
	<p>GLASTONBURY POLICE DEPARTMENT GENERAL ORDER</p>	 <p>NUMBER 39-10</p>
<p>CHAPTER 39</p>		
<p>TITLE: Use of Body-Worn and Dashboard Cameras</p>		
<p>EFFECTIVE: 10/02/2024 ISSUED: MSP REVIEW: ANNUAL</p>		
<p>RESCINDS: 06/19/2024</p>		

A. Purpose

1. The purpose of this policy is to set standards related to the use, management, storage and retrieval of digital multimedia video files stored on or generated from the use of department issued body-worn and dashboard cameras, including but not limited to:
 - a. Creating video and audio records to contribute to the accurate documentation of critical incidents, police-public contacts, crime and accident scenes, and arrests.
 - b. Preserving visual and audio information for use in current and future investigations in accordance with applicable guidelines referenced herein.
 - c. Capturing crimes in-progress, whether committed against the police officer or the community, and to preserve evidence for presentation in court.
 - d. Documenting police response to an incident.
 - e. Aiding in the documentation of victim, witness or suspect statements pursuant to an on-scene response and/or documentation of the advisement of rights, and consents to conduct a lawful search, when applicable.
 - f. Reducing the number of false complaints made against a police officer in the course and scope of their official police duties.
2. The purpose of equipping police officers with body-worn and dashboard cameras is to assist in the following:
 - a. Strengthening police accountability by documenting incidents and encounters between officers and the public.
 - b. Resolving officer-involved incidents and complaints by providing an objectively independent record of events.
 - c. Improving agency transparency by allowing the public to see video evidence of police activities and encounters in accordance with applicable laws regarding public disclosure.
 - d. Identifying and strengthening officer performance by using footage

for officer training and monitoring when appropriate and consistent with the law.

- e. Improving evidence documentation for investigation, prosecutions, and administrative reviews of employee performance and/or civil actions.

B. Policy

1. It is Glastonbury Police Department policy to support our mission statement, goals, and values, by utilizing body-worn and dashboard cameras to augment services provided to the public.
2. All body-worn and dashboard cameras equipment and media associated with the body-worn and dashboard cameras, data, images, video/audio and metadata captured, recorded, or otherwise produced by the body-worn and dashboard cameras shall not be viewed, copied, released, disclosed, or disseminated in any form or manner outside the parameters of this policy pursuant to the department's FOI policy and practice.
3. Staff shall not edit, erase, alter, copy, disclose, reuse, modify, destroy, abuse, or tamper with body-worn camera or dashboard camera audio-digital multimedia video files or equipment except in accordance with this policy.
4. Dashboard cameras shall be used in each police patrol vehicle in accordance with and as defined by this policy, applicable POST policy, and law.
5. Each sworn officer and Animal Control Officers will be issued a body-worn camera to be utilized in compliance with this policy. References to officers in this policy shall apply to ACOs where applicable.
6. Each sworn officer shall use body-worn camera equipment while interacting with the public in such sworn officer's law enforcement capacity, in accordance with department policy including:
 - a. All uniformed officers scheduled to perform general police duties.
 - b. Officers on special duty or extra duty assignments.
 - c. Police officers working non-uniform assignments except when such wear would hinder the performance of duty or readily identify the officer as a police officer when such identification would be detrimental to their assignment, duties, or mission.
 - d. Police officers who are federally deputized task force officers shall comply with this policy as modified by the policy of the federal agency to which they are assigned.
7. Exceptions to the requirements to wear a body-worn camera include:
 - a. Officers assigned to attend training and/or complete administrative duties and are not wearing a uniform.
 - b. Officers wearing uniforms while participating in or attending ceremonial events.
8. This policy does not govern the use of surreptitious/covert recording devices used in undercover operations.

