DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Policies **Mobile Video Recorder, Audio Recording and Body Worn Camera Policy**		**P&P-B-173**
Effective Date: 09-23-26 Supersedes: 09-14-26	Approval: Sheriff	Number of Pages: 23
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I. RELEVANT STATUTES:

24-31-901 Definitions

As used in this part 9, unless the context otherwise requires:

(1) *"Contact" means an in-person interaction with an individual, whether or not the person is in a motor vehicle, initiated by a peace officer, whether consensual or nonconsensual, for the purpose of enforcing the law or investigating possible violations of the law. "Contact" does not include routine interactions with the public at the point of entry or exit from a controlled area; a non-investigatory and consensual interaction with a member of the public, initiated by a member of the public, unless and until the interaction progresses into an investigation of a possible violation of the law; a motorist assist; undercover interactions; or routine interactions with persons detained in a jail or detention facility.*

(1.5) *"Decedent" means a person whose death is caused by a peace officer's use of force.*

(1.7) *"Decedent's immediate family" means the spouse, a child by birth or adoption, a stepchild, the parent, the stepparent, a sibling, a legal guardian, a significant other, or a lawful representative of the decedent.*

(2) *"Demographic information" means race, ethnicity, sex, and approximate age.*

(2.5) *"Exonerated" means dismissal of charges by the court or appropriate prosecutor or a not guilty verdict in a criminal prosecution, a finding of no liability in a civil action, a finding of no culpability or no liability or similar determination in an administrative proceeding, or a finding of not sustained in an internal investigation; except that a finding of no culpability or no liability in an administrative proceeding or a finding of not sustained in an internal investigation does not mean "exonerated" if the officer is found guilty in a subsequent criminal prosecution for the same conduct or found liable for the same conduct in a civil action.*

(2.8) *"Lawful representative" means a person who is designated by a decedent or appointed by the court to act in the best interests of the decedent.*

(3) *"Peace officer" means any person employed by a political subdivision of the state required to be certified by the P.O.S.T. board pursuant to section 16-2.5-102, a Colorado state patrol officer as described in section 16-2.5-114, and any noncertified deputy sheriff as described in section 16-2.5-103 (2).*

(4) *"Physical force" means the application of physical techniques or tactics, chemical*

agents, or weapons to another person.

(4.5) *"P.O.S.T. board" means the peace officers standards and training board created in section 24-31-302.*

(5) *"Serious bodily injury" has the same meaning as in section 18-1-901 (3)(p).*

(5.5) *"Significant other" means a person who is in a family-type living arrangement with a decedent and who would constitute a spouse of the decedent if the decedent and the person were married.*

(6) *"Tamper" means to intentionally damage, disable, dislodge, or obstruct the sight or sound or otherwise impair functionality of the body-worn camera or to intentionally damage, delete, or fail to upload some or all portions of the video and audio.*

(7) *"Weapon" means a firearm, long gun, taser, baton, nun chucks, or projectile.*

24-31-902. Incident recordings-release-tampering-fine

(1)(a)(I) *By July 1, 2023, all local law enforcement agencies in the state and the Colorado state patrol shall provide body-worn cameras for each peace officer of the law enforcement agency who interacts with members of the public. Law enforcement agencies may seek funding pursuant to section 24-33.5-519.*

(II)(A) *Except as provided in subsection (1)(a)(II)(B) or (1)(a)(II)(C) of this section, a peace officer shall wear and activate a body-worn camera or dash camera, if the peace officer's vehicle is equipped with a dash camera, when responding to a call for service, entering into a premises for the purposes of enforcing the law or in response to a call for service, during a welfare check except for a motorist assist, or during any interaction with the public initiated by the peace officer, whether consensual or nonconsensual, for the purpose of enforcing the law or investigating possible violations of the law. The body-worn camera or dash camera does not need to be on when en route to a call for service, but should be turned on shortly before the vehicle approaches the scene.*

(B) *A peace officer may turn off a body-worn camera to avoid recording personal information that is not case related; when working on an unrelated assignment; when there is a long break in the incident; and in administrative, tactical, and management discussions when civilians are not present.*

(C) *A peace officer does not need to wear or activate a body-worn camera if the peace officer is working undercover.*

(D) *The provisions of this subsection (1)(a)(II) do not apply to jail peace officers or staff of a local law enforcement agency working in any place in the jail that has functioning video cameras; except that this subsection (1)(a)(II) applies to jail peace officers when performing a task that requires an anticipated use of force, including cell extractions and restraint chairs. The provisions of this subsection (1)(a)(II) also do not apply to the civilian or administrative staff of the Colorado state patrol or a local law enforcement agency, the executive detail of the Colorado state patrol, and peace officers working in a courtroom.*

(E) *Notwithstanding any other provision of this section, a peace officer shall not activate a body-worn camera or dash camera and capture, view, or otherwise record the defense*

viewing, inspecting, or discussing the viewing or inspection of a tangible object held in connection with a criminal case. When the defense views or inspects evidence pursuant to section 16-9-801 it is not an interaction with the public initiated by the peace officer, and the defense, including members of the defense team, are not members of the public. It is also not for the purpose of enforcing the law or investigating possible violations of the law.

(III) *If a peace officer fails to activate a body-worn camera or dash camera as required by this section or tampers with body-worn- or dash-camera footage or operation when required to activate the camera, there is a permissive inference in any investigation or legal proceeding, excluding criminal proceedings against the peace officer, that the missing footage would have reflected misconduct by the peace officer. If a peace officer fails to activate or reactivate his or her body-worn camera as required by this section or tampers with body-worn- or dash-camera footage or operation when required to activate the camera, any statements or conduct sought to be introduced in a prosecution through the peace officer related to the incident that were not recorded due to the peace officer's failure to activate or reactivate the body-worn camera as required by this section or if the statement or conduct was not recorded by other means creates a rebuttable presumption of inadmissibility. Notwithstanding any other provision of law, this subsection (1)(a)(III) does not apply if the body-worn camera was not activated due to a malfunction of the body-worn camera and the peace officer was not aware of the malfunction, or was unable to rectify it, prior to the incident, provided that the law enforcement agency's documentation shows the peace officer checked the functionality of the body-worn camera at the beginning of his or her shift.*

(IV)(A) *In addition to any criminal liability and penalty under the law, if a court, administrative law judge, hearing officer, or a final decision in an internal investigation finds that a peace officer intentionally failed to activate a body-worn camera or dash camera or tampered with any body-worn or dash camera, except as permitted in this section, the peace officer's employer shall impose discipline up to and including termination, to the extent permitted by applicable constitutional and statutory personnel laws and case law.*

