GENERAL ORDER

DURHAM POLICE DEPARTMENT
DURHAM, NC

NUMBER:
4083 R-6

BODY-WORN CAMERAS

Effective Date: 12/06/2016	Revision Dates: R-1 03/20/2017; R-2 01/15/2021; R-3 10/25/2021; R-4 11/19/2021; R-5 03/30/2023; **R-6 06/24/2025**

INTRODUCTION

To enhance its services to the community, the Durham Police Department utilizes body-worn cameras. The goals are to improve both officer and community member accountability, and strengthen public trust, by preserving audio/visual representations of officer-community member interactions, protect civil liberties and privacy interests, enhance evidence collection and training efforts, and provide an additional means of documentation for administrative and public interest purposes. This policy establishes guidelines for the use and maintenance of departmentally owned and operated body-worn camera systems, hereinafter referred to as "body-worn cameras," and disseminating, retrieving, and storing recordings produced by these cameras.

DEFINITIONS

A/V Unit: Refers to members of the IT Division Staff that are assigned to the A/V Unit.

Body-Worn Camera: An operational video or digital camera or other electronic devices, including a microphone or other mechanism for allowing audio capture, affixed to the uniform or person of law enforcement agency personnel and positioned in a way that will enable the camera or device to capture interactions the law enforcement agency personnel have with others.

Body-Worn Camera Program Manager: The overall management of the body-worn camera program will reside with the Department's Information Technology (IT) A/V Unit administrator within the Administrative Services Bureau. The A/V Unit administrator is responsible for handling or directing administrative and management matters related to the Department's body-worn camera program, as outlined in this policy or as further required.

Disclose or Disclosure: To make a recording available for viewing or listening to by the person requesting disclosure, at a time and location chosen by the Durham Police Department. This term does not include the release of a recording.

IT Division Staff Members: Refers to any employees assigned to the IT Division.

Personal Representative: A parent, court-appointed guardian, spouse, or attorney licensed in North Carolina of a person whose image or voice is in the recording. If a person whose image or voice is in the recording is deceased, the term also means the personal representative of the estate of the deceased person; the deceased person's surviving spouse, parent, or adult child; the deceased person's attorney licensed in North Carolina; or the parent or guardian of a surviving minor child of the deceased.

Recording: A visual, audio, or visual and audio recording captured by a body-worn camera operated by or on behalf of the Durham Police Department or its law enforcement personnel when carrying out law enforcement responsibilities. For disclosure and release purposes, this term does not include video or audio recordings of interviews regarding agency internal investigations or interviews of suspects or witnesses.

Release: To provide a copy of a recording.

Serious Bodily Injury: A bodily injury that creates a substantial risk of death, or that causes serious permanent disfigurement, coma, a permanent or protracted condition that causes extreme pain, or permanent or protracted loss or impairment of the function of any bodily member or organ, or that results in prolonged hospitalization.

USE AND REQUIRED ACTIVATION OF THE BODY-WORN CAMERA

The assigned body-worn camera will be affixed upon the officer's uniform, on the torso between the beltline and the shoulders, at the beginning of the shift in accordance with departmental training. While some discretion with regards to placement is allowed, officers are responsible for ensuring that the specific location utilized does not obstruct the camera's recording capabilities. Police Training Officers are required to wear their body-worn cameras during the plainclothes phase of recruit training. The body-worn camera will be worn for the entire work shift as well as secondary employment jobs. Although all sworn officers may be assigned a body-worn camera, the following police units shall wear their issued body-worn camera while on-duty as a part of their standard duty equipment:

- Patrol Services Officers
- Traffic Services Officers
- Bicycle Officers
- Gang Unit
- Community Engagement Unit
- Selective Enforcement Team
- Federal Task Force Officers

It is understood that not all situations will begin as requiring recording, nor will all recorded incidents have a clear ending for when recording is no longer required. Officers are expected to follow departmental policy utilizing ethical and legal discretion when activating and deactivating their body-worn cameras.

Officers will begin recording with their body-worn camera in the following situations:

- Prior to any officer-initiated field contacts involving actual or potential violations of the law, including traffic stops and pedestrian or vehicle contacts;
- Upon arrival to the scene of any and all calls for service as the primary or back-up officer, the exception being a call handled via telephone;
- When engaged with a community member to investigate or assist in the investigation of suspected criminal activity; and
- While executing searches of individuals, personal property, vehicles, and premises. The body-worn camera will be used to record a request for consent to search and the granting or denial of that consent. This recording shall not replace the use of the Consent to Search Form as required by policy.
- At designated checking stations, the body-worn camera may initially be turned off. Once an officer determines there is reasonable suspicion or probable cause to take enforcement action or detain the driver, the officer shall begin recording with their body-worn camera.

