities shall Activate their BWC:
 - 12.1. At the initiation of a call for service or other activity or encounter that is investigative or enforcement-related in nature:
 - 12.1.1. The BWC shall be Activated prior to responding to any in-progress call or activity likely to require immediate enforcement action (e.g. getting into the vehicle to respond to an in-progress or just-occurred armed robbery, armed person, aggravated assault, narcotics, backing up an officer responding to an in-progress call, etc.);
 - 12.1.2. For routine, non-emergency service calls (such as larceny from auto reports, destruction of property reports, Signal 30, etc.), the preferred practice is to start recording inside the vehicle. However, the BWC shall be Activated before any communication with the citizen occurs; and
 - 12.1.3. If exigent circumstances prevent a member or supervisor from Activating the BWC prior to responding to a call for service or an encounter with the public, the member shall Activate the BWC as soon as the exigency subsides.
 - 12.2. In the event a voluntary encounter, which does not require BWC recording, becomes a field interview, members shall Activate BWC immediately at the onset of the interview and until its completion in accordance with Policy 1112, *Field Interviews, Investigative Stops, & Weapons Pat-Downs*;
 - 12.3. If the decision is made to conduct a stop (e.g., traffic stop, bicycle stop, or person), the BWC shall be Activated immediately upon obtaining reasonable suspicion for the attempted stop and until its completion in accordance with Policy 1112, *Field Interviews, Investigative Stops, & Weapons Pat-Downs*;
 - 12.4. During any encounter with the public that becomes confrontational;
 - 12.5. When operating a vehicle in Emergency Response Mode (emergency lights and siren activated) as defined in [Policy 1503, Emergency Vehicle Operation and Pursuit Policy](#);

- 12.6. When present with prisoners, arrestees, suspects or any other individuals who are stopped by police, whether primary unit or not;
- 12.7. When transporting a detainee, regardless of whether the transport vehicle is equipped with a Transport Vehicle Camera (TVC) System (see Policy 1114, *Persons in Police Custody*);
- 12.8. When following a medic, tow truck, or other vehicle as part of a continuation for an investigation or call for service;
 - 12.8.1. Members may Deactivate their BWC while waiting for a tow truck but shall Activate it again once the tow truck arrives for the loading of the vehicle;
- 12.9. When conducting a search for evidence, including an inventory of a vehicle. This applies to both the member(s) searching and those on scene (see Policy 1007, *Search and Seizure Warrants*, and Policy 1109, *Warrantless Searches*);
- 12.10. When conducting or participating in a firearm inspection, members and their first-line supervisor shall adhere to Policy 409, *Firearms Regulations*;
- 12.11. When responding to a scene to investigate a use of force (see Policy 725, *Use of Force Review and Assessment*);
- 12.12. During all interactions with an individual wishing to make a complaint (see Policy 306, *Complaint Intake Process*);
- 12.13. Prior to arrival on scene when attempting to serve an arrest warrant (see Policy 1104, *Arrest Warrants*);
- 12.14. Prior to arrival on scene when executing a search and seizure warrant (see Policy 1007, *Search and Seizure Warrants*); and
- 12.15. Any required BWC recording per BPD policy not listed above.

Strip Searches/Body Cavity Searches:

- 13. For strip searches and body cavity searches, members shall adhere to the BWC mandatory recording requirements, mandatory recording exceptions, and recording prohibitions in Policy 1013, *Strip Searches and Body Cavity Searches*, and Policy 1202, *Interactions with Youth*.

Prohibited Actions and Exceptions to Recordings

Enforcement Activities and Interactions

14. Members shall not perform enforcement-related functions if their BWC is not functioning absent the need to take immediate action to preserve life. Members shall refer to this policy for guidelines concerning BWC Maintenance and Battery Life.
15. Members may Deactivate the BWC to record a voluntary interaction with police where the victims, witnesses, or other individuals wish to make a statement or share information but refuse to do so while being recorded.
 - 15.1. If the member's BWC is already Activated before the individual(s) makes their request, the member may Deactivate the BWC in order to obtain the statement or information.
 - 15.2. If the encounter began when the BWC was not actively recording, the member may, but is not required to, temporarily Activate the BWC for the sole purpose of documenting the individual's request they not be recorded.
 - 15.3. Members shall state orally into the BWC the reason for Deactivation where it is not immediately clear and document that they Deactivated their BWC in their report.
16. Members shall not be required to Activate the BWC during contacts with a confidential informant or undercover officer unless another member of the public is present and Activation is required with respect to that individual (for example: during contact with an undercover officer, the member observes a violent felony in progress and moves to interrupt it.).