(B) *In addition to any criminal liability and penalty under the law, if a court, administrative law judge, hearing officer, or a final decision in an internal investigation finds that a peace officer intentionally failed to activate a body-worn camera or dash camera or tampered with any body-worn or dash camera, except as permitted in this section, with the intent to conceal unlawful or inappropriate actions or obstruct justice, the P.O.S.T. board shall suspend the peace officer's certification for a period of not less than one year and the suspension may only be lifted within the period of the suspension if the peace officer is exonerated by a court, administrative law judge, or internal affairs investigation.*

(C) *In addition to any criminal liability and penalty under the law, if a court, administrative law judge, hearing officer, or a final decision in an internal investigation finds that a peace officer intentionally failed to activate a body-worn camera or dash camera or tampered with any body-worn or dash camera, except as permitted in this section, with the intent to conceal unlawful or inappropriate actions, or obstruct justice, in an incident resulting in*

a civilian death or serious bodily injury, the P.O.S.T. board shall permanently revoke the peace officer's certification and the revocation may only be overturned if the peace officer is exonerated by a court, administrative law judge, or internal affairs investigation.
(b) *A local law enforcement agency and the Colorado state patrol shall establish and follow a retention schedule for body-worn camera recordings in compliance with Colorado state archives rules and direction.*

(2)(a) (I) *For all incidents in which there is a complaint to the law enforcement agency involved in alleged misconduct of peace officer misconduct that does not result in a decedent's death, the law enforcement agency that employs the peace officer shall release, upon request of any person, all unedited video and audio recordings of the incident, including those from body-worn cameras, dash cameras, or otherwise collected through investigation, to the person who made the request within twenty-one days after the request.*

(II) *For all incidents in which there is a complaint of peace officer misconduct to the law enforcement agency involved in the alleged misconduct arising from a peace officer's use of force that results in a decedent's death, the law enforcement agency that employs the peace officer shall release, upon request of any person, all unedited video and audio recordings of the incident, including those from body-worn cameras, dash cameras, or otherwise collected through investigation, to the person who made the request following the expiration of the twenty-one-day period described in subsection (2)(b)(I) of this section.*

(III) *Upon completion of an internal investigation, including any appeals process, that examines an incident of use of force by a peace officer that results in death; the completion of the investigation of a use of force by a peace officer that results in death by the multi-agency team described in section 16-25-302 and the issuance of the report required by section 20-1-114; and the completion of a criminal case arising from the incident, including any appeals, the video and audio recordings depicting the death shall be released to the decedent's immediate family and a person designated by the decedent's immediate family, upon request, notwithstanding the requirements of section 24-31-902 (2)(b)(III) and section 24-31-902 (2)(c).*

(b)(I) *For all incidents in which the use of force by a peace officer results in a decedent's death, the law enforcement agency that employs the peace officer shall make reasonable efforts to identify the decedent's immediate family and provide all video and audio recordings depicting the decedent's death to each identified member of the decedent's immediate family and a person designated by the decedent's immediate family, unless the family member or designated person declines, within twenty-one days after the incident. The person shall be notified of their right, pursuant to section 24-4.1-302.5 (1)(j.8), to receive and review the recording at least seventy-two hours prior to a public disclosure made pursuant to subsection (2)(a)(II) of this section.*

(II)(A) *Notwithstanding any other provision of this section, any video that raises substantial privacy concerns for criminal defendants, victims, witnesses, juveniles, or informants, including video depicting nudity; a sexual assault; a medical emergency; private medical information; a mental health crisis; a victim interview; a minor, including*

any images or information that might undermine the requirement to keep certain juvenile records confidential; any personal information other than the name of any person not arrested, cited, charged, or issued a written warning, including a government-issued identification number, date of birth, address, or financial information; significantly explicit and gruesome bodily injury, unless the injury was caused by a peace officer; or the interior of a home or treatment facility, shall be blurred to protect the substantial privacy interest while still allowing public release. Unblurred footage shall not be released without the written authorization of the victim or, if the victim is deceased or incapacitated, the written authorization of the victim's next of kin. A person seventeen years of age and under is considered incapacitated, unless legally emancipated. This subsection (2)(b)(II)(A) does not permit the removal of any portion of the video.

(B) *If blurring is insufficient to protect the substantial privacy interest, the local law enforcement agency or the Colorado state patrol shall, upon request, release the video to the victim or, if the victim is deceased or incapacitated, to the victim's spouse, parent, legal guardian, child, sibling, grandparent, grandchild, significant other, or other lawful representative within twenty days after receipt of the complaint of misconduct. In cases in which the recording is not released to the public pursuant to this subsection (2)(b)(II)(B), the local law enforcement agency shall notify the person whose privacy interest is implicated, if contact information is known, within twenty days after receipt of the complaint of misconduct, and inform the person of his or her right to waive the privacy interest.*

(C) *A witness, victim, or criminal defendant may waive in writing the individual privacy interest that may be implicated by public release. Upon receipt of a written waiver of the applicable privacy interest, accompanied by a request for release, the law enforcement agency may not redact or withhold release to protect that privacy interest.*

(III) *Any video that would substantially interfere with or jeopardize an active or ongoing investigation may be withheld from the public; except that the video shall be released no later than forty-five days from the date of the allegation of misconduct; except that in a case in which the only offenses charged are statutory traffic infractions, the release of the video may be delayed pursuant to rule 8 of the Colorado rules for traffic infractions. In all cases when release of a video is delayed in reliance on this subsection (2)(b)(III), the prosecuting attorney shall prepare a written explanation of the interference or jeopardy that justifies the delayed release, contemporaneous with the refusal to release the video. Upon release of the video, the prosecuting attorney shall release the written explanation to the public.*

(c) *If criminal charges have been filed against any party to the incident, that party must file any constitutional objection to release of the recording in the pending criminal case before the twenty-one-day period expires. Only in cases in which there is a pending criminal investigation or prosecution of a party to the incident, the twenty-one-day period shall begin from the date of appointment of counsel, the filing of an entry of appearance by counsel, or the election to proceed pro se by the defendant, receipt of the criminal complaint, and the defendant's receipt of the video in discovery in the criminal prosecution*

made on the record before a judge. If the defendant elects to proceed pro se in the criminal case, the court shall advise the defendant of the twenty-one-day deadline for the defendant to file any constitutional objection to release of the recording in the pending criminal case as part of the court's advisement. The court shall hold a hearing on any objection no later than seven days after it is filed and issue a ruling no later than three days after the hearing. The hearing is considered a critical stage as defined in section 24-4.1-302 and gives victims the right to be heard pursuant to section 24-4.1-302.5.