If not already activated, and whenever reasonable, the body-worn camera will be activated to record any encounter that becomes adversarial or in any situation that the officer believes the use of the body-worn camera would be appropriate or would provide useful documentation.

It is understood that there may be certain instances where officers operating in a proactive (non-dispatched) capacity may become involved in a situation requiring immediate action to prevent injury, make an arrest, and/or prevent the destruction of evidence or escape. If the body-worn camera's immediate activation is not reasonable due to the circumstances, the officer will activate their body-worn camera at the first available opportunity after the immediate threat has been addressed. Supervisors will closely review documentation of such incidents to ensure exigent circumstances did, in fact, exist.

All officers shall note "BWC" at the end of their incident and/or supplemental reports when recordings were made during an incident. To enhance the services provided to the community, officers may use video captured by their assigned body-worn camera to assist with investigations and evidence collection and improve and or enhance the accuracy of officer reports and courtroom testimony. Recordings may not capture everything during an incident and are not a replacement for written reports. Officers are prohibited from relying totally on body-worn camera recordings to complete reports. Officers shall not use statements such as "refer to video", etc. as a substitute for a thoroughly detailed reporting of an incident. The recording of an incident should serve as visual support or enhancement of the written report.

In a manner consistent with officer safety, officers should make every reasonable effort to inform individuals that they are being recorded. If a community member inquires whether a body-worn camera is in use or whether a recording is being made, officers shall provide a prompt and truthful response.

Officers who have inadvertently activated the body-worn camera during non-law enforcement related activities (i.e., meal/restroom breaks, etc.) shall make an email request to A/V Unit staff, via the PD-Help Desk, to have the recording restricted**.** This email request should include the reason(s) for the request and explain the circumstances surrounding the inadvertent recording. Prior to restriction, the video in question will undergo a second level of review by the IT Manager to ensure that the device only captured a non-law enforcement related recording. The IT Manager will retain the original email and subsequent approval for 180 days. The IT Manager is expressly prohibited from disseminating or discussing such videos outside of the officer's chain of command.

If an officer fails to activate their body-worn camera as required, the officer shall document said failure in their report and **send** an email notification to their supervisor outlining the circumstances surrounding the oversight.

DEACTIVATION AND RESTRICTED USE OF THE BODY-WORN CAMERA

Once an officer starts recording with their body-worn camera, recording should not be stopped until the initial incident that required the recording has stabilized and transitioned to an orderly investigation or concluded, or the officer's involvement in the incident has concluded. An incident may be considered stabilized when the initial police response or exchange of communication-related to police enforcement activities has transitioned to a controlled and orderly investigation by the primary officer. Officers who respond in a secondary or assisting capacity may stop recording once the incident stabilizes or leaves the scene.

Body-worn camera recordings may be stopped at the request of a non-suspect. Should the officer choose to honor such a request, said request shall be captured on the officer's body-worn camera prior to doing so. The officer shall maintain the discretion to resume recording at any time during the encounter should they deem it necessary. Additionally, the officer shall have the discretion to deny such a request if they deem it appropriate.

The body-worn camera may be deactivated in the following situations:

- If an officer is on a perimeter or assigned to a static post where they are not in contact with citizens or actively participating in the investigation. The body-worn camera will be reactivated if either of these conditions ceases to exist.
- If it is necessary to discuss issues or concerns regarding an individual's mental or physical health. As soon as the private conversation is completed, the body-worn camera shall be returned to record mode if the situation continues to fall under the definition of required use
- Prior to discussing a case on-scene with other officers or during on-scene tactical planning.
- When interviewing victims of sexual assault, the officer shall inform the victim that they are being recorded, ask if the victim would prefer not to be recorded, and honor that request.

Officers will document the reason that the body-worn camera has been deactivated in the form of a recorded announcement on the body-worn camera prior to deactivation.

