

	<b>BRIDGEPORT POLICE DEPARTMENT</b>  <b>POLICY AND PROCEDURE GENERAL ORDER</b>	Distribution <b>ALL PERSONNEL</b>	General Order Number <b>5.18</b>
		Original Issue Date 5/15/18	Reissue/Effective Date 12/27/22
Order Title:  <b>DASHBOARD CAMERAS</b>	Accreditation Standard:  <b>POSTC: 3.5.4</b>	Section  <b>5</b>	
	Section Title <b>PATROL FUNCTIONS</b>		
Rescinds:	<p style="text-align: center;"><b>Rebeca Garcia, Chief of Police</b></p>		

*This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.*

## I. PURPOSE

The purpose of this General Order is to establish procedures and guidelines for the utilization of the Bridgeport Police Department’s dashboard camera equipment including the use, management, storage and retrieval of digital multimedia video files stored on or generated from the use of department issued or approved dashboard camera equipment including but not limited to:

- Creating video and audio records to contribute to the accurate documentation of critical incidents, police-public contacts, crime and accident scenes, and arrests.
- Preserving visual and audio information for use in current and future investigations in accordance with applicable guidelines referenced herein.
- Capturing crimes in-progress, whether committed against the police officer or the community, and to preserve evidence for presentation in court.
- Documenting police response to an incident.
- Aiding in the documentation of victim, witness or suspect statements pursuant to an on-scene response and/or documentation of the advisement of rights, and consents to conduct a lawful search, when applicable.
- Reducing the number of false complaints made against a police officer in the course and scope of their official police duties.

## II. POLICY

Dashboard camera equipment has been demonstrated to be of value in the prosecution of traffic violations and other offenses, in evaluation of an officer's performance, training, and for the protection of officers against the risks associated with wrongful accusations. In order to maximize the utility of this equipment in these and related areas, officers shall follow the procedures for dashboard camera equipment use as set forth in this policy.

It is the policy of Bridgeport Police Department ("Department") that officers shall use the equipment in all situations outlined in this directive. The Department, however, recommends the utilization of the equipment, in recognition of its accurate portrayal capabilities.

This agency has adopted the use of dashboard camera systems in order to accomplish several objectives, including:

- a. **Strengthening police accountability** by documenting incidents and encounters between officers and the public.
- b. **Resolving officer-involved incidents and complaints** by providing an objectively independent record of events.
- c. **Improving agency transparency** by allowing the public to see video evidence of police activities and encounters in accordance with applicable laws regarding public disclosure.
- d. **Identifying and strengthening officer performance** by using footage for officer training and monitoring when appropriate and consistent with the law.
- e. **Improving evidence documentation** for investigation, prosecutions, and administrative reviews of employee performance and/or civil actions.

Officers are prohibited from erasing, altering, or tampering with any mobile audio or video equipment or attempting to erase, alter or tamper with any video or audio equipment, including intentionally stopping/starting a recording.

All department issued or approved dashboard cameras and media associated with the dashboard cameras, data, images, video/audio and metadata captured, recorded, or otherwise produced by the dashboard cameras shall not be viewed, copied, released, disclosed, or disseminated in any form or manner outside the parameters of this policy pursuant to the Bridgeport Police Department's Freedom of Information policy and practice, General Order [10.09: Freedom of Information](#).

The Bridgeport Police Department shall require usage of a dashboard camera in each police patrol vehicle used by any police officer employed by such unit in accordance with the unit's policy adopted by the unit based upon the guidelines developed and maintained jointly by the POST

Council and the Commissioner of Emergency Services and Public Protection (DESPP). (effective July 1, 2022)

This policy does not govern the use of surreptitious/covert recordings devices used in undercover operations

### **III. DEFINITIONS**

Dashboard Camera (DC): A camera that affixes to a dashboard or windshield of a police vehicle that electronically records video of the view through the vehicle's windshield and has an electronic audio recorder that may be operated remotely.

Digital Multimedia Video Files (DMVF): Digital multimedia files consist of all digital recordings, to include but not limited to audio, video, photographs, and their associated metadata. Metadata includes any digital identifiers that are captured as part of the actual recording, such as date/time, GPS coordinates, labeling, etc.

Evidence Transfer Management (ETM): ETM is the transfer of media from the body-worn and dashboard cameras to a secured server or other reliable secured storage source. The method of evidence transfer management for body-worn and dashboard cameras shall be approved by the Chief of Police.