C. Definitions

1. Body-worn (BWC): A body-worn camera is an “on-the-body” video and audio recording system worn by a police officer to capture digital multimedia evidence as an additional means of documenting specific incidents in the field in the course and scope of his/her police duties.
2. Dashboard Camera (DC) - A camera that affixes to a dashboard or windshield of a police vehicle that electronically records video of the view through the vehicle's windshield and has an electronic audio recorder that may be operated remotely.
3. Police Patrol Vehicle: Any state or local police vehicle other than an administrative vehicle in which an occupant is wearing body worn camera equipment, a bicycle, a motor scooter, an all-terrain vehicle, an electric personal assistive mobility device, or an animal control vehicle.
4. Digital Multimedia Video Files (DMVF): Digital multimedia files consist of all digital recordings, to include but not limited to audio, video, photographs, and their associated metadata. Metadata includes any digital identifiers that are captured as part of the actual recording, such as date/time, GPS coordinates, labeling, etc.
5. Evidence Transfer Management (ETM): ETM is the transfer of media from the body-worn and dashboard cameras to a secured server or other reliable secured storage source. The method of evidence transfer management for body-worn and dashboard cameras shall be approved by the Chief of Police.
6. Trigger Event: An event that causes the dashboard camera to begin saving Audio/Video recordings. Events include the activation of the following:
 - a. Emergency lights
 - b. Vehicle collision sensor
 - c. Predetermined vehicle speeds
 - d. Manual activation of MVR system
7. Pre-Event Recording: The dashboard and body-camera systems will retain video recordings for a predetermined period prior to a trigger event. Audio is not recorded until the trigger event occurs.
8. System Administrator: Designated and authorized with full access to user rights who assigns and tracks master inventory of equipment and controls passwords and end-user security access rights.

D. Procedures

1. Beginning of the shift procedures
 - a. Body-worn and dashboard cameras shall be operated in accordance with the manufacturer’s recommended guidelines, department training, and department policies and procedures.
 - b. Prior to the beginning of each shift, police officers issued or assigned body-worn and dashboard cameras shall log into the systems and perform an inspection to ensure that the body-worn and dashboard cameras have properly charged batteries and are functioning

correctly.

- (1) If problems are encountered with any component of the system, the body-worn and dashboard cameras shall not be used, and the police officer should be immediately provided with replacement equipment when practicable.
- (2) Police officer shall immediately report malfunctions, damage, loss, or theft of any issued body-worn and dashboard cameras to their on-duty supervisor.

2. Use and activation of body-worn and dashboard cameras.
 - a. Police officers issued or assigned a body-worn camera shall wear such camera on his/her outmost garment and shall position it above the midline of his/her torso when in use, in a manner that will optimize the field of view with limited obstructions, not hinder officer range of motion, nor fall off the uniform.
 - b. Camera placement shall not obscure view of the officer's badge or nameplate.
 - c. Officers shall not cover or obstruct the video lens or microphone to intentionally defeat the recording capabilities where policy would otherwise require the recording.
 - d. Officers shall not remove the body-worn camera from their uniform in order to use it as a handheld or fixed recording device.
 - e. Police officers issued or assigned a body-worn and dashboard cameras shall activate the camera while interacting with the public in a law enforcement capacity.
 - (1) For the purposes of this policy, "interacting with the public in a law enforcement capacity," means that a police officer is in personal contact with one or more members of the public, the purpose of which is to conduct a self-initiated investigation into, or to respond to a third-party complaint involving, the possible commission of any offense, violation or infraction.
 - (2) In addition, police officers equipped with body-worn and dashboard cameras shall record the following:
 - a. Vehicular pursuits
 - b. Motor vehicle stops
 - c. Motorist assists
 - d. The taking of statements from suspects, witnesses and victims
 - e. The conducting of interviews with suspects, witnesses and victims
 - f. Transportation and processing of prisoners
 - g. Any incident or event not otherwise prohibited by this policy, which may be dangerous, unpredictable, or potentially useful for department training purposes

- h. Situations where a police officer, by reason of training and experience, determines that the incident should be documented on video.
- i. Foot Pursuits
- j. Any incident or event not otherwise prohibited by this policy, where the police officer anticipates a use of force encounter may occur.
- k. Serving arrest and search warrants.

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

- f. Once the body-worn and dashboard cameras are activated for the purpose of documenting an interaction with the public in a law enforcement capacity, it should remain activated until the interaction with the public has concluded to ensure the integrity of the recording, except as otherwise provided for by law or by this policy.

It is important to capture all conversations with the public during an interaction with law enforcement. Once the officers' BWC is activated it shall not be muted or paused while interacting with the public, unless otherwise provided by this policy.