Use of the body-worn camera is prohibited in the following situations:

- To record conversations involving Department employees that are not required to be captured pursuant to this policy.
- In places where a heightened expectation of personal privacy exists, such as locker-rooms, dressing rooms, or restrooms unless the recording is for the purpose of official law enforcement activities and no uninvolved parties are captured in the recording.
- To record confidential informants or undercover officers.
- To record strip searches, officers may video the location of the search immediately prior to beginning. While officers may not video the search itself, the camera may remain recording but be turned away from the suspect so that an audio recording of the event may be captured.
- In patient care areas of a healthcare facility, officers should not record patients during medical or psychological treatment or evaluations other than to document injuries, or obtain statements, for official law enforcement purposes. Officers should take special care to record only the parties involved in the incident being investigated.
- To record judicial proceedings in courtrooms and the Magistrate's Office unless express permission is given beforehand by the presiding judicial official.
- To record communications between a defendant and their attorney.
- To record activities that are not official law enforcement functions.

Recordings of matters related to the investigation of suspected criminal activity that are either not required or are restricted from a recording by this policy, but which nonetheless have been created, shall be retained as part of the criminal investigative file.

USE OF BODY-WORN CAMERA TO RECORD ADMINISTRATIVE INVESTIGATIONS IN THE FIELD

In order to ensure a clear delineation between personnel records and body-worn camera recordings of criminal investigations, supervisors who conduct administrative use of force investigations in the field shall:

- Deactivate their body-worn camera following any criminal investigative functions, reactivate it prior to beginning any administrative investigation, then deactivate their body-worn camera at the conclusion of the administrative investigation;

- Verbally indicate on the recording that the interview is for administrative purposes to ensure compliance with departmental policies and procedures and not for use in any criminal investigation;
- Interview witnesses and suspects in an area that is away from other officers' recording devices;
- Not interview suspects in a law enforcement vehicle; combative suspects who present a safety issue if not placed in a vehicle may be interviewed in the sally port of the jail;
- Select "IA" as the event type for the recording.

DATA MANAGEMENT AND RETENTION

Recordings are transferred from a body-worn camera onto storage arrays through one of two methods:

- Physically connecting the camera to a docking station designated for this purpose or an internet-connected computer.
- Wireless transfers via Department authorized wireless methods.

Upon going off-duty for that particular shift, officers should transfer all recordings from their assigned body-worn camera, if reasonably feasible. If the officer has a secondary employment job prior to the next regularly scheduled shift, the officer may keep the camera in the officer's possession rather than docking it for transfer at the end of the shift. In these instances, it is the officer's responsibility to ensure that the camera's battery gets sufficiently recharged to last through the expected duration of the next usage, whether it is for secondary employment or a regular shift. All cameras with recordings, including those captured on-duty and during secondary employment, must be docked for transfer no later than the end of the officers' next working day. If an officer has recorded an incident that an officer should reasonably believe may be relevant to a citizen's complaint, involves a use of force or significant arrest, or any other similar incident, the officer shall transfer said recording before going off-duty if feasible, or by docking the camera immediately upon going off duty. If the incident was captured during a secondary employment assignment, the camera should be connected for transfer by the end of the officer's next working day or within 24 hours of the end of the secondary employment assignment, whichever occurs first.

Except for those recordings <u>not</u> needed for administrative or court purposes, officers will categorize or tag each body-worn camera recording with the assigned Incident Report (IR) number and one or more of the call type categories available within the video management system (misdemeanor, felony, calls for service, etc.). The deployment of an automated synchronization process with the Computer-Aided Dispatching (CAD), does not relieve an officer's responsibility to ensure that the information has correctly transferred from one system to another. Officers are responsible for reviewing their recently uploaded body-worn camera recordings at least once per month to ensure that they are properly categorized.

Recordings are stored for a minimum of 180 days. By selecting an event type for a specific recording, the recording's minimum retention can be increased. Recordings will be automatically deleted when their retention time has expired. The retention time frames for each event type are as follows:

- 180 days (6 months) – Calls for Service (non-criminal incidents generating an IR Number such as attempted suicides and involuntary commitments; infractions; and crash scenes)
- 365 days (1 year) – Field Contacts
- 1095 days (3 years) – Exceptionally cleared misdemeanor cases
- 7300 days (20 years) – Exceptionally cleared felony cases
- Indefinite hold

- IA (includes citizen complaints, uses of force, crashes involving city vehicles, etc.)
- Misdemeanor and felony cases that have not been exceptionally cleared.

When it is known that a video should be set to a higher retention time frame, officers can locate their recording through the initial call categorization from the web portal access and adjust the retention time frame accordingly.