Detention Facilities, Care Facilities, and Court

17. When entering detention facilities, members shall adhere to the facility's rules concerning BWC protocol. If the member is interacting with a detainee or suspect, the member shall Activate their BWC as soon as permissible by the facility.
18. When inside a medical facility or mental health facility, members shall:
 - 18.1. Wait to Activate the BWC until just prior meeting with a complainant/victim; or
 - 18.2. Prior to responding to a call for service or an on-view incident which would require BWC Activation under this policy.
 - 18.2.1. If confronting a violent or assaultive suspect or in an anticipated use of force instance, members shall Activate their BWC in advance of the encounter or as soon as reasonably practicable.
 - 18.3. Members shall be aware of patients' rights to privacy when in hospital settings.

- 18.4. Members shall make reasonable efforts to not record patients during medical or psychological evaluations or treatments.
- 18.5. When recording in hospitals and other medical facilities, members shall make reasonable efforts to avoid recording individuals other than the individual(s) of interest or recording medical documents.
19. Members shall not Activate the BWC inside of a courthouse, court room, or hearing room unless taking direct enforcement action such as making an arrest (see Policy 1811, *Court/Administrative Hearing Procedures*).

Bomb Threats

20. Members may Power Off their BWC when investigating bomb threats or suspicious packages under the same circumstances where utilization of the BPD radio is prohibited due to concerns that radio transmissions or BWC Bluetooth transmissions could potentially cause a detonation (See Policy 707, *Bomb Threat or Suspicious Package - Call for Service*).
- 20.1. Members shall immediately Power On the BWC when safe to do so.

Personal Moments

21. Members may Power Off their BWC when a Powered On BWC would otherwise capture a member's personal intimate activity (e.g., restroom or lactation breaks or entering a departmental locker room where other members may be undressed)." However, members required to have their BWC Active SHALL Activate their BWC immediately after leaving the area.

REQUIRED ACTIONS

BWC Maintenance and Battery Life

22. Members shall Power On and examine the BWC for function and battery life to ensure the BWC is in working order and the battery is fully charged in accordance with training prior to beginning each shift.
23. Members shall routinely monitor the battery level and status of the BWC through the LCD display on the top of the camera during their tour of duty (see Appendix C, Display Icon Legend). The battery level can also be viewed via the paired mobile device.
- 23.1. If the status bar indicates that a battery is below 33%, members should charge the BWC immediately.
- 23.2. If the battery status bar is critically low, members shall

- 23.2.1. Notify their supervisor;
 - 23.2.2. Charge the BWC immediately or respond to the Information Technology Division (ITD) or the Evidence Management Unit (EMU) to be issued a replacement (see *Lost, Stolen, or Malfunctioning BWC* below); and
 - 23.2.3. NOT perform enforcement-related functions if their BWC is critically low absent the need to take immediate action to preserve life.
24. During extended periods where BWC Activation is not anticipated (e.g., arrest processing, report writing, etc.), members should charge their BWC.

Lost, Stolen, or Malfunctioning BWC

25. When a member learns that their BWC is lost, stolen or malfunctioning, the member shall:
- 25.1. Immediately report the lost, stolen, or malfunctioning BWC to a supervisor in writing, via an Administrative Report, Form 95;
 - 25.2. Have their supervisor sign Form 95; and
 - 25.3. With the Form 95, respond to the Information Technology Division (ITD) Monday-Friday, 0700 hrs. to 2300 hrs. or EMU after ITD hours or if ITD is not available to issue a replacement BWC.
 - 25.4. Members shall not dismantle, tamper with, or attempt to repair any hardware/software component of the BWC.
26. Supervisors shall immediately scan/email the Administrative Report, Form 95, to the BWC Unit at BWC@Baltimorepolice.org.

Wearing the BWC

27. All members who are issued a BWC, regardless of rank, shall wear the BWC on the outermost garment and at chest level.
- EXCEPTION:** Members using a helmet-mounted BWC (e.g. SWAT, mounted) may position the BWC on the front of the helmet.
28. Members shall not intentionally obscure the view of their BWC.
29. Members shall pair their BWC with the Axon mobile application downloaded on their departmental phone.
30. The BWC shall not be utilized off-body as a surveillance tool.