Interacting with the Public in a Law Enforcement Capacity: Means that a police officer is in personal contact with one or more members of the public, the purpose of which is to conduct a self-initiated investigation into, or to respond to a third-party complaint involving, the possible commission of any offense, violation or infraction.

Police Patrol Vehicle: Any state or local police vehicle other than an administrative vehicle in which an occupant is wearing body worn camera equipment, a bicycle, a motor scooter, an all-terrain vehicle, an electric personal assistive mobility device, or an animal control vehicle.

### **IV. PROCEDURES**

#### **A. General**

1. The Mobile Video Unit is responsible for overseeing the overall maintenance and administration of the Department's dashboard camera program. The Department shall install and utilize Mobile Video/Audio recording equipment in police vehicles, as determined by the Chief of Police. Officers shall be trained on its operation in accordance with the manufacturer's and/or installer's recommendations. This directive shall include procedures for training, operation and inspection of the equipment, completing reports, and provisions for the collection and retention of recordings. There shall be no deviations from this directive without the authorization of the Chief of Police.

2. Dashboard camera equipment has been demonstrated to be of value to police officers in the field. These benefits include:
  - a. Providing protection to officers in the field by allowing the department to review basic police practices and procedures used by officers and their interaction with the general public.
  - b. Acting as an invaluable instructional tool as it provides the department with the ability to train officers in proper police procedures through a process of review, analysis, and evaluation. These recordings can be utilized in recruit training as well as in service training sessions to demonstrate both acceptable and unacceptable techniques.
  - c. Maintaining a record of motor vehicle stops and patrol activities.
  - d. Providing corroboration and documentation of events, actions, conditions, and statements made during arrests, critical incidents, and other police reports. While evidence may be captured on the recordings, the use of dashboard cameras is not intended to document all evidentiary material for court proceedings.
  - e. Accurate documentation of events, actions, conditions and statements made during arrests and critical incidents, so as to enhance officer reports, collection of evidence and testimony in court and;
  - f. The enhancement of this Department's ability to review probable cause for arrest, arrest procedures, officer and suspect interaction, and evidence for investigative purposes, as well as for officer training and evaluation.

## B. Operation and Situations for Use

### 1. Inspection of Equipment

- a. Dashboard camera equipment installed in vehicles is the responsibility of the officer assigned to that vehicle and will be operated and maintained according to the manufacturer's instructions and recommendations.
- b. Prior to each shift, officers will inspect and test the dashboard camera equipment to determine that it is functioning properly, both in-car video and audio equipment. The officer shall bring any problems or malfunctions, whether during initial inspection or any time during the shift, to the attention of their immediate supervisor and Mobile Video Unit as soon as possible.
- c. Officers will perform the following functions checks of the following components:

- a. Camera(s) – Officer’s shall:
  - Ensure the windshield is free of debris;
  - Manually activate the recorder and the door switch on the device of the vehicle; and
  - Manually activate the overhead emergency lights and ensure the automatic trigger functions properly.
- d. Officers assigned vehicles outfitted with dashboard camera equipment shall ensure that all required pre-operational checks are performed in accordance with their training and the manufacturer’s recommendations.

## 2. Officer Responsibilities

- a. Officers are encouraged to inform their supervisors and Mobile Video Unit of any recorded sequences that may be of value for training.

Officers will notify the shift supervisor and Mobile Video Unit as soon as practical of any recorded sequences that may represent evidence and the shift supervisor shall determine at that time if the digital recording should be duplicated immediately to preserve evidence.

- b. Officers will note at the end of their report any incident, arrest, and related reports when video/audio recordings were made during the incident in question.
- c. Officers shall not erase, reuse, or in any way alter dashboard camera recordings.
- d. If any malfunctioning or unintentional failure to record in accordance with this policy occurs, the police officer shall document the reason and notify their supervisor regarding the lack of recording. Such documentation shall be in a manner determined by the Chief of Police.

## 3. Supervisor Responsibility

- a. Supervisory personnel who manage officers utilizing dashboard camera equipment shall ensure that:
  - 1) All officers follow established procedures for the use and maintenance of dashboard camera equipment, handling of video recordings, and the completion of dashboard camera documentation.
  - 2) On at least a bimonthly basis, randomly review video and recordings to assist in periodic assessment of officer

performance, determine whether dashboard camera equipment is being fully and properly used, ensure that equipment is operating properly, and to identify material that may be appropriate for training.