When an incident arises that requires the immediate retrieval of body-worn camera recordings for chain of custody purposes, including, but not limited to, serious crime scenes or critical incidents such as officer-involved shootings, a supervisor will respond to the scene. The supervisor will ensure that the body-worn camera remains affixed to the officer(s) in the manner it was found and that the body-worn camera data remains uncompromised. Through direct and uninterrupted supervision/observation, the supervisor or their designee is responsible for the care and custody of the body-worn camera(s) until it has been removed and secured by the lead investigator, Forensic personnel, or Professional Standards personnel.

Employees shall not make any efforts or attempt to destroy, delete, alter, or edit body-worn camera recordings except as explicitly authorized by this General Order, and then only by authority of the Chief of Police or their designee, or as required by law.

SUPERVISOR REVIEW

District and Division Commanders and Assistant Commanders with direct reports utilizing body-worn cameras, as described hereinabove, are responsible for ensuring that supervisors are conducting documented reviews of body-worn camera recordings of their direct reports each month.

Random reviews:

On a monthly basis, District and Division Captains and Lieutenants as well as unit and squad Sergeants and Corporals will each conduct a random review of at least one (1) body-worn recording from four (4) separate officers' body-worn cameras (i.e. a total of 4 recordings) when applicable. This review will include:

- Verification that officers are accurately categorizing their recordings in the system;
- If a report was completed for the incident, verification that the report reasonably reflects the contents of the footage, and
- Documentation of any follow-up actions related to any policy violations or other improper usage.

These reviews will be documented on each supervisor's Monthly Camera Review form that will be maintained in PowerDMS. The Professional Standards Division will conduct a quarterly audit of the Monthly Camera Review forms in PowerDMS to ensure that they are being completed on a monthly basis. Should a discrepancy be identified, the Professional Standards Division will notify the supervisor's Chain of Command for potential disciplinary action.

Incident based reviews:

Camera reviews of an incident initiated pursuant to G.O. 1014 *Internal Affairs* will include:

- Review camera footage for all officers involved;
- Review of the incident report and all supplements to verify that reports reasonably reflect the contents of the footage;
- Verification that all footage has been tagged appropriately, in accordance with this general order.

If a system error (or other issues) occurs that prevents a review from taking place, this will be documented on the Monthly Camera Review form, and the A/V Unit staff should be notified as soon as the error becomes known.

DISCLOSURE AND RELEASE

All video and/or audio captured by body-worn cameras are the property of the Department.

Any interviews regarding internal agency investigations, or interviews of suspects or witnesses, captured by a body-worn camera constitute personnel or criminal investigation records respectively and are not public records, pursuant to N.C.G.S. §160A-168 and §132-1.4. Such records are open to inspection, copying, and dissemination in accordance with these statutes or as otherwise required by law.

N.C.G.S. § 132-1.4A governs all other body-worn camera recordings. These recordings may only be disclosed or released in accordance with the below provisions.

Internal Disclosure and Release

A recording shall be disclosed or released to the City Manager and/or Deputy City Manager(s), and attorneys assigned to the City Attorney's Office, as requested by such individuals for administrative purposes.

Officers may view/listen to their body-worn camera recordings for law enforcement purposes only. Officers may not view/listen to recordings from body-worn cameras assigned to other officers unless necessary for the performance of a supervisory function or administrative duty/assignment, mandatory or supervisor approved training, or as otherwise required by law.

Officers without viewing privileges shall request viewing access of a recording through their chain of command. Supervisors will review the request and, upon approval, provide the requesting officer with access to view the required recording.

Recordings may only be released to officers when necessary for administrative, training, or law enforcement purposes. Officers shall not use any electronic device or other means, such as a phone, to record any data captured by a body-worn camera. Recordings shall not be used to create a database to be used as fillers in photo arrays or be searched using facial recognition software.

Copying their chain of command, officers shall send requests to release a recording via email or telephone to the PD Help Desk, which will then forward them to appropriate A/V Unit staff member for processing. Due to the amount of time it may take to locate recordings, these requests should be made as far in advance as possible and, to the extent, it is reasonably known or available; the following information should be included:

- Requesting officer's name and contact information (typically, a recording will only be released to the lead officer/investigator for that particular incident)
- Reason for request (administrative or court proceeding, crash investigation, training, etc.)
- The number of copies needed
- Date copies are needed by
- Approximate date/time of the recorded incident
- IR or event number

Officers to which recordings are released shall not further disclose or release the recording beyond the extent necessary for the purpose it was provided unless such disclosure or release is specifically authorized by this policy or required by law.