- (1) Additional police officers arriving on a scene that have been issued or assigned body-worn and/or dashboard cameras shall also record the interaction with the public, and shall continue to record until the completion of the incident.
 - (2) For purposes of this policy, conclusion of an interaction with the public occurs when a police officer terminates his/her law enforcement contact with a member of the public.
 - (3) Officers are neither mandated nor prohibited from informing any person with whom they are interacting that such interaction is being recorded, prior to being asked.
 - (4) If asked by the person with whom the officer is interacting whether the interaction is being recorded, the officer should inform the person that they are being recorded, unless doing so would be unsafe.
 - (5) Officers are not obligated to discontinue recording upon request of another unless exceptions as stated in this policy exist.
3. Police officers who have recorded an event shall ensure the event is classified into the appropriate category as determined through training and

policy.

4. When body-worn and dashboard cameras are not to be activated or should be deactivated:
 - a. Except as otherwise provided by any agreement between a law enforcement agency and the federal government, no police officer shall use body-worn or dashboard recording equipment to intentionally record:
 - (1) A communication with other law enforcement agency personnel, except as the officer performs his or her duties.
 - (2) An encounter with an undercover officer or informant.
 - (3) When an officer is on break or is otherwise engaged in a personal activity.
 - (4) A person undergoing a medical or psychological evaluation, procedure or treatment.
 - (5) Any person other than a suspect to a crime if an officer is wearing his/her body-worn camera in a hospital or other medical facility setting.
 - (6) In a mental health facility, unless responding to a call involving a suspect to a crime who is thought to be present in the facility.
 - (7) Any private conversation to which the officer is not a party.
 - (8) Any telephonic conversation unless specifically authorized by law while in the performance of their official duties.
 - (9) A strip search.
 - (10) In a locker room, changing room or restroom, unless confronting a violent or assaultive suspect or in an incident involving the anticipated use of force.
 - b. Deactivation of a body-worn and dashboard cameras under certain circumstances:
 - (1) Although generally, body-worn and dashboard cameras should remain activated until the conclusion of an incident, police officers may deactivate the body-worn and dashboard cameras should he/she determine that, based upon the circumstances; the investigation could be significantly hampered if the recording were to continue. Whenever possible, police officers should consult with supervisors before making the decision to deactivate their body-worn and dashboard cameras.
 - (2) Whenever possible, a police officer who deactivates the body-worn and/or dashboard cameras during the course of an event in which this policy otherwise requires recording, shall both record on the camera the reason for the interruption or termination of recording prior to deactivating the body-worn

and dashboard cameras, and document such event in his/her report.

(3) When circumstances prevent a police officer from activating a body-worn and/or dashboard camera, or cause a camera to be deactivated in accordance with the guidelines established within this policy, the officer shall activate or reactivate their cameras as soon as practical.

(4) When an interaction is already being audio and video recorded such as in booking, interview rooms, or prisoner transports.

5. Pre and after-the-fact recording

- a. Body-worn and dashboard cameras record video in a continuous loop even where the devices are not manually activated by the officer, or activated by a triggering event (e.g., vehicle speed, activation of emergency light/siren).
- b. Officers should turn body-worn cameras off where recordings would be wholly inapplicable to their law enforcement capacity (e.g., when in police department locker rooms, restrooms, officer's residences for personal business).
- c. Only the Chief of Police shall have access to pre and after-the-fact recordings.
- d. Pre and after-the-fact recordings shall not be subject to random audits, but may be viewed where the Chief of Police or designee are investigating reasonable suspicion of actual or alleged wrongdoing.

6. Malfunction of body-worn and dashboard cameras

- a. If any malfunctioning or unintentional failure to record in accordance with this policy occurs, the police officer shall document the reason for the lack of recording in an email notification to his/her supervisor, who shall forward it through the chain of command.
- b. The Services Lieutenant or designee is responsible for ongoing maintenance, repair, and replacement issues.

7. End of Shift Procedures

- a. Police Officers shall ensure that all files from their body-worn and dashboard cameras are securely downloaded and retained with sufficient frequency to ensure that there remains adequate data storage available for recording future incidents, in accordance with manufacturer recommendations, training, and Department policy.
- b. Officers shall cause the recorded video to be stored, downloaded, transferred or otherwise saved and labeled or cataloged as evidence in the following circumstances:
 - (1) Any incident where an arrest is made or may be made, and/or a search is conducted.
 - (2) An event that captures an officer's reportable use of force in

the discharge of his/her official duties.