- 3) Periodically inspect issued dashboard camera equipment to ensure proper operability per testing protocols provided through training and manufacturer's recommendations.
- 4) Request repair and replacement of damaged or non-functional dashboard camera equipment is performed.
- 5) Ensure that all reporting requirements are being completed as required to ensure adequate program evaluation.
- 6) Supervisors shall ensure that all dashboard camera videos are appropriately preserved in accordance with this policy.
- 7) Supervisors shall identify any areas in which additional training revisions or policy guidance is required.
- 8) Supervisors shall ensure that all dashboard camera video files are appropriately preserved in accordance with this policy.

b. Shift supervisors shall

- 1) Determine if vehicles with non-functioning or full dashboard camera systems should be placed into service. If these vehicles are placed into service, the supervisor shall complete the appropriate documentation and transmit the form to Lieutenant. If the vehicle is not placed in service, and it is during normal working hours of the Department's fleet and equipment personnel, the supervisor shall direct the vehicle there for repair.
- 2) Counsel or recommend disciplinary actions for any officer found to fail to properly use or care for their assigned dashboard camera equipment.

4. Chief of Police Responsibilities

- a. The Chief of Police shall designate one or more department members to oversee and administer the storage and management of all digital multimedia video files generated by the use of issued or authorized dashboard cameras.

- b. The Chief of Police may authorize dashboard camera policy that provides additional guidelines and training requirements not mandated by this policy, provided that it does not conflict with state or federal law or the provisions set forth in this policy.
- c. The Chief of Police shall ensure the dashboard camera data collection and storage is purged from the systems operation storage and/or software program in accordance with the State of Connecticut Library Records of Retention schedule and department policy.
- d. The Chief of Police shall ensure that dashboard camera video files that are subject to a preservation request or court order are appropriately catalogued and preserved.
- e. The Chief of Police shall approve the method of evidence transfer management (ETM) from the dashboard cameras to a secured storage server, cloud, website or other secured digital media storage.

5. Equipment Repair/Maintenance

- a. Installation and maintenance shall be performed by authorized service personnel. Alterations to the system by unauthorized personnel are prohibited.
- b. Damage, theft, or malfunctioning of any component of the equipment shall be immediately reported to a shift Supervisor and the Mobile Video Unit. Supervisors shall ensure that all equipment is operated in accordance with department directives and manufacturer's recommendations.
- c. If equipment is malfunctioning, the officer will forward an equipment repair request to the Mobile Video Unit who will authorize the necessary repairs. The equipment shall be repaired only by qualified technicians who have been specifically trained and are authorized to do so.

6. Operating Procedures

a. Powering the Unit

- 1) In the event that the vehicle requires jumpstarting, the main cable harness should be disconnected from the trunk unit beforehand, or the system fuse removed beforehand.

b. Activating the Unit

- 1) Dashboard camera equipment shall be set to automatically activate in the following situations:
  - a) Upon the activation of the emergency lights on the vehicle; or
  - b) When the vehicle's speed exceeds 75; or
  - c) When the rear doors are activated.

The equipment will continue to record until it is manually stopped

- 2) The equipment can be manually activated from inside the vehicle.
- 3) The equipment may be manually deactivated during non-enforcement activities, such as when protecting accident scenes from other vehicular traffic.
- 4) Officers relying on an automatic trigger should always visually check the system to ensure activation occurred.
- 5) Activation is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

c. Required Use

Officers in vehicles with dashboard cameras shall activate the camera while interacting with the public in a law enforcement capacity. Officers will be required to use the equipment under the following circumstances:

- 1) All responses to calls when emergency lights, siren, or both are engaged;
- 2) All vehicle pursuits;
- 3) Foot pursuits;
- 4) All traffic stops, including high risk/felony stops;
- 5) All DWI investigations;
- 6) Motorist Assists;
- 7) When a person is detained and placed in the rear of the patrol vehicle;
- 8) During contacts with any person suspected of criminal activity;
- 9) Response to in-progress crimes;
- 10) Prisoner transports;
- 11) Serving Arrest Warrants;
- 12) Consent to search a vehicle;



- 13) Deployment of canines;
- 14) Physical or verbal confrontations or use of force;
- 15) Domestic violence calls;
- 16) Any situation or event that the officer believes should be recorded;
- 17) Whenever directed to do so by a Supervisor;
- 18) When interacting with the public in a law enforcement capacity;
- 19) Any incident or event not otherwise prohibited by this policy, which may be dangerous, unpredictable, or potentially useful for department training purposes;
- 20) Situations where a police officer, by reason of training and experience, determines that the incident should be documented on video;
- 21) Any incident or event not otherwise prohibited by this policy, where the police officer anticipates a use of force encounter may occur.