Disclosure of Recordings Depicting Death or Serious Bodily Injury

Besides those disclosures mandated or permitted above, any individual seeking disclosure of a law enforcement recording which depicts death or serious bodily injury must submit a signed and notarized AOC form requesting such disclosure to the Chief of Police. Any person receiving such a request shall immediately deliver the form by personal delivery or email to the Chief of Police or his or her designee, and to the Police Attorney or other attorney in the City Attorney's Office if the Police Attorney is unavailable. Within 3 business days of receipt of the notarized form, the Police Department, through the City Attorney's Office, shall a file a petition in superior court for issuance of a court order regarding disclosure of the recording. Within 7 business days of the filing of the petition, the court will enter an order instructing that the recording either not be disclosed, or disclosed with or without redactions, to the injured individual or to a personal representative of the deceased or injured person. Any disclosure ordered by the court shall be done in a private setting. Recordings depicting a death or serious bodily injury may only be disclosed as provided above.

Disclosure Pursuant to a Written Request

Besides those disclosures mandated or permitted above, any other disclosure of recordings must be pursuant to a written request made to the Chief of Police. The written request may, but is not required to be, on a form created and provided by the Department. All written requests must include the date and approximate time of the activity captured in the recording or other identification of the activity with reasonable particularity to sufficiently identify the recording to which the request refers.

Only the following persons are authorized to receive disclosure of a recording pursuant to a written request:

- A person whose image or voice is in the recording;
- A personal representative of an adult person whose image or voice is in the recording if the adult person has consented to the disclosure;
- A personal representative of a minor or of an adult person under lawful guardianship whose image or voice is in the recording;
- A personal representative of a deceased person whose image or voice is in the recording; or
- A personal representative of an adult person who is incapacitated and unable to provide consent to disclosure.

Due to the short period of time in which the Department must respond to such requests, any person receiving a written request shall immediately deliver the request by personal delivery or email to the Professional Standards Division. The recording will be reviewed by the Professional Standards Commander or their designee within the Professional Standards Division, along with the affected officer(s)' Assistant Chief, Deputy Chiefs, and/or Chief of Police, who will determine if disclosure to the requesting party will be allowed or denied and, if allowed, whether any redactions will occur. The following factors may be considered in making this decision:

- Whether the person requesting disclosure of the recording is a person authorized to receive disclosure;
- Whether the recording contains information that is otherwise confidential or exempt from disclosure or release under State or federal law;
- Whether disclosure would reveal information regarding a person that is of a highly sensitive personal nature;
- Whether disclosure may harm the reputation or jeopardize the safety of a person;

- Whether disclosure would create a serious threat to the fair, impartial, and orderly administration of justice; and
- Whether confidentiality is necessary to protect either an active, inactive, or potential, internal or criminal investigation.

Unless otherwise agreed to by the requesting party, within three **(**3**)** business days of the Department's receipt of a written request for disclosure, the Commander of the Professional Standards Division or, in their absence, **a** designee, must either disclose the recording or notify the requesting party of the Department's decision not to disclose the recording and the reason(s) for such denial.

If a written request for disclosure is granted, only those portions of the recording relevant to the person's request may be disclosed. A person who receives disclosure is prohibited from recording or copying the recording.

If a written request for disclosure is denied, or if disclosure has not been provided more than three **(**3**)** business days after a request is made, the person seeking the disclosure may appeal to superior court. The Chief of Police, Department personnel whose image or voice is in the recording, and the District Attorney must be notified of the appeal and given an opportunity to be heard. Any person receiving notice that a petition for disclosure has been filed shall immediately notify the police attorney or, in their absence, other staff of the City Attorney's Office. A judge may issue an order for disclosure if the court finds that the Department abused its discretion in denying the request. Any order issued pursuant to this procedure may not direct the release of the recording.

Release Pursuant to a Court Order

Besides those releases mandated or permitted as described above, any other release of a recording must be pursuant to a court order. An individual whose voice and image appears in the recording, or their personal representative, may file a Petition in superior court seeking an order to release a recording. Any other requesting party, including the City, must initiate an action by filing a complaint in superior court. Any officer seeking the release of a recording pursuant to a court order shall make a request through the officer's chain of command to the Chief of Police. The Chief of Police must be given notice and an opportunity to be heard when a petition is filed by a person authorized to receive disclosure for release to such a person. If a complaint is filed by a person not authorized to receive disclosure or which seeks release to any person other than a person authorized to receive disclosure, the Chief of Police, Department personnel whose image or voice is in the recording, and the District Attorney must be given notice and an opportunity to be heard. Only portions relevant to the request may be ordered released.