- (3) Any interaction with the public where the officer determines that it would be prudent to retain the recording for longer than the minimum retention period set forth in this policy.
- (4) An event that is a major motor vehicle or criminal incident involving death, serious injury, or catastrophic property damage.

E. Training

No police officer shall use body-worn or dashboard cameras prior to being trained in accordance with statutes in the use of the equipment, and in the retention of data created by such equipment. Every police officer must receive training on the proper care and maintenance of the equipment at least annually.

F. Personnel Responsibilities

1. Chief of Police

- a. May authorize additional policy guidelines and training requirements not mandated by this policy, if it does not conflict with state or federal law or the provisions set forth in this policy.
- b. Shall approve the method of evidence transfer management from the body-worn and dashboard cameras to a secured storage server, cloud, website or other secured digital media storage.

2. Services Lieutenant-System Administrator

- a. Shall oversee implementation of equipment and training.
- b. Shall oversee and administer the storage and management of all digital multimedia video files generated by the use of issued or authorized body-worn and dashboard cameras, including FOI request and redaction.
- c. Shall ensure body-worn and dashboard camera data collection and storage is purged from the systems operation storage and/or software program in accordance with the State of Connecticut Library Records of Retention schedule and department policy.
- d. Shall ensure that body-worn and dashboard camera video files are appropriately categorized and preserved in accordance with this policy and where subject to a preservation request or court order.
- e. Shall ensure that all body-worn and dashboard cameras video files are appropriately preserved in accordance with this policy.

3. Training Sergeant

- a. Submit an annual body and dashboard cam compliance survey using form(s) provided by POST to the UCONN IMRP, no later than January 31st of each given year for the previous calendar year.
- b. Post the annual body and dashboard cam compliance survey on the Department's web site.

4. Supervisors

- a. Shall ensure that police officers equipped with body-worn and

dashboard cameras are using the camera and audio in accordance with policy and procedures as defined herein.

- b. Shall periodically inspect issued or approved body-worn and dashboard camera equipment assigned to police officers to ensure proper operability per testing protocols provided through training and manufacturer's recommendations.
 - c. Shall ensure that upon being informed by an officer under their supervision that body-worn or dashboard camera equipment is lost, damaged, or malfunctioning, that such equipment is inspected and repaired or replaced as necessary, to the extent practicable.
 - d. Division Lieutenants, on a quarterly basis, shall review at least one body-worn and dashboard camera recording of traffic stops and citizen contacts made by each officer under their command in accordance with this policy, in order to:
 - (1) Ensure body-worn and dashboard camera equipment is operating properly.
 - (2) Ensure that police officers are utilizing the body-worn and dashboard cameras appropriately and in accordance with policies and procedures.
 - (3) Identify any areas in which additional training policy revisions or guidance is required.
 - e. Division Lieutenants will provide a quarterly report to the Chief of Police documenting said reviews, to include findings and any policy or training recommendations.
 - f. Minor infractions (not criminal in nature) discovered during the routine review of recorded material should be viewed as training opportunities, and not as routine disciplinary actions. Should the behavior or action become habitual after being informally addressed, the appropriate disciplinary or corrective action shall be taken.
- G. Authorized Personnel Access to Uploaded Digital Multimedia Video Files
1. General access to digital multimedia video files shall be granted to authorize personnel only. Accessing, copying, or releasing any digital multimedia video files for other than official law enforcement purposes is strictly prohibited, except as otherwise required by state and federal statutes, policies and procedures.
 - a. The Chief of Police or designee may review specific body-worn and dashboard cameras digital multimedia video files for the purpose of training, performance review, critique, early intervention inquiries, civil claims, administrative inquiry, or other articulable reason.
 - b. A police officer may review a recording from his/her body-worn and/or dashboard recording equipment in order to assist such officer with the preparation of a report or otherwise in the performance of his/her duties.

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

official misconduct investigation concerning a specific act or officer conduct alleged in a complaint of misconduct.