***Note: At no time shall police officers disregard officer safety or the safety of the public for the purpose of activating or utilizing the body-worn and dashboard cameras.***

d. General Use

The following guidelines shall be used by Officers when operating dashboard camera equipment:

- 1) Ensure that the video camera is positioned and adjusted to record events.
- 2) The equipment shall not be deactivated until the enforcement action/event being recorded has completed.
- 3) The equipment will not be used in a manner that would bring discredit upon the officer, the department, or the City of Bridgeport.

g. Deactivating of the Dashboard Camera

1. Once the dashboard camera is activated for the purpose of documenting an interaction with the public in a law enforcement capacity, it should remain activated until the interaction with the public has concluded to ensure the integrity of the recording, except as otherwise provided for by law or by this policy.
  - i. Additional police officers arriving on a scene that have a dashboard cameras shall also record the interaction with the

public, and shall also continue to record until the completion of the incident.

- ii. For purposes of this policy, conclusion of an interaction with the public occurs when a police officer terminates their law enforcement contact with a member of the public.

2. Deactivation of a dashboard camera under certain circumstances

- i. Although generally, dashboard cameras should remain activated until the conclusion of an incident, police officers may deactivate the dashboard cameras should they determine that, based upon the circumstances; the investigation could be significantly hampered if the recording were to continue. Whenever possible, police officers should consult with supervisors before making the decision to deactivate their body-worn and dashboard cameras.
- ii. Whenever possible, a police officer who deactivates the dashboard cameras during the course of an event in which this policy otherwise requires recording, shall both record on the camera the reason for the interruption or termination of recording prior to deactivating the body-worn and dashboard cameras, and document such event in their report.
- iii. When circumstances prevent a police officer from activating a dashboard camera, or cause a camera to be deactivated in accordance with the guidelines established within this policy, the officer shall activate or reactivate their cameras as soon as practical.

h. Prohibited Recordings

- 1) No Department member may knowingly and surreptitiously use the dashboard camera system to record a conversation of any other Department member except with a court order, when documenting or reporting criminal activity, or as authorized by the Chief of Police or authorized designee. This prohibition does not apply to recording of off-duty Department officers who are subject to recording in any interactions with the Department as subjects or witnesses in the same manner as the general public.
- 2) The dashboard camera system may not be used for the purpose of intimidating an individual or to discourage an individual from observing police activity, making appropriate inquiries of an officer, or making a complaint.

- 3) The dashboard camera system shall not be used to make recordings of members of the public that do not have a legitimate law enforcement purpose or are designed to embarrass or otherwise harass any person.
- 4) The dashboard camera system shall not intentionally be used to make recording of the following events:
  - a. An encounter with an undercover officer or informant;
  - b. When an officer is on break or is otherwise engaged in a personal activity;
  - c. Any private conversation to which the officer is not a party: or
  - d. Any telephonic conversation unless specifically authorized by law while in the performance of their official duties.

h. In-Car Camera Modes of Operation

- 1) Pre-Event Buffering Mode: A device feature in which the camera continuously records and hold the most recent thirty (30) seconds of video prior to record activation. With this feature, the initial event that causes the officer to activate recording is likely to be captured automatically, thereby increasing the capability of recording the entire activity.
- 2) Event Record Mode: The system is designed to automatically activate during certain activation triggers (as referenced above). The system may also be manually activated by the monitor record button.

i. End of Shift Procedures

- 1) Police Officers shall ensure that all files from an issued or approved body-worn and dashboard cameras are securely downloaded and retained in accordance with section I of this policy, with sufficient frequency so as to ensure that there remains adequate data storage available for recording future incidents.
- 2) Officers shall cause the recorded video to be stored, downloaded, transferred or otherwise saved and labeled or cataloged as evidence in the following circumstances;

- i. Any incident where an arrest is made or may be made, and/or a search is conducted;
- ii. An event that captures an officer's reportable use of force in the discharge of their official duties;
- iii. Any interaction with the public where the officer determines that it would be prudent to retain the recording for longer than the minimum retention period set forth in this policy.
- iv. An event that is a major motor vehicle or criminal incident involving death, serious injury, or catastrophic property damage.