31. Members issued a BWC are not exempt from wearing a tie when wearing any uniform configuration where a tie is otherwise required. The BWC shall not be mounted in such a way that the tie will obstruct the BWC's field of view.
32. Members issued a BWC are not required to wear the BWC when in Class "A" uniform.

Activation of BWC and Notice of BWC Recording

33. Where practical, members shall call "10-61" when Activating the BWC (see Policy 701, *Departmental Radio Communications*).
34. A member shall Activate the BWC as directed by this policy.
 - 34.1. If the member does not Activate their BWC as directed by this policy, they shall document the reason that the BWC was not Activated in an Administrative Report, Form 95, as soon as possible after the incident concludes, and submit the report to the member's first-line supervisor by the end of the member's tour of duty.
 - 34.1.1. Upon review, the first-line supervisor shall scan and email the Administrative Report, Form 95, to the BWC Unit at BWC@Baltimorepolice.org.
35. Except as otherwise exempted by law, members shall, as soon as practicable, notify the recorded individual that they are being recorded, unless it is unsafe, impractical, or impossible to do so, by stating: **"My name is Officer _____ of the Baltimore Police Department, badge number _____. This interaction is being recorded on my body-worn camera."**

Ending a Recording

36. Once recording with a BWC has been initiated, members shall not end the recording unless:
 - 36.1. The event or encounter has fully concluded meaning that no more investigative or enforcement action is anticipated;
 - 36.2. The member leaves the scene; or
 - 36.3. The member is expressly authorized under this policy to Deactivate or Power Off the BWC.
37. When in doubt, members shall continue to record the interaction if it is reasonable to do so.
38. Prior to Deactivating the BWC, the member shall state orally into the BWC the reason for Deactivation where it is not immediately clear.

EXAMPLE: It would not be necessary to explain Deactivation after coding a call and getting into the vehicle to leave. It would be necessary for the member to explain if they Deactivated the BWC to use the restroom while at a crime scene.

39. Where practical, members shall call “10-62” when Deactivating their BWC.
40. Unless otherwise specified above, a member who interrupts or terminates a BWC recording in progress shall document the reason that the BWC was interrupted or terminated in an Administrative Report, Form 95, as soon as possible after the incident concludes, and submit the report to the member’s first-line supervisor by the end of the member’s tour of duty.
 - 40.1. Upon review, the first-line supervisor shall scan and email the Administrative Report, Form 95, to the BWC Unit at BWC@Baltimorepolice.org.

Uploading, Categorizing, and Titling BWC Data

NOTE: Titling and categorizing BWC data facilitates the retrieval of data at a later date.

41. The member is responsible for uploading all BWC data by the conclusion of the member’s tour of duty.
42. Prior to the end of the member’s tour of duty, the member shall ensure the data is categorized and titled with the following information:
 - 42.1. The ID fields shall contain the related CC# for the incident. The CC# shall only include the 9-digit CC# (YYMM01234). DO NOT include the district identifier with the CC#. If a field interview report was added to an Incident Report, enter the incident’s CC# in the ID field.
 - 42.2. The title of the video shall contain any related location(s) and a few words regarding the action(s) taken (e.g. traffic citation, detainee transport, EP, warrant, etc.); and
 - 42.3. The category of the video shall indicate the type of incident (e.g., Accidental, Arrest/Must Appear, Call for Service, Car Stop, Crime Lab, Self-Initiated, Training, Restricted, etc.);
43. A supervisor not involved in the incident shall take possession of the member’s BWC and be responsible for uploading and titling the data under the following circumstances:
 - 43.1. Any time the Special Investigations Response Team (SIRT) responds to investigate an incident;
 - 43.2. If a supervisor completing a use of force review for all members present during an incident of a Level 2 use of force determines that it is necessary (see Policy 725, *Use of Force Reporting, Review, and Assessment*); and
 - 43.3. Any other time at the discretion of a supervisor not involved in the incident.