(3) *Subsection (1)(a)(III) of this section, as it relates to only an officer tampering with body-worn or dash-camera footage or operation, and subsection (2) of this section apply on and after July 6, 2021, when a peace officer is wearing a body-worn camera or the officer's vehicle is equipped with a dash camera. If a peace officer is wearing a body-worn camera or the officer's vehicle is equipped with a dash camera, the remaining portions of this section apply on and after July 1, 2022. This section does not require a law enforcement agency to provide its law enforcement officers with body-worn cameras prior to July 1, 2023.*

II. PURPOSE

The purpose of this policy is to provide direction for the use of audio, visual and imaging recording devices, including Mobile Video Recording (MVR) devices installed in vehicles and Body Worn Camera (BWC) systems, and allows officers to use dedicated audio recording devices. The use of office approved body worn camera systems and mobile video recording devices can provide powerful evidence of criminal activity, thereby creating a visual and/or audio record of the incident as a supplement to the officer's report. In general, MVR and BWC recordings will fall into one of two categories of focus, evidentiary and mutual accountability. These devices have proven to be a valuable tool for law enforcement in documenting the public's interaction with law enforcement and documenting the public's and member's honesty, integrity, courtesy, and a member's professionalism. <LE 41.3.8a>

It is the purpose of this policy to provide officers with guidelines for the use of these recording devices. This policy is not intended to describe every possible situation where the system may be used; however, there are many situations where the use of an MVR or BWC device is recommended.

III. POLICY

Members assigned MVR/BWC equipment, office issued or reimbursed smart phones, that have audio, video and image capturing technology, and all other recording and imaging devices, shall use them in compliance with manufacturer's operational guidelines, office training, state law and this policy. It is the policy of this Office to authorize the use of MVR and BWC to collect audio-visual evidence of criminal activity, and to record enforcement members' interactions with the public. These recordings can also be used as a training tool for members. The evidence obtained in the use of the MVR/BWC is a useful tool in assisting in prosecution.

IV. TRAINING REQUIREMENTS <LE 41.3.8f>

Anyone operating an MVR/BWC must complete training in its inspection, maintenance, operation, and policy requirements prior to using the system. Training satisfying this

requirement for MVR and BWC is covered in Week 1 of the FTO Programs or in the Detention mini-skills academy and assigned in PoliceOne Training. Additionally, users shall receive training in the use of Evidence.com. Evidence.com training may take the form of on-the-job training from an FTO or supervisor familiar with its operation.

V. OPERATION REQUIREMENTS <LE 41.3.8e>

Prior to going into service, each Patrol Division deputy and each Detention Division deputy will check out the appropriate equipment, if required. Members and supervisors issued MVR/BWC equipment shall test their assigned MVR/BWC system making sure it is operational in accordance with manufacturer specifications and office training at the start of each shift. Testing includes:

(a) That the camera/recording device is functional.
(b) Verifying the device has an adequate power source.
(c) Ensuring that the device is properly placed/affixed for optimal use.
(d) Documentation of officer information if system being used requires it.
(e) At the end of duty period, the MVR/BWC will be docked and charged in accordance with manufacturer specifications and office training.
(f) If at any time, the MVR/BWC is found to be not functioning properly, it is to be removed from service and the appropriate supervisor and Sheriff's Technology staff will be notified as soon as reasonably possible.

VI. ACTIVATION/DEACTIVATION OF THE MVR OR BWC <LE 41.3.8b>

Once activated the MVR/BWC with some exceptions, shall remain on and not be turned off until the initial incident that caused the activation has concluded. For purposes of this section conclusion of the incident occurs when the gathering of evidence or exchange of communication related to enforcement activities are concluded. It is understood that not all incidents will clearly start out as needing documentation by an MVR/BWC recording or having a clear ending when the MVR/BWC is no longer needed. Officers will be expected to use good discretion and common sense when deciding in what circumstances to activate and deactivate the MVR/BWC.

Any incident that is recorded with any video or audio system shall be documented in the officer's case report or incident report, F.I., accident and citation. If a traffic citation is issued, the officer shall make a notation on the citation's notes section indicating that the incident was recorded.

VII. PROCEDURES – MVR

A. MVR equipment installed in vehicles is the responsibility of the member assigned to that vehicle and must be maintained according to manufacturer's recommendations. Prior to each shift, members shall determine whether their MVR equipment is working satisfactorily and shall bring any problems to the attention of their immediate supervisor as soon as feasible.

B. MVR and all BWC equipment within 30 feet from the car will generally activate when the vehicle's emergency overhead lights are moved into operation to position two when an Axon Signal Device is installed in the vehicle.

C. Members shall use their MVR equipment, to include video and audio, if vehicles are equipped with MVR devices, in the following situations including but not limited to:
   1. Traffic stops to include but not limited to traffic violations, stranded motorist assistance and all crime interdiction stops. If the circumstances of the traffic stop indicate the MVR is no longer needed, then it is the officer's discretion to end the recording and document the reason why.
   2. Priority responses. (Code 3)
   3. Vehicle pursuits.
   4. Suspicious person/vehicle contacts.
   5. When responding to in-progress calls or critical incidents when there is a possibility of capturing images of fleeing suspects/vehicles, or any other evidence.
   6. When placing a person in custody or under detention, when feasible.
   7. Vehicle searches.
   8. Physical or verbal confrontations or use of force situations.
   9. Domestic Violence Calls.
   11. DUI investigations including field sobriety maneuvers.
   12. Any call for service involving a crime where a recording would clearly aid in the apprehension and/or prosecution of a suspect.
   13. Any contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording.
   14. When transporting any person other than a ride-a-long, members will ensure that the camera is positioned in a manner to collect video on the subject being transported. The member will also keep in mind that any audio interference needs to be kept to a minimum, such as radio traffic, music or other noises that may prohibit the in-car camera microphone from collecting spontaneous statements made by the transporting person.
   15. All field contacts involving actual or potential criminal conduct within video or audio range.
   16. Any situation where activation is required by law.

D. Any time the MVR equipment is activated, the commissioned officer should do the following:
   1. Check that the video recorder is positioned and adjusted to record events;
   2. Check that the MVR is not deactivated until the enforcement action is completed; and

E. Stopping of a recording can occur under the following circumstances:
   1. Upon completion of the initiating event/activity.
   2. Upon completion of a custodial transport.
   3. Traffic accident investigations in which there is little probability of additional evidence being captured.
   4. Traffic control details when there is little probability of relevant video being captured.