EDITING OR REDACTION OF BODY-WORN CAMERA RECORDINGS

The disclosure or release of body-worn camera recordings may require editing or redaction to limit or prevent dissemination of information that may compromise an ongoing investigation, reveal the identity of juveniles, victims, witnesses, etc. Any editing or redaction of recordings requires a court order or prior approval by the Chief of Police or their designee. At the direction of the Chief of Police or their designee, the A/V Unit administrator will coordinate the redaction of the required portions of the designated recording.

BODY-WORN CAMERA DISTRIBUTION, MAINTENANCE, INSPECTIONS, AND INVENTORY

Distribution

Distribution shall be coordinated by the A/V Unit administrator and will be handled by the designated A/V Unit staff.

Emergency Replacements

Emergency replacements of body-worn cameras needed during non-business hours will be authorized and facilitated by the Desk Officer. The Desk Officer shall report any emergency replacements via email to the PD-Help Desk by the end of their shift. The officer shall immediately deposit the malfunctioning body-worn camera in the safe located in the first-floor mailroom at DPD headquarters.

The officer who received the emergency replacement shall record the serial number of the spare body-worn camera they have received and the reason they are receiving the spare and email the PD-Help Desk by the end of their shift to the A/V unit staff of the necessary reassignment.

Maintenance and Inspections

Officers are responsible for the care and maintenance of their assigned body-worn camera. Officers are responsible for charging their assigned body-worn cameras between work shifts. Officers shall inspect their assigned body-worn cameras prior to the beginning of each shift or secondary employment assignment to ensure that the camera has no obvious signs of damage, adequate battery life, and storage and that the camera is functioning properly. Officers shall immediately report any damage, malfunction, or loss to the PD Help Desk, who will, in turn, forward those concerns to appropriate A/V Unit staff members for resolution.

Officers shall immediately report any issues/problems with body-worn camera equipment to their immediate supervisors via radio and then place themselves out of service to obtain a replacement unit.

The IT Division's Help Desk tracking system will be used to document reported malfunctions and the solutions to those malfunctions.

Officers <u>shall not</u>:

- Remove, dismantle, or tamper with, or attempt to remove, dismantle, or tamper with any hardware or software component or part associated with the body-worn cameras.
- Use any electronic device or other means to intentionally interfere with the functioning of the body-worn camera.
- Share or swap assigned body-worn cameras.
- Tamper, or attempt to tamper, with, or gain unauthorized access to, recordings. All-access or attempts to access recordings will be tracked and can be audited by the A/V Unit staff.

Inventory

The A/V Unit staff members, under the direction of the IT Manager, will maintain an inventory database of all body-worn cameras to include personally assigned accessories.

If the body-worn camera, or any accessories, are lost or damaged due to violation of policy or carelessness while assigned to a specific officer, then that officer may be held financially responsible for any repair or replacement and may be subject to disciplinary action.

TRAINING

Officers will not use the body-worn camera until they have successfully completed all required training on the system's equipment and recorded media. Further, A/V Unit staff members, will be trained on the procedures that apply to their specific area of responsibility.

Officers having difficulty operating either the body-worn camera or uploading the data will contact the PD Help Desk for troubleshooting and clarification. Additional formal training may be requested through the chain of command. The Body-Worn Camera Program Manager will assess requests and process them appropriately on a case-by-case basis.

The PD Help Desk will refer all requests for additional training to the Body-Worn Camera Program Manager for follow-up.

ANNUAL ADMINISTRATIVE REVIEW

The Professional Standards Division will conduct a documented annual review of the agency's practices to ensure compliance with established policy. This review will encompass an evaluation of data, an assessment of necessary policy revisions, and an examination of operational practices in alignment with the organization's mission, vision, and values. It will also include a detailed assessment of data usage, specifying the total terabytes utilized by the camera systems and identifying the specific systems in operation.

This review's purpose is to identify any requirements for additional training, explore opportunities for enhancing the camera systems, and address maintenance and repair needs. Furthermore, it will facilitate any necessary policy revisions to preserve the organization's integrity.

Additionally, the Professional Standards Division will perform quarterly audits of the Monthly Camera Review forms to ensure that supervisors conduct consistent reviews of body-worn and in-car camera footage each month. The findings from these audits will be presented to the Chief Executive Officer or designee.

POLICY VIOLATIONS

Any sworn or non-sworn employee who violates the terms of this policy will be subject to disciplinary action.