Axon Aware+ Capabilities

Livestream

44. A member's BWC may Livestream a recording via Evidence.com in order to be viewed by assigned personnel in real-time. Only authorized users designated by the BWC Unit shall utilize the Livestream feature. The BWC Unit shall assign Livestream permissions to supervisory personnel as well as any other members with an operational need.
- 44.1. Supervisors may Livestream BWC footage in order to assist a member, to deploy additional resources, or to check for compliance. Instances where a supervisor may Livestream a BWC include, but are not limited to:
- 44.1.2. An ongoing critical incident (e.g., firearms discharge, CEW deployment, Signal 13, or hot pursuit);
- 44.1.3. Active shooter situations where command requires multiple viewpoints to coordinate a safe response;
- 44.1.4. A hostage/barricade situation; or
- 44.1.5. At a member's request.
- 44.2 While the Livestream feature is a tool for supervisors to assist members, its use shall not preclude the responsibilities of supervisors and the Communications Section to respond to an incident and/or notify additional resources as required in BPD policy.
45. Supervisors shall not Livestream the BWC of another member for purposes not related to operational necessity or compliance reviews.

NOTE: The details of all access to the Livestream feature are automatically recorded in the Audit Log of any corresponding BWC recording(s).

GPS Functionality

NOTE: A member's BWC includes GPS functionality, which is stored and also available in real time upon BWC Activation. The location will be visible on a map and available for authorized users when the BWC is Activated.

46. Supervisors may review the GPS data in real-time from a subordinate's BWC.

Priority Evidence Uploads

NOTE: The Priority Evidence Upload feature allows members to upload an undocked BWC's data from the field via Long-Term Evolution (LTE) technology.

47. Members may utilize Priority Evidence Upload when:
 - 47.1. There is an immediate, time-sensitive need to review a recording (e.g., following a critical incident such as an officer-involved shooting, active shooter event, etc.);
 - 47.2. There is a specific, articulable reason to upload evidence from the field as opposed to a docked upload; and
 - 47.3. A supervisor ranked Lieutenant or higher has approved the Priority Evidence Upload; or
 - 47.4. Investigators or Detectives determine a compelling need.
48. When safe and practicable to do so, the member shall transport the BWC to a docking station during the Priority Evidence Upload to complete the data upload process as quickly as possible.

Security, Retention, and Disclosure of BWC Data

49. The BPD shall retain an unedited original version of BWC data for a minimum period of four years, and shall log any time data is viewed, for what and by whom, and shall log any copying or editing of BWC data.
 - 49.1. BPD personnel shall not tamper with or edit this original version.
50. If the BWC incident results in a notice of claim, civil litigation, PIB investigation, or monitor investigation, the footage should be retained for at least one year following the conclusion of the matter, including appeals.
51. Access to BWC data shall be controlled securely through Evidence.com.
52. Access to BWC data shall not be shared with any member of the media unless authorized by the Police Commissioner or their designee.
53. Unless specifically authorized under this policy, members shall not:
 - 53.1. Share any BWC login credentials with any other individual;
 - 53.2. Access, copy, release, or share BWC data:
 - 53.2.1. For non-law enforcement purposes, unless directed by the Police Commissioner, or designee; OR
 - 53.2.2. On any computer or device not controlled or provided by the BPD.

- 53.3. Tamper with or edit original BWC recordings before the four-year retention period is complete.

Deletion of Accidental or Mistaken Recordings

54. In the event of an accidental or mistaken Activation of the BWC where the resulting recording has no investigative or evidentiary value, members may submit a Body Worn Camera Recording Deletion Request, Form 372, (Appendix B) to their immediate supervisor for approval/disapproval.
- 54.1. Approved requests shall be forwarded to the BWC Coordinator.
55. Supervisors shall review the requests for deletion to ensure the recording has no evidentiary value and that it does not depict policy violations or misconduct. Deletion requests of footage that depicts policy violations or misconduct shall not be approved. If the supervisor approves, they are to sign Form 372 and return it to the member.
56. Upon receipt of an approved Form 372, the BWC Coordinator shall review the recording and determine whether or not the recording had an official purpose or evidentiary value or if it depicts policy violations or misconduct.
- 56.1. Deleting footage exposes the BPD to accusations of tampering. Therefore, requests for deletion of BWC footage shall only be made in instances of unintentional Activation of the BWC during non-enforcement or non-investigative activities (e.g., in the restroom or locker room). Footage that raises privacy concerns (e.g., undercover officer, or filming in a private home or in a hospital) shall be retained, tagged, and obscured should it need to be viewed.
- 56.2. Deletion requests of footage that depicts policy violations or misconduct shall not be approved.
57. If the BWC Coordinator concurs that the recording has no evidentiary value and does not depict policy violations or misconduct, the BWC Coordinator shall sign and forward Form 372 to the Commander of the Performance Standards Section (PSS) for review and signature.
58. If the PSS Commander approves, they shall send Form 372 to the Chiefs of PIB and the Compliance Division for review and approval.
59. If the Chiefs of PIB and the Compliance Division approve the request, the Compliance Division Chief will forward Form 372 to the Chief, ITD, to assign to the BWC Evidence.com Administrator for deletion and to the BWC Coordinator for filing.
60. A copy of the Body Worn Camera Recording Deletion Request, Form 372, with the appropriate signatures, shall be maintained by the BWC Coordinator.