C. Downloading/Server Control and Management

1. Digital recordings will be downloaded automatically to the secure. Officers should verify all videos have completed downloading prior to the end of shift. If there is a problem with a system downloading, the Mobile Video Unit will be notified and they will perform a manual download.

D. Server Security and Access

1. Access to the server is limited only to the Mobile Video Unit designated by the Chief of Police.
2. All recordings on the dashboard camera are the property of the Bridgeport Police Department.
3. All recordings on Department equipment are subject to random unannounced review by supervisory staff for training purposes and to ensure compliance with the policy.
4. General access to digital multimedia video files shall be granted to authorize personnel only. Accessing, copying, or releasing any digital multimedia video files for other than official law enforcement purposes is strictly prohibited, except as otherwise required by state and federal statutes, policies, and procedures.
  - a. The Chief of Police or designee may review specific dashboard cameras digital multimedia video files for the purpose of training, performance review, critique, early intervention inquiries, civil claims, administrative inquiry, or other articulable reason.

- b. A police officer may review a recording from their body-worn and/or dashboard recording equipment in order to assist such officer with the preparation of a report or otherwise in the performance of their duties.
  - c. If a police officer is giving a formal statement about the use of force or if a police officer is the subject of a disciplinary investigation in which a recording from body-worn recording equipment or a dashboard camera is being considered as part of a review of an incident, the officer shall have the right to review (A) such recording in the presence of the officer's attorney or labor representative, and (B) recordings from other body-worn recording equipment capturing the officer's image or voice during the incident. Not later than forty-eight hours following an officer's review of a recording under subparagraph (A) of this subdivision, or if the officer does not review the recording, not later than ninety-six hours following the initiation of such disciplinary investigation, whichever is earlier, such recording shall be disclosed, upon request, to the public, subject to the provisions of C.G.S. 29-6d subsection (g).
  - d. If a request is made for public disclosure of a recording from body-worn recording equipment or a dashboard camera of an incident about which (A) a police officer has not been asked to give a formal statement about the alleged use of force, or (B) a disciplinary investigation has not been initiated, any police officer whose image or voice is captured on the recording shall have the right to review such recording in the presence of the officer's attorney or labor representative. Not later than forty-eight hours following an officer's review of a recording under this subdivision, or if the officer does not review the recording, not later than ninety-six hours following the request for disclosure, whichever is earlier, such recording shall be disclosed to the public, subject to the provisions of C.G.S. 29-6d subsection (g).
5. Under no circumstances shall any individual with access to dashboard cameras media or data files be allowed to use, show, reproduce or release recordings for the purpose of ridicule or embarrassment of any police officer or individual, or for other non-law enforcement related purposes. This includes disclosure of any portion of a dashboard cameras video file to a media organization unless such disclosure has been approved by the Chief of Police or designee.
6. Digital multimedia video files may be reviewed by individuals other than the recording police officer in any of the following situations:
- a. By a department member investigating or adjudicating a complaint regarding a specific act of officer conduct;

- b. By technical support staff for purposes of assessing proper functioning of body and dashboard cameras;
- c. By the Internal Affairs Investigator or person(s) designated by the Chief of Police, when participating in an official misconduct investigation concerning a specific act or officer conduct alleged in a complaint of misconduct;
- d. By a sworn law enforcement officer who is participating in a criminal investigation;
- e. By the City Attorney;
- f. Any other personnel designated by the Chief of Police.
- g. Law enforcement personnel may review a recording from their own issued or assigned body-worn and dashboard recording equipment in order to assist such officer in providing a statement as a witness to events which are the subject of a department internal administrative inquiry, including officer shooting investigations;
- h. By representatives of the Division of Criminal Justice, Municipal Attorneys, Office of the Attorney General, retained counsel and other representatives authorized by the municipality in the course of their official duties; or
- i. By other department personnel as authorized by the Chief of Police or designee.

E. Releasing or Duplicating Dashboard Camera Recordings

- 1. Releasing Body-worn and dashboard cameras Digital Multimedia Video Files
  - i. Processing Freedom of Information Act (FOIA) requests:
    - a) All FOIA requests for dashboard cameras digital multimedia video files shall be processed through the office of the City Attorney.
- 2. Duplicating Dashboard Cameras Digital Multimedia Video Files
  - i. When a police officer who is required to produce a digital multimedia video file pursuant to a subpoena or other court order, the Chief of Police or other designee shall arrange, prior to the date

of the court appearance, for a copy of the required portion of the original video file to be duplicated;

- ii. The original video file, as well as any duplicate copy, shall be held as evidence in accordance with this policy.