F. Training and Special Events

The Axon Fleet 3 MVR installed in all Patrol vehicles is always buffering while the vehicle is in operation, and deputies do not have the ability to disconnect or turn off the camera. Under certain circumstances, activation of the MVR could occur during activities that are not related to official law enforcement activities or evidence gathering. These include:

1. Training Events:
   Deputies involved in a training event where the use of an MVR equipped patrol vehicle is necessary will need to create a call in CAD entitled XYZ TRAINING. Any participating deputy with an MVR equipped patrol vehicle will need to place themselves on the XYZ TRAINING call for the duration of the training event. Once the call has been cleared, NCA, any video recordings captured during the training event will automatically be categorized within Evidence.com under the XYZ TRAINING Incident Number as a Training Demo.
2. Other Special Events (including Community Relations Events):
   Deputies involved in a Special Event where the use of an MVR equipped patrol vehicle is necessary will need to create a call in CAD entitled SPECIAL ASSIGNMENT. Any participating deputy with an MVR equipped patrol vehicle will need to place themselves on the SPECIAL ASSIGNMENT call for the duration of the event. Once the call has been cleared, NCA, any video recordings captured during the Special Event will automatically be categorized within Evidence.com under the SPECIAL ASSIGNMENT Incident Number as Non-Criminal.

VIII. PROCEDURES – BODY WORN CAMERAS - BWC <LE 41.3.8b>

Members will be assigned BWC based upon their assignment. BWC's should be worn in a location and manner that maximizes the camera's ability to capture video footage of the member's activities.

A. EXTRA-DUTY ASSIGNMENTS

Members assigned a BWC that are working in an extra-duty assignment, typically with the Deputy Sheriff's Association, shall adhere to this policy while fulfilling the extra-duty obligation in any capacity for this Office.

B. ACTIVATION OF BWC

Members should activate the BWC at the inception of all investigative or enforcement contacts, until the contact has concluded, and the member has left the scene. This includes but is not limited to; pedestrian stops, consensual encounters, non-consensual encounters, calls-for-service, and on-view events.

The enforcement member should activate the BWC at the first reasonable opportunity to do so, unless an immediate threat to the enforcement member's life or safety makes activating the BWC impossible or dangerous, in which case the enforcement member should activate the BWC as soon as it is safe to do so.

The Axon Signal device located in the trunk of Sheriff's patrol cars transmits a Bluetooth signal in a 30-foot radius when the overhead emergency lights are moved to

position one (1). Any Axon BWC or Axon Fleet cameras inside the radius that are powered on and in the buffering mode, should turn on automatically if the Bluetooth signal reaches the Axon device.

Assigned Tasers have a built in Axon Signal device that emits a Bluetooth signal when the Taser's switch is moved to the armed position (the "on" position). The taser will transmit this Bluetooth signal in a 30-foot radius for thirty seconds. All Axon Body Worn cameras within this radius that are in the buffering mode will be activated and recording will start.

C. CONSENSUAL and NON-CONSENSUAL ENCOUNTERS

During consensual encounters in locations where members of the public have a reasonable expectation of privacy, such as a residence, an enforcement member shall inform the member of the public they are being recorded. If the enforcement member is asked to stop recording by the member of the public, and the investigation is for a crime, the BWC will remain on. Explain to the member of the public that the BWC is a powerful tool in documenting their statements accurately and can assist in the prosecution of the suspect when in court and is required by Colorado law, 24-31-902.

When conducting phone interview with witnesses, victims, or suspects office members shall use a BWC, office-authorized/issued smartphone, desk phone recording services, or other recording devices that can be uploaded to Evidence.com to capture the conversation. Members shall upload all audio recordings to Evidence.com before the end of their shift.

When interacting with an apparent crime victim, the enforcement member should inform the victim they are being recorded. Capturing the statements of victims on the BWC can be a valuable tool for the investigation and for court.

Recordings made pursuant to an arrest, or any search is considered a non-consensual encounter for the purposes of this policy. The BWC should remain activated until the event is completed to ensure the integrity of the recording.

CONFERENCE MODE (audio mute feature):

When two or more members are in a conversation discussing the facts of the case or incident, which are not participated in by citizens, which include but are not limited to, discussions on charging decisions, comparing witness accounts, discussing the facts with their supervisor on the phone or in person, discussing administrative, tactical or management discussions, should not be audio recorded.

This can be accomplished on the Axon Body 4 (AB4) Camera by pressing the "Select" button for 3 seconds muting the audio on the camera and going into "conference mode." Members should say out loud, "Going into Conference," then press the select button for three seconds. This allows everyone listening to the audio and watching the video to know why the camera was muted. The display screen of the BWC will show a camera and a microphone with a slash through the microphone.

Once the discussion is over the BWC should be un-muted. All of the members that were in conference mode should say out loud "Going Out of Conference," then each member should verify they are unmuted and now recording by looking at the microphone icon on the top of their camera which should show a microphone without a slash through it.

D. FUNCTION TEST

Per statutory requirements, at the beginning of each shift a function test of the BWC should be performed. This can be accomplished by creating a test recording for a few seconds on the BWC and on the MVR. Once the recording on the BWC is completed the recording should be viewed using Axon View to verify the BWC is recording properly. Once the MVR recording is complete, it can be viewed on Axon View XL using the MDT in the vehicle to verify the MVR system is recording properly.

These function test recordings should be categorized as "Function Test," in Evidence.com and will be retained for 3 years. If either the BWC or the MVR are not working properly, the members' supervisor should be notified, and Sheriff's Technology staff will be contacted to attempt to rectify the issue.

E. VIDEO BUFFERING

Video buffering is a valuable tool to capture moments prior to the actual activation of a BWC or MVR.

1. BWC Buffering: BWC units are configured to capture thirty (30) seconds of pre-event buffering that includes both audio and video; upon activation, the preceding thirty seconds of audio and video is included at the start of the saved recording.
2. MVR Buffering: MVR units are configured to capture sixty (60) seconds of pre-event buffering without audio. When the system is activated, the preceding one minute of video is included at the start of the saved recording to preserve context.

F. SLEEP MODE

Axon camera Sleep Mode is enabled and available. Sleep mode puts the Axon 4 camera in an idle state that disables recording and buffering. While in this state, automatic activation enabled by this Office will not initiate camera recording.

Sleep mode is useful for situations where camera users may need momentary privacy. You can enter Sleep mode from the buffering state in less than three seconds, as opposed to turning the camera completely off. Similarly, the camera will exit Sleep mode and enter a buffering or recording state in less than three seconds. Sleep mode does not replace Conference mode.

While Sleep mode can be used as an alternative to completely powering down the camera during private situations, it should not be considered a replacement for powering the camera off. Certain background processes are running while the camera is in Sleep mode and the battery still depletes while in this mode, but at a slower rate.

Sleep mode is activated by double pressing Programmable Button 1 or by depressing the power button for approximately two seconds and then selecting "sleep" by pressing the select button. Sleep mode can be deactivated by double pressing the Programmable Button 1 again or by depressing the power button again for approximately two seconds. This will return the camera into a buffering state. By double pressing the event button the camera will immediately begin recording from the sleep mode.