Review of Recordings

61. The following individuals can receive recorded BWC data upon request and approval from the BWC Coordinator:
 - 61.1. Any member, provided it is for law enforcement purposes or other legitimate use, with the approval of the BWC Coordinator;
 - 61.2. Education and Training Section (E&T), for training purposes;
 - 61.3. 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;
 - 61.4. Legal Affairs; and
 - 61.5. Members of the public, after approval of a properly submitted Maryland Public Information Act (MPIA) request.
 - 61.6. BPD members shall send their requests to the BWC Coordinator at BWC@baltimorepolice.org.
62. Where not otherwise prohibited by BPD policy, members may view BWC data from their own assigned BWC, or the BWC of another involved member, to assist in complete and accurate report writing for routine matters.
63. Members who are involved in a Level 3 use of force (see Policy 710, *Level 3 Use of Force Investigations / Special Investigation Response Team*) incident, including in-custody death shall not view any BWC recordings related to the incident prior to completing and submitting any required reports and/or being interviewed by the appropriate investigative unit unless:
 - 63.1. The member is in receipt of a declination letter from the prosecuting authority, or the member has been compelled to make a statement and the appropriate Garrity warning has been issued; and
 - 63.2. The recording is viewed at the Public Integrity Bureau (PIB) or at a location approved by a PIB official while the member is in the presence of the assigned investigator or designee.
64. In accordance with 302, *Rules and Regulations*, members shall not review any BWC footage or other photographic evidence, that they know or have reason to know are related to an incident that is the subject of a PIB, EODS, or other internal investigation in which they are a witness or principal, unless:
 - 64.1. Viewing the BWC is necessary to complete an Incident Report, complete a Use of Force Report, apply for charges, or apply for an investigative order;
 - 64.2. The member is in receipt of written notice from PIB that the member will not be required to submit a statement with respect to the incident recorded on the BWC footage; or

- 64.3. The recording is viewed at PIB or at a location approved by a PIB official in the presence of the assigned investigator or designee.
65. In addition to the above, members who are officially notified that they are under investigation and have received a Notice to the Accused shall not subsequently view any BWC footage of the incident under investigation. This access restriction shall remain in place throughout the investigation. Members will be given the opportunity to view the video under the supervision and coordination of a PIB official prior to giving a compelled statement.
66. In reviews under #63, #64, and #65 of this subsection, members may only review data from their assigned BWC. The cross-review of additional members' BWC data is prohibited even if said members are involved in the same incident.
67. Supervisors may review, clip, download, copy, and/or screenshot BWC data capturing the performance of a member under their command for the purpose of:
- 67.1. Conducting an investigation (e.g., misconduct, supervisor complaint, vehicle accident, etc.);
 - 67.2. Monitoring a subordinate's professional conduct/performance; or
 - 67.3. Training.
68. A supervisor shall review the BWC data of a member(s) under their supervision when:
- 68.1. The member or another member is injured or killed during the performance of their duties;
 - 68.2. Reviewing a Level 1 or Level 2 use of force by the recording member or another member in accordance with Policy 725, *Use of Force Reporting, Review, and Assessment*;
 - 68.3. The member is involved in an incident that results in an injury requiring hospitalization or a fatality including, but not limited to, in-custody deaths, crashes, and/or vehicular pursuits; or
 - 68.4. The member has informed the supervisor they believe that the event may result in a complaint.
69. Members of the PIB may review, download, clip, copy, and/or screenshot BWC data from any member's BWC.
70. Members of the Operations Bureau may review, download, clip, copy, and/or screenshot any BWC data which might be relevant to a criminal investigation they are conducting.
71. For #67, #69, and #70, when collecting (e.g. download, clip, copy, and/or screenshot) BWC data, the authorized members shall store the data in secure files and systems.
72. BWC recordings of constitutionally protected activity shall not be used to identify individuals present at the activity who are not otherwise suspected of being engaged in illegal activity.