F. Storage and Retention

1. Digital multimedia video files shall be maintained in an approved storage location, such as a server, storage device, cloud storage, website, or other approved secure storage media, authorized by the Chief of Police.
2. Shift supervisors will file a written report to explain loss or damage to video recordings, or any erasure, time gap, or break in recordings. This report will be submitted to the Deputy Chief.
3. All digital recordings held for evidentiary purposes will be stored in accordance with the guidelines for retention of evidence per state statute and the requirements of this policy
  - a. Digital multimedia video files not reproduced for evidentiary purposes or otherwise required to be preserved in accordance with this policy shall be maintained for a period of a minimum of ninety (90) days.
  - b. Digital multimedia video files shall be preserved while a case remains open and under investigation, or while criminal or civil proceedings are ongoing or reasonably anticipated, or in accordance with the State Records of Retention schedule, whichever is greater.
  - c. Nothing in these guidelines shall require a law enforcement unit to store such data for a period longer than one year, except in the case where the unit knows the data is pertinent to any ongoing civil, criminal or administrative matter.
  - d. All other digital multimedia video files reproduced for evidentiary purposes or otherwise caused to be preserved shall be maintained for a minimum of four (4) years.
4. Digital recordings may be duplicated for court, investigative, training, or other authorized purposes. Officers required to produce digital recordings for court will make advance arrangements with the Mobile Video Unit for a copy of the recording. No member of the department will duplicate any digital recording, for other purposes, without first submitting a written request to the Mobile Video Unit.
5. Any duplicate of a digital recording that is being removed and retained as

evidence for a critical incident shall be forwarded to the Property Room as any other piece of evidence. The following incidents shall automatically be considered a critical incident for the purpose of this Directive, regardless of its content:

- a. The recording of all crimes in progress that depict the criminal actions of suspects.
  - b. The recording of all motor vehicle stops, where the operator is arrested for Driving While Under the Influence.
  - c. The recording of all police pursuits, including those pursuits that were terminated. This only includes recordings from those vehicles directly involved in the pursuit.
  - d. The recording of any use of force by members of the Department that results in serious injury to a suspect.
  - e. The recording of any assault on an officer.
  - f. The recording of any injury to an officer.
  - g. The recording of any other incident, as determined by the Shift Supervisor.
6. Dashboard camera recordings containing information that may be of value for case prosecution, or in any criminal or civil adversarial proceeding shall be safeguarded as other forms of evidence. As such, these recordings will:
- a. Be subject to the same security restrictions and chain of evidence as detailed in the Department evidence collection policies.
  - b. Not be released to other bona fide criminal justice agencies without prior approval of the designated command officer.
  - c. Not be released to another criminal justice agency for trial until the actual trial date.
  - d. A true and attested copy of the digital recording marked as a copy will be submitted to the criminal justice agency for any pre-trial purpose.
7. Digital multimedia video files shall be preserved in accordance with any specific request by representatives of the Division of Criminal Justice, City Attorney, Officer of the Attorney General, retained counsel and other authorized claims representatives in the course of their official duties.
8. The law enforcement unit shall not require to store such data for a period longer than one year, except in the case where the unit knows the data is pertinent to any ongoing civil, criminal or administrative matter.
9. Digital multimedia video files shall be preserved in response to oral, electronic or written preservation requests from any member of the public where such requests indicate that litigation may be reasonably anticipated.



10. All such preservation requests shall promptly be brought to the attention of the Mobile Video Unit and the City Attorney's office.

G. Training

1. The Department shall provide annual training for all users of the dashboard camera system including proper care and maintenance of the equipment.
2. Only those officers who have received training in the use of the dashboard camera system are authorized to activate and utilize the dashboard camera equipment.
3. Only those officers who have received training in the retention of data created by dashboard cameras are authorized to activate and utilize the dashboard camera equipment.
4. The Mobile Video Unit shall is responsible for providing:
  - a. Basic user training
  - b. Periodic refresher training
5. The Mobile Video Unit is responsible for updating the course of training as necessitated by changes in policy or equipment.
6. System users are encouraged to report to the Mobile Video Unit any event that may be considered valuable for training purposes.