NOTE: Buffered videos can assist in capturing events that occur immediately prior to BWC activation. Members shall utilize sleep mode only during authorized periods when recording is not required, such as restroom breaks, locker room or private discussions where activation is not mandated by statute or policy.

G. ACTIVATION NOT REQUIRED

Activation of the MVR/BWC system is not required during breaks, lunch periods, when not in service, or when the officer is otherwise involved in routine or administrative duties.

H. ACTIVATION OF BWC IN DETENTIONS

Members should activate their BWC when dealing with or responding to uncooperative inmates, or to an anticipated use of force, a cell extraction, use of the restraint chair, investigating unusual activity, responding to fights and disturbances, and during the intake process when dealing with uncooperative inmates.

A jail incident report will be created in the Jail Management System (JMS) when appropriate and the jail incident number will be tied to the body worn camera recording using Axon View Application on a cell phone or iPod Touch. In Evidence.com the jail incident needs to be labeled with a "J" proceeding the incident number. (e.g., Jail Incident): Jccyy-nnnnnnnn (i.e., J2020-12345678).

Pursuant to CRS 17-26-103.5(2) *Strip Searches in Jails*

Personnel shall only conduct a strip search on a person who is detained in a local detention facility if:

(a) The strip search is being conducted as part of the intake process when the detainee is being received from outside the facility. (i.e. work release, court, medical visits, hospital admissions, or transfer from another detention facility)

(b) "Two personnel have determined and reasonably believe an inmate is concealing on the inmate's person **a controlled substance**, as defined in section 18-18-102(5); **a dangerous instrument**, as defined in section 18-8-203(4); or **contraband**, as defined in section 18-8-204(2).

(c), The strip search occurs under a circumstance or set of conditions in which there has been a **documented prior incident** of **possession of a controlled substance**, as defined in section 18-18-102(5); **a dangerous instrument,** as defined in section 18-8-203(4); or **contraband**, as defined in section 18-8-204(2); or any other item that creates grave danger of damage to property or injury to persons and substantially obstructs the performance of institutions functions of the local

detention facility, and the circumstance or set of conditions give rise to a substantial likelihood that a similar incident may occur again.

Pursuant to CRS 17-26-103(3)(a)(4)(a)(b), Personnel conducting a strip search pursuant to subsection (2)(b) or (2)(c) of this section shall document in a report, Strip Search Authorization Questionnaire, the reason for the strip search and the results of the strip search. Personnel conducting a strip search SHALL record the strip search via their BWC. **Strip searches may NOT be recorded via an overhead camera.** Prior to conducting a strip search, personnel SHALL inform the inmate that a strip search will be performed and recorded by BWC. Personnel SHALL use the BWC's tagging function in Axon to tag all strip search footage as a STRIP SEARCH.

When categorizing the strip search BWC footage, deputies will utilize the inmate's booking number as the identification number (ID). The ID will have a Z in front of the booking year to indicate a strip search was conducted and under category deputies will select "Strip Search". (i.e., ID: Z2026-00001234, Category: Strip Search). Once categorized, viewing of the body-worn camera strip search footage will be restricted.

J. PROHIBITED USE OF BWC

BWC's shall not be used to gather intelligence information based on First Amendment protected speech, associations, or religion, or to record activity that is unrelated to a response to a call for service or a law enforcement or investigative encounter between an enforcement member and a member of the public.

Absent an emergency/urgent response, audio or video recording-devices shall not be used in locker rooms, restrooms, or any other intimate places where there would be a reasonable expectation of privacy.

Members shall not intentionally record confidential informants or undercover officers unless the recording is conducted specifically for the purpose of documenting an operation, drug purchase/sale or other undercover operation in furtherance of a criminal investigation.

K. ACTIVATION AT SCHOOLS, HOSPITALS, NURSING HOMES

When members are on a school's grounds, at a hospital, or nursing home they should not activate their BWC to record ordinary or everyday activities within the school or hospital. Members should only activate their BWC when responding to an incident, or investigating a criminal case, affecting an arrest, controlling a person using arrest control techniques, less lethal or lethal weapons, or any other unusual or extraordinary circumstances that the member believes should be recorded or is required by law.

L. REPORT WRITING REQUIREMENTS

The MVR/BWC is not a replacement for written reports. Members may refer to the MVR/BWC for exact quotes that were used by the contacted parties. Officers are still responsible for completing a thorough report in the same manner they would if they did not have an MVR/BWC recording. If an officer is on a call where their role would

not normally call for a report, but the MVR/BWC was activated, CAD integration will select the corresponding category based upon the call type and label the ID number with the appropriate incident number.

M. RECORDINGS ARE PROPERTY OF SHERIFF <LE 41.3.8c>

All digital recordings captured using the MVR/BWC will be considered property of the Douglas County Sheriff's Office. Accessing, copying, or releasing any recording by any member for other than official law enforcement purposes is strictly prohibited, except to the extent disclosure is required pursuant to the Criminal Justice Records Act. Dissemination outside of the agency is strictly prohibited, except to the extent permitted by the Sheriff or his/her designee or required by policy and law.

N. DELETION OF UNINTENDED RECORDINGS

In the event of an unintentional activation of the MVR/BWC system during a non-enforcement or non-investigative activity, including but not limited to, restroom, meal break, or other areas where a reasonable expectation of privacy exists, enforcement members may request the recording to be deleted. A memorandum detailing the circumstances of the unintentional recording will be forwarded via the chain of command to the member's division chief. If approved, the actual deletion requires two-party authorization. One of those parties will be the division chief, or designee and the other party will be an Axon Administrator.

O. FAILURE TO ACTIVATE AND MVR/BWC DOCUMENTATION

If an enforcement member fails to activate their MVR/BWC, fails to record the entire contact, or interrupts the recording, the enforcement member shall document why the recording was not made, interrupted, or terminated. Appropriate disciplinary action shall be taken against any enforcement member who is found to have intentionally failed to adhere to the recording or retention requirements contained in this policy, or to have intentionally interfered with an MVR/BWC's ability to accurately capture video footage. Any administrative action (i.e., coaching notes, letters of reprimand etc.) taken as a result of failing to activate their MVR/BWC shall be documented in a separate PCR. Failure to activate a BWC under certain circumstances can trigger a mandatory notification to POST.

P. COVERT OR SURREPITITIOUS RECORDINGS

No member of this agency may surreptitiously record a conversation of any other member of this agency or eavesdrop; except with a court order or when authorized by the Sheriff or his authorized designee for the purpose of conducting a criminal investigation or as an administrative function.