73. BWC data shall not:
- 73.1. Be used to create a database or pool of mug shots;
 - 73.2. Be used as fillers in photo arrays; or
 - 73.3. Be searched using facial or voice recognition software.

NOTE: This subsection does not prohibit the BPD from using facial recognition software to analyze the recording of a specific incident when a supervisory member has reason to believe that a specific suspect, witness, or individual in need of assistance was recorded.

MPIA Requests

74. Members of the public may request to obtain BWC footage by completing a Baltimore Police Department MPIA Request Form, Form 375, (see Appendix A) and submitting the form Document Control Unit at DCU@baltimorepolice.org.
75. Requests for BWC footage shall be granted or denied by the DCU based upon the Maryland Code, General Provisions § 4-351 (a)(b) (see Policy 603, *Document Compliance Unit*).

BWC Evidence.com Administrator

76. The BWC Evidence.com Administrator shall be assigned to an Information Technology Division (ITD) Senior System Administrator. The Administrator is responsible for:
- 76.1. Overall administration of Evidence.com;
 - 76.2. Granting member access to Evidence.com;
 - 76.3. Ensuring ITD Service Desk Personnel are properly trained in providing basic technical support;
 - 76.4. Provide advance technical support in the administration of Evidence.com and BWC footage;
 - 76.5. Arrange for BWC equipment repairs;
 - 76.6. Deleting footage approved through protocols set forth under Deletion of Accidental or Mistaken Recordings and tracking those requests;
 - 76.7. Responding to request for footage in the absence of the BWC Coordinator; and
 - 76.8. Tracking and maintaining record and requests regarding MPIA requests, deletion requests, and reports of lost, stolen, or malfunctioning BWCs.

BWC Unit

BWC Coordinator

77. The BWC Coordinator is responsible for:
- 77.1. Assisting with the development of training materials and providing technical support;
 - 77.2. Responding to emails sent to BWC@baltimorepolice.org;
 - 77.3. Providing copies of recordings when properly authorized;
 - 77.4. Providing copies of recordings to outside agencies/individuals when authorized (e.g., MPPIA requests, ASA requests, other jurisdictions);
 - 77.5. Tracking and maintaining records and requests regarding MPPIA requests, deletion requests, and reports of lost, stolen, or malfunctioning BWCs;
 - 77.6. Proactively grouping daily arrest videos together for electronic case files;
 - 77.7. Conducting BWC audits;
 - 77.8. Providing copies of BWC audits when properly authorized; and
 - 77.9. Authorize the appropriate personnel for Livestream and GPS access.

Audits and Inspections

78. The BWC Unit shall conduct periodic, random reviews and audits of BWC video to assess whether the member's activity was conducted consistent with law and BPD policy as well as member performance, training and equipment needs, and consistency between written reports and recordings.
- 78.1. BWC Unit selects 3 members from a shift within 3 districts at random who were working 3 consecutive days.
 - 78.2. BWC video from those members are then matched with CAD data and Axon Records to confirm whether the members responded to those calls.
 - 78.3. If there is no video from that member, the BWC Unit will investigate other videos associated with the incident to view the member's actions.
79. Any violations of this policy (e.g., not Activating camera, not titling video, late Activation, etc.), BPD policy, or law, and any activity which may bring discredit to the member or the BPD, shall be reported by the BWC Unit to their command of the Performance Standards Unit for referral to the Chief, PIB and Chief, Media Relations Section.