- d. By a sworn law enforcement officer who is participating in a criminal investigation for which the recording may be relevant to such investigation.
- e. By the Town of Glastonbury's legal representative(s).
- f. Law enforcement personnel may review a recording from their own body-worn and dashboard recording equipment in order to assist such officer in providing a statement as a witness to events which are the subject of a department internal administrative inquiry, including officer shooting investigations.
- g. By representatives of the Division of Criminal Justice, Municipal Attorneys, Office of the Attorney General, retained counsel and other representatives authorized by the municipality, such as municipal insurance carriers, in the course of their official duties.
- h. By other department personnel as authorized or designated by the Chief of Police.
- i. A supervisor may review specific body-worn camera digital multimedia video files for the purpose of training, performance review, critique, early intervention inquiries, civil claims, administrative inquiry, or other articulable reason when advancing the best interests of the public, the department, or the officer.
- j. Field Training Officers may use digital multimedia video files to provide training to their assigned trainee and to assist with the completion of the Daily Observation Report.

H. Releasing or Duplicating Body-worn and dashboard cameras Recordings

1. Records created using BWC/DB may be subject to release under the Connecticut Freedom of Information Act (FOIA) and in accordance with Connecticut General Statutes.
2. All FOIA requests for body-worn and dashboard cameras digital multimedia video files shall be processed through the Records Unit in accordance with Department policy.
3. Redaction of BWC/DBC prior to release shall be performed only by personnel authorized by the Chief of Police.
4. No record created using body-worn recording equipment shall be subject to disclosure under the FOIA, as defined in 1-200, and any such record shall be kept confidential in the following circumstances:
 - a. A communication with other law enforcement agency personnel, except that which may be recorded as the officer performs his or her duties.
 - b. An encounter with an undercover officer or informant.
 - c. When an officer is on break or is otherwise engaged in a personal activity.

- d. A person undergoing a medical or psychological evaluation, procedure or treatment.
 - e. Any person other than a suspect to a crime if an officer is wearing such equipment in a hospital or other medical facility setting.
 - f. In a mental health facility, unless responding to a call involving a suspect to a crime who is thought to be present in the facility.
 - g. A scene involving the following victims (if disclosure could reasonably be expected to constitute an unwarranted invasion of personal privacy in such cases):
 - (1) A victim of domestic or sexual abuse
 - (2) A victim of homicide or suicide
 - (3) A deceased accident victim
 - h. A minor unless:
 - (1) The minor and parent consent to disclosure.
 - (2) A police officer is the subject of an allegation of misconduct made by the minor or parent or guardian of such minor, and the person representing such officer in an investigation of such alleged misconduct requests disclosure of such record for the sole purpose of preparing a defense to such allegation.
 - i. A person is charged with a crime and defense counsel for such person request disclosure of such records for the sole purpose of assisting in such person's defense and the discovery of such record as evidence is otherwise discoverable.
5. Duplicating Body-worn and dashboard cameras Digital Multimedia Video Files
- a. A police officer who is required to produce a digital multimedia video file pursuant to a subpoena or other court order shall arrange through the Records Unit, prior to the date of the court appearance, for a copy of the required portion of the original video file to be duplicated.
 - b. The original video file, as well as any duplicate copy, shall be held as evidence in accordance with this policy.
 - c. Digital multimedia video files may be duplicated by authorized personnel for training or other authorized purposes, consistent with law and policy.
- I. Storage and Retention
- 1. Digital multimedia video files shall be maintained in an approved storage location, such as a server, storage device, cloud storage, website or other approved secure storage media, authorized by the Chief of Police.
 - 2. All digital multimedia video files shall be securely stored in accordance with state record retention laws and Department policy.
 - a. Digital multimedia video files not reproduced for evidentiary purposes or otherwise required to be preserved in accordance with

this policy shall be maintained for a period of a minimum of ninety (90) days.

- b. Digital multimedia video files shall be preserved while a case remains open and under investigation, or for a minimum of four (4) years while criminal or civil proceedings are ongoing or reasonably anticipated, or in accordance with the State Records of Retention schedule, whichever is greater.
- c. All other digital multimedia video files reproduced for evidentiary purposes or otherwise caused to be preserved shall be maintained for a minimum of four (4) years.
- d. Digital multimedia video files shall be preserved in accordance with any specific request by representatives of the Division of Criminal Justice, Municipal Attorney, Officer of the Attorney General, retained counsel and other authorized claims representatives in the course of their official duties.
- e. Digital multimedia video files shall be preserved in response to oral, electronic or written preservation requests from any member of the public where such requests indicate that litigation may be reasonably anticipated. All such preservation requests shall promptly be brought to the attention of the Chief of Police.