Q. REVIEW OF MVR/BWC RECORDINGS <LE 41.3.8c>

Recordings may be reviewed in any of the following situations:

(a) For use when preparing reports, statements or for court testimony.
(b) By a supervisor investigating a specific act of officer conduct.
(c) By a supervisor to assess deputy performance.
(d) To assess proper functioning of MVR/BWC systems.

(e) By an investigator who is participating in an official investigation, such as a personnel complaint, administrative inquiry, or a criminal investigation.
(f) By court personnel through proper process or with permission of the Sheriff or the authorized designee.
(g) Public release of MVR/BWC recordings will be in accordance with current office evidence release policies, as well as the rules set forth in the Colorado Criminal Justice Records Act. Release may also occur at the direction of the Sheriff or authorized designee.
(h) Recordings may be shown for training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to their division chief to determine if the training value outweighs the officer's objection.

Officers with MVR/BWC equipment that are on the scene of a critical incident, but are not a subject or witness officer, will complete case reports and notify investigations or Internal Affairs that they have video that may be pertinent to their investigation.

In no event shall any recording be used or shown for the purpose of ridicule or embarrassing any employee.

R. TASK FORCE OR UNDERCOVER ASSIGNMENTS

Members who serve in an undercover role or in a specialized assignment on a task force such as, DEA, DEA Front Range Task Force, Joint Terrorism Task Force (JTTF), Safe Streets Task Force, Rocky Mountain Regional Computer Forensic Lab (RMRCFL), and Metro Gang Task Force, will not be subject to this BWC or MVR policy. Task Force Officers will refer to the governing policies and procedures for the specific task force where they are assigned.

S. BWC IN THE COURTROOM

The Chief Judge of the 23rd Judicial District has ordered (CJO 25-22) that, no person, except judicial officers and court staff, shall use any electronic device to take photographs, make audio recordings or transmit live audio or video streaming of any court proceeding or person including, but not limited to, the judicial officer, jurors, witnesses, or parties. The Chief Judge of the 23rd Judicial District granted the use of Body Worn Cameras within the courthouse by any peace officer acting pursuant to a law enforcement agency's specific policies and procedures shall be exempt from this CJO25-22. However, only deputies employed by the Office of the Sheriff in Douglas, Elbert, and Lincoln Counties and Colorado Department of Corrections officers acting pursuant to their authority in CRS 16-2.5-135 shall be expressly permitted to use Body Worn Cameras within a courtroom.

Members issued BWC in the Detention Division should activate their BWC within the courthouse or in the courtroom when dealing with or responding to remands, warrant arrests, uncooperative parties, investigating unusual activity or any other situation required by state law or policy to activate their camera. When Court Deputies are in Detentions or escorting inmates, they should follow the above listed policy section *(VIII)(H) Activation of BWC in Detentions.*

IX. ADMINISTRATIVE REVIEW OF THE BODY WORN CAMERA AND MOBILE VIDEO RECORDING SYSTEMS. <LE 41.3.8g>

The Internal Affairs Unit has access and the ability to retrieve video that is required for internal review (including complaints, use of force review, pursuit review, litigation research, etc.). <LE 41.3.8c>

Periodic auditing and review of recordings captured via BWC, and MVR camera systems is essential to ensure that video evidence is being properly collected and classified, as well as to identify operational, training, or policy deficiencies. At least quarterly, the administrative commander of the divisions where BWC and MVRs are assigned, or their designee, will review 10 randomly selected video recordings and document their findings in a memorandum addressed to their division chief, with a copy to the Accreditation unit.

A documented annual administrative review of the MVR/BWC program, to include applicable policies and procedures, supervisory reviews, and any recommendations, shall be completed by the Support Services Division Chief and submitted to the Sheriff in inter-office memorandum format for review.

X. OTHER PHOTO, ELECTRONIC AND RECORDING DEVICES

A. Office members shall use office authorized/issued smart phones to capture still pictures, videos of crime scenes and/or audio recording if a BWC is not available. Members will not use a personal electronic recording or imaging device while performing law enforcement duties except in rare events to record evidence when office issued equipment is not available or unless the member is on a stipend plan. If a member needs to use a personally owned device to take photographs, audio or video recordings, the member shall upload all evidence to Evidence.com prior to the conclusion of their shift.

B. All photographs or videos containing any individually identifiable patient information are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and documentation.

C. Recordings shall be used for evidentiary documentation or training purposes only, except as permitted by prior written approval by the Sheriff or designee. Only those members acting under their official duties will be permitted access to recordings and/or images. <LE 41.3.8c>

D. Office members will not make surreptitious recordings of conversations with other Office members except, when necessary in the course of a criminal investigation or for Office administrative investigations. In either case, the Sheriff or designee will be notified prior to for authorization of the nonconsensual recording.

E. Any on-scene images/recordings and/or any other images/recordings taken by members in the course and scope of their duties are the sole property of the Office. This includes any images taken intentionally or inadvertently with a member's personally

owned camera, cell phone camera or any other digital imaging device. The images shall be downloaded as soon as feasible and deleted from the member's personal device.

F. No images/recordings taken by any member in the course and scope of their duties may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced, or distributed in any manner, unless for official law enforcement purposes. This prohibition includes the posting of any Office photographs on personal websites or social media sites including but not limited to Facebook, Instagram, MySpace, YouTube, other public safety agency websites, or e-mailing to friends, relatives, or colleagues without prior approval of the Sheriff.

G. All Office digital data will be downloaded as soon as feasible and will be cataloged and stored in Evidence.com with access limited to appropriate members. After being downloaded, digital data on memory cards will be erased, including any member's personal devices.

The following are incident ID formats for use with ***Evidence.com***:

- Note: ccyy represents a 4-digit year format, yy represents a 2-digit year format.