APPENDICES

- A. Video Retrieval Request, Form 375
- B. Body Worn Camera Recording Deletion Request, Form 372
- C. Display Icon Legend

ASSOCIATED POLICIES

Policy 310, *Disciplinary/Failure to Appear and Traffic Matrix*
Policy 409, *Firearms Regulations*
Policy 603, *Document Compliance Unit*
Policy 701, *Departmental Radio Communications*
Policy 707, *Bomb Threat or Suspicious Package – Call for Service*
Policy 825, *Transport Vehicle Camera (TVC) System*
Policy 1013, *Strip Searches and Body Cavity Searches*
Policy 1112, *Field Interviews, Investigative Stops, & Weapons Pat-Downs*
Policy 1115, *Use of Force*
Policy 1503, *Emergency Vehicle Operation and Pursuit Policy*
Policy 1505, *Foot Pursuits*
Policy 1605, *Location Services*
Policy 1702, *Secondary Employment*

RESCISSION



Rescind Policy 824, *Body-Worn Camera*, dated 23 June 2020.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A

Video Retrieval Request, Form 375

	Form 375	
BODY WORN CAMERA FOOTAGE REQUEST FORM		
<p>PLEASE NOTE: Based on the information provided, the Body Worn Camera (BWC) Coordinator or Administrator will search for the video that is responsive to your described incident and the Document Compliance Unit within BPD Legal Affairs will make an independent determination on a case-by-case basis as to the release of any footage requested. The Maryland Public Information Act (MPIA), Annotated Code of Maryland, General Provisions Article ("GP"), § 4-101, et seq. governs this request for BWC footage.</p> <p>BPD will contact you regarding the estimated search, preparation, and production fees, if any, prior to processing your request.</p> <p>Please return the completed form either by email to DCU@baltimorepolice.org or by mail to Baltimore Police Department/Office of Legal Affairs, c/o Document Compliance Unit, 242 W. 29th Street Baltimore, MD 21211.</p>		
		Date: <input style="width: 100px;" type="text"/>
REQUESTER INFORMATION		
First Name: <input style="width: 250px;" type="text"/> Last Name: <input style="width: 250px;" type="text"/>		
Phone Number: <input style="width: 200px;" type="text"/> Email Address: <input style="width: 300px;" type="text"/>		
INCIDENT DETAILS		
Case Name/Client Name (If applicable): <input style="width: 450px;" type="text"/>		
Subject: <input style="width: 600px;" type="text"/>		
Police Report Number (CC#) or CAD#: <input style="width: 450px;" type="text"/>		
Location of Incident: <input style="width: 300px;" type="text"/> Date & Timeframe: <input style="width: 250px;" type="text"/>		
Officer's Name: <input style="width: 300px;" type="text"/> Officer's Sequence Number: <input style="width: 150px;" type="text"/>		
Detailed Description of Incident:		
Form 374 – Created 3/31/2025		

APPENDIX B

Body Worn Camera Recording Deletion Request, Form 372

Body Worn Camera
Recording Deletion
Request Form 372

Baltimore Police Department
Baltimore, Maryland

**BODY WORN CAMERA
RECORDING DELETION REQUEST**

Requesting Member (Print Last, First Name)		Rank	Sequence#
Assignment	Today's Date	Time	Signature

INCIDENT

Involved Member	Sequence #	Date
Time (approximate)	Location	Video Tag:

Please describe the footage and articulate your reason for the Deletion Request:

Member's Immediate Supervisor (Print Last, First Name)		Rank	Sequence#
Date	Time	Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>	Signature

Body Worn Camera Coordinator's Determination

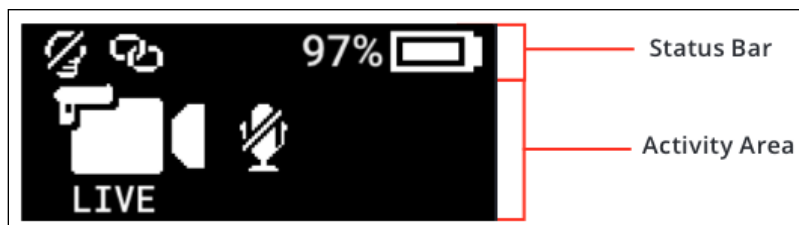
I, _____ (Print Last, First Name), after reviewing the above mentioned Body Worn Camera footage, deem the footage to be of: **Evidentiary Value** / **No Value** (circle one). Based on my finding, said video footage will be **Retained** / **Deleted** (circle one).

Additional Remarks:

Signature/Sequence #/Date/Time

APPENDIX C

Display Icon Legend



Activity Area Icon	Description
READY	Ready (buffering) mode
	Recording
	Recording started by Axon Signal
	Axon Aware Live Streaming
	Recording started by gunshot detection
	Microphone off

Status Bar Icons in the field	Description
58%	Battery capacity
	Camera paired
	Lights off
S	Stealth mode on
!	Battery low warning (appears at the right of battery capacity)