- Call for Service Incident or LERMS Case: ccyy-nnnnnnnn (i.e., 2020-12345678)

- Ticket/Citation: The full ticket number (i.e., EA1234567 or 20A12345)

- Jail Incidents (Corrections Jail Incident): Jccyy-nnnnnnnn (i.e., J2020-12345678)

- Professional Standards Number

    - Internal Affairs Investigation: yyIAI-nnn (i.e., 20IAI-123)
    - Personnel Comment Report: yyPCR-nnn (i.e., 20PCR-123)
    - Pursuit: yyPUR-nnn (i.e., 20PUR-123)
    - Use of Force: yyUOF-nn (i.e., 20UOF-123)
    - Grievance: yyGRV-nn (i.e., 20GRV-123)
    - Commendation: yyCOM-nn (i.e., 20COM-123)
    - Performance Improvement Plan: yyPPL-nnn (i.e., 20PPL-123)
    - Deparment Owned Vehicle Crash: yyARB-nnn (i.e., 20ARB-123)
    - Litigation: yyLIT-nnn (i.e., 20LIT-123)

- Generic ID's
    - TEST = Either upper or lower case
    - CEW = Either upper or lower case (only to be used for a CEW log not associated with an incident)
    - NPA = No Police Action (Upper Case Only)
    - DEMO
    - TRANSPORT = (Upper Case Only)
    - SEARCH = Search of person, items, or area (Upper Case Only)

The following are incident ID formats for use with Detention's ***Avigilon*** Video system:

- ccyy-3-character month-date-location-description of event
  Example:
  - 2020-Sep-23-C/D Hall-Inmate Escort
  - 2020-Sep-23-Scheiber Incident-J2020-00006535(noncriminal Jail incident)
  - 2020-Sep-20-Delacruz Incident-2020-00106127(criminal report incident)

XI. AXON CAPTURE

When using Axon Capture to take still photographs for case reports and incident reports, when possible, the pictures should be taken in the landscape format (landscape format is obtained by placing the phone on its side when taking the photo). The landscape format is the default for the pictures to be oriented upright in Evidence.com.
After the photo(s) are taken, the "ID" field needs to be filled in with the case report number or incident number. Complete this field by filling in all thirteen characters of the case report number or incident number. (For example: 2016-00012345) The four-digit year and then the dash and 8 numerals after the dash, make up the case report or incident number.

The "Category" field then needs to be selected from the available drop-down list. Once the correct "Category" is selected, this will dictate the retention time of the photos taken. Usually the "Category" will be "Crime" if it is a case report.

After both fields are filled in, then the photos can be uploaded to Evidence.com. If the "Category" field or the "ID" field are not completed before uploading to Evidence.com, the member will have to add these fields in Evidence.com once uploaded. CAD integration does not work with Axon Capture.

XII. AXON VIEW

The Axon View application on a smart phone is used to view BWC videos that are stored on the BWC and have not been uploaded to Evidence.com. This application is helpful in watching the BWC video before writing the report. If the BWC video is tied to a CAD incident or case number, the CAD integration will automatically label the video "ID" number in the correct 13-digit format and add the "Category" based upon the call for service.

If there is a BWC recording and the recording that is not tied to a CAD Incident or case number, then "Title" and "Category" will need to be added to the video before docking the BWC. If the member forgot or wasn't able to label the video using Axon View before docking and uploading the video, then the BWC user will need to label the video in Evidence.com.

If multiple case report numbers are pulled on the same call, the member will need to manually add the "ID" number and "Category" to the video because the CAD integration cannot correlate two separate case report numbers or incident numbers on the same video correctly.

When conducting follow-up from a previous case or incident and the BWC is activated, the member must use Axon View to label the new recording ID with the original case or incident report number. CAD integration will label the follow-up with the newly assigned Incident number if the number wasn't manually entered with Axon View. If this occurs, the BWC or MVR user must then go into Evidence.com and change the ID number to the original case or incident number. Failing to change the follow-up video to the original case or incident number could lead to a discovery violation if the user fails to follow these steps.

AXON VIEW XL

The Axon View XL is used with the Axon Fleet camera system. Axon View XL allows users to label videos with an "ID" number and add a retention "Category." It also allows users to mute the in-car microphone when talking to other officers. This mute function is a similar function as going into the "conference mode," with the Axon BWC. Axon View XL allows users to view recorded Axon Fleet videos before they are uploaded across the Wi-Fi network into Evidence.com. Member's BWC can be paired to Axon View XL instead of the member's iPhone or Android's Axon View application. Axon View XL on the member's MDT and Axon View on the member's phone cannot be paired at the same time.

XIII. Axon Performance:

Axon offers a product to document the configuration and use of Axon Performance in support of Axon BodyCam and Axon Fleet systems.

Axon Performance is a tool that tracks the usage, activations, recorded videos, and other metadata to ensure that Body Worn Cameras and In-car Camera systems are being used in compliance with accreditation, state statute, and policy. It also helps perform random video audits and sends notifications via email for uncategorized video and evidence. These notifications will be sent to deputies weekly for missing IDs, categories, etc., along with a compliance report to the administrative division commander. It is mandatory for deputies to categorize these videos and evidence immediately during the next scheduled shift or sooner.

A weekly report will be sent to commanders and division chiefs, showing rates for activation, power cycling, categorization, and ID.

XIV. Axon Respond:

Audio/video recording devices (i.e., body-worn cameras, in-car camera systems, etc.) may be remotely viewed while actively recording. This gives an off-site user the ability to see the camera view of an on-scene operator.

If practical, the on-scene operator of the recording device will be verbally notified before remote live viewing. In all situations, the recording device will provide an audible and tactile signal indicating that remote live viewing has been activated, and a visual signal that the operator observes will appear on the device.

Remote access to view live BWC recordings will be limited to supervisors and authorized personnel assigned to the Real-Time Information Center (RTIC). RTIC personnel are not required to obtain Commander approval prior to monitoring a member's BWC during active calls for service. This access ensures that critical information can be gathered promptly to enhance operational awareness and support RTIC functions.

For personnel not assigned to the RTIC, prior notification must be given to a Commander or an acting Commander, and permission must be granted only to those whose duties require situational monitoring. Please note that whenever the Axon Respond tool is accessed, an audit trail is automatically added to the Axon system. The supervisor or RTIC personnel needs to make a CAD entry in the call notes, mentioning who approved the access and which members BWC was observed.

XV. REPAIRS, INSPECTION AND MAINTENANCE <LE 41.3.8 e.>

Members utilizing MVR/BWC devices will maintain the equipment per the manufacturer's guidelines and inspect the equipment for non-functioning or malfunctioning devices before duty and immediately report any nonfunctioning equipment to their supervisor. The shift supervisor may reassign another unit if MVR audio/video equipment has a malfunction provided a unit is available or reissue another BWC until repairs or replacement can be made.

XVI. UPLOADING, STORAGE, AND RETENTION OF RECORDINGS <LE 41.3.8 d.>

Any MVR/BWC recorded incident shall be documented in the associated case reports, incident reports, field interview entries or on traffic citations that are not associated with a case or incident. Uploading of an MVR/BWC will be done in accordance with manufacturer specifications and office training. MVR/BWC evidence will be stored in an office designated secure location, including but not limited to:

(a) An approved web-based server whether that is maintained by Douglas County or an approved outside vendor.
(b) An approved, on-site Douglas County server.
(c) Physical storage media such as CDs, DVDs, or other digital storage devices, that will then be submitted to the Evidence Section per policy.

All MVR/BWC recordings will be categorized and labeled with the case, incident, citation, or other applicable number at the end of the recording or by end of the member's shift, when possible. If the recordings are not categorized and labeled by the end of the shift before docking and uploading of the recording, the member must then log into the evidence storage server system and categorize and label each recording in accordance with manufacturer's specifications or training.

If there is not an incident number associated with a traffic citation, then the traffic citation number should be used. This should only happen when working a designated traffic enforcement operation and the officer did not call out an individual traffic stop on the radio or create a traffic stop on their mobile computer.

All MVR/BWC recordings critical to an investigation shall be uploaded at the end of an

officer's shift if practical. If there is a circumstance when this cannot be accomplished, a supervisor must be notified, and approval given.

Data gathered by the MVR/BWC shall be retained and stored by this Office or an authorized third-party based upon the classification of the video.

Any third parties acting as an agent in maintaining MVR/BWC footage shall not be permitted to independently access, view or alter any video footage, except to delete videos as required by law or this agency's retention policies.

Pursuant to Colorado's Criminal Justice Records Act statutes, it is the goal of this policy to support and promote openness in government by releasing non-confidential video recordings to the public upon request. This policy must also ensure that the privacy of victims, witnesses and suspects is maintained whenever feasible. MVR/BWC video footage should not be divulged or used for any commercial or other non-law enforcement purpose. This policy will not affect the release of recordings pursuant to a court order or subpoena. Nothing in this policy shall be read to contravene any laws governing the maintenance and destruction of evidence in criminal investigations and prosecutions.

Data gathered by the MVR/BWC may be used and shared with the District Attorney's office or other law enforcement agencies only as permitted.

XVII. CLASSIFICATION AND RETENTION OF MVR/BWC RECORDINGS IN EVIDENCE.COM

If the user of the BWC has been assigned to a CAD call, or the user self-assigned themselves to a CAD call, and the BWC was activated, the CAD/RMS integration will correctly assign the incident number or case number automatically about 95% of the time. It will also automatically assign a category based upon the call type to the BWC video once the videos are uploaded to Evidence.com about 95% of the time. CAD integration only works for Axon Body and Axon Fleet video files for up to 7 days from the date of the recording. If a BWC is not docked within 7 days or a vehicle with an Axon Fleet Camera is not brought into a Wi-Fi network at the Sheriff's Office or Highlands Ranch Sub-Station within 7 days, the CAD integration will not automatically add the associated "ID" number or "Category." When the CAD integration time period has expired it will require the assigned deputy to manually add the case or incident number and the retention category to these video files in Evidence.com. CAD integration does not label Axon Capture photo files, these files will all need to be labeled manually using Axon View or once uploaded labeled manually in Evidence.com.

If the user is not on a CAD call or CAD integration did not assign the case number or incident number, then CAD integration will also not assign a category. The user of the BWC will then have to login to Evidence.com and manually add the incident report or case report number and the "Category" from the drop-down list, and "Title" if needed.

If the BWC user notifies dispatch that they are on a directed traffic operation in a specific area, (this typically means not every traffic stop is called out to dispatch and a separate incident number is not assigned to each traffic stop) the incident number of this directed

traffic enforcement will automatically be assigned through the CAD integration and the category will be updated without user intervention about 95% of the time. There is no need to add the incident or case number into the "ID" number field by using Axon View.

If the citation number is needed on the BWC video, the user will have to enter the citation number in the "Title" field of the video using Axon View. If the BWC has been docked and the videos have been uploaded and a citation number is needed, the user can enter the citation number in the "Title" field using Evidence.com.

There will be times that no incident or case number will be associated with a BWC recording, or MVR recording. To find Evidence that has "None" in the "ID" field in Evidence.com, use the evidence search just type "None," in the ID field and a list of Evidence will appear with no ID numbers. Some of the common reasons this occurs are testing the BWC or MVR, or an Axon Signal has activated the BWC accidentally during testing of the light bars or Taser test arcing.

In these cases where no Incident Number exists the user will have to login to Evidence.com and manually replace the "ID Field" which will display "None" in Evidence.com with the following:

Category:	ID Field:
Accidental Recording	TEST
No Police Action	NPA
CEW Log not tied to a specific CEW incident	CEW
Training Demo	DEMO
Inmate Transport/Detention Search	TRANSPORT, SEARCH (of an Inmate)
Function Test	FTEST

The other body worn camera and MVR categories should have an associated incident number or case number.

These categories assist in locating the recording and each category will have an established retention time. Labeling these categories can be accomplished using Axon View on a smartphone or iPod touch with Bluetooth and Wi-Fi enabled, using Evidence.com once the videos or pictures are uploaded or through CAD integration. Any MVR/BWC recording in any classification can be changed to another classification or have its retention status changed for the benefit of an investigation or organizational needs. An MVR/BWC recording's retention time also may be extended in response to a litigation hold.

1.	Accidental Recording	90 days	No Restrictions
2.	ANIMAL	5 Years	No Restrictions
3.	ASSIST	15 Years	No Restrictions
4.	Axon Retention Extension	Until Manually Deleted	No Restrictions
5.	CEW Firing Log	Until Manually Deleted	No Restrictions

6. CIVIL	10 Years	No Restrictions
7. CJRA	1 Year	No Restrictions
8. CRIME	Until Manually Deleted	No Restrictions
9. CRT	Until Manually Deleted	No Restrictions
10. Detention Search	3 Years	No restrictions
11. DUI	Until Manually Deleted	No Restrictions
12. Function Test	3 Years	No Restrictions
13. IA REVIEW	Until Manually Deleted	Restricted Category
14. INCIDENT NON-CRIMINAL	10 Years	No Restrictions
15. INMATE TRANSPORT	2 Years	No Restrictions
16. Jail Incident	3 Years	No Restrictions
17. Litigation Notification	Until Manually Deleted	No Restrictions
18. No Police Action	1 Year	No Restrictions
19. Officer Injury	Until Manually Deleted	No Restrictions
20. Other Restricted	Until Manually Deleted	Restricted Category
21. Pending Review	Until Manually Deleted	No Restrictions
22. PURSUIT	Until Manually Deleted	No Restrictions
23. Task Force	25 Years	No Restrictions
24. TRAFFIC ACCIDENT	10 Years	No Restrictions
25. Traffic Stop	10 Years	No Restrictions
26. Training Demo	90 Days	No Restrictions
27. UAS – Criminal Case	Until Manually Deleted	No Restrictions
28. UAS – Non-Criminal	3 Years	No Restrictions
29. UAS – Traffic Investigation	10 Years	No Restrictions
30. Uncategorized (Video or Pictures)	Until Manually Deleted	No Restrictions
31. Use of Force	Until Manually Deleted	No Restrictions
32. WARRANT	10 Years	No Restrictions
33. STRIP SEARCH	3 Years	Confidential Category