



Herndon Police Department GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 1

AUDIO AND VIDEO RECORDINGS

I. POLICY

The department has established guidelines that govern audio/video recordings and reproductions generated for official purposes. All audio/video recordings of law enforcement interactions are generated for official law enforcement purposes and are records of the Herndon Police Department. Recordings shall not be accessed, duplicated, disseminated, or deleted, except as expressly permitted in this policy.
<41.3.8a>

II. PURPOSE **<41.3.8a>**

Audio/video recording systems are authorized by the department to support accurate and unbiased recordings of incidents in law enforcement related interactions. These systems will record officers during their law enforcement related duties. Use of these systems does not replace the need to provide thorough written documentation of an incident, as audio or video cannot always capture the full story. The primary authorized purpose of audio/video recording systems will be:

- To capture criminal events and provide evidence of such events in court.
- To accurately document crime scenes, evidence, and the actions of police and others pursuant to criminal investigations.
- To aid in the documentation of victim, witness, and suspect statements.
- To act as a deterrent for the purposes of officer safety, when a person knows that their actions are being recorded.
- To accurately document police encounters and law enforcement actions taken.
- To strengthen accountability.
- To provide training and a performance mechanism to ensure professionalism.

III. TERMINOLOGY

- Audio/Video Recording System – any system, equipment, or device (mobile or fixed) consisting of hardware and software components that enable the capture of audio or video recordings and may include surveillance cameras, in-car or body-worn cameras, mobile phones, or other electronic or digital devices.



Herndon Police Department

GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 2

AUDIO AND VIDEO RECORDINGS

- Media Storage Client (MSC) – the secure, web-based, storage solution for the management and storage of captured digital media, such as Evidence.com etc. Authorized personnel review, classify, and reclassify to ensure retention schedules are followed.
- Personal Audio/Video Device – any electronic or digital device independently purchased for personal and non-duty related purposes and includes the capability of recording audio or video files.
- Video System Administrator (VSA) – a person or position responsible for managing an audio/video recording system.
- Video Processing Unit (VPU) – the digital video/audio recording unit that stores audio/video until it is uploaded.

IV. OVERVIEW

- A. Recordings will be stored, reviewed, duplicated, disseminated, or deleted according to their purpose and classification in accordance with established department policy and the record retention schedule.
- B. Department members are restricted from using personal audio or video recording devices to record events or activities while on duty or while engaged in official duties. However, if a situation arises of an exigent nature that causes a member to utilize a personal audio or video recording device to capture an event for law enforcement purposes, the member shall notify their supervisor of the event captured on the personal device and indicate such action in an incident report. The member shall transfer the stored data from the personal device to the department's MSC without delay.
- C. All audio and video recordings made on duty or while engaged in official duties for law enforcement purposes are subject to FOIA, discovery motions, and disclosure to defendants or defense attorneys if exculpatory.
- D. Acquisitions of audio/video related equipment and supplies for department use should be coordinated with the VSA.



Herndon Police Department GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 3

AUDIO AND VIDEO RECORDINGS

- E. Storage and deletion of recordings shall be in accordance with policy and the Library of Virginia Records Retention Schedule. **<41.3.8d>**

V. DEPARTMENT RECORDING SYSTEMS

A. Building Surveillance Camera System

The department has a building surveillance camera system with fixed camera locations inside and outside of the building that captures video of activity occurring at the facility. The VSA is responsible for maintaining and providing access to these video files for authorized personnel. The system maintains continuous recordings until systematically overwritten with newer recordings.

B. Interview Room Camera System

The department has designated interview rooms that are equipped with video cameras to record and document interviews and investigations held in these rooms.

1. Video cameras in each interview room are manually activated and deactivated by the officer or detective using the room. If it is found that the recording equipment does not activate or malfunctions during use, it should be documented and a request for repair forwarded to the VSA.
2. The recording of a victim, witness, suspect, or arrestee shall be maintained as evidence in accordance with evidence handling procedures. Officers initiating interviews shall be responsible for maintaining and classifying interview room recordings, providing review and access to authorized personnel, and authorizing access for case files or court purposes.
3. Recordings shall be classified or reclassified appropriately in accordance with the investigation and maintained in conjunction with the case file.

C. In-Car Camera System

The department has an in-car camera system installed in each Patrol vehicle to provide a recording mechanism to document specific incidents in the field from a vehicle perspective. The in-car camera system includes a front-facing camera to capture events outside the vehicle, a rear-facing camera that records the detainee transport area inside the vehicle, and a microphone installed inside the vehicle. A



Herndon Police Department

GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 4

AUDIO AND VIDEO RECORDINGS

VPU is installed in the vehicle where data is stored prior to a wireless upload to the MSC. The MSC is an application used by officers and authorized staff to further review videos and classify data.

D. Body Worn Camera (BWC) System

The body worn camera system enhances police services for sworn personnel with a recording mechanism to document specific incidents in the field from an individual perspective. The body worn camera is a self-contained portable unit that houses a microphone and a camera lens. The unit records both audio and video when activated, as well as the prior 30 second video feed until deactivated. There is no option to record only audio or video, but audio can be intentionally muted for discretionary purposes while the camera is activated. Officers will manage their body worn camera videos through the MSC in the same manner they would manage in-car videos. Officers shall wear the body worn camera in the front of their uniform or outer vest to ensure a maximum field of visibility for the camera lens and to minimize obstructions.

E. Other Recording Devices

The department issues electronic and/or digital devices to facilitate duty-related responsibilities. These devices have audio/video recording capabilities that may be useful to capture an administrative or investigative record for law enforcement purposes. If an applicable record is captured, the member shall facilitate the appropriate transfer of the stored data to the MSC, the designated repository for such records. Upon transfer, the record shall be deleted from the electronic or digital device. Members shall not create law enforcement records for personal use on any device.

VI. IN-CAR CAMERA PROCEDURES

- A. The in-car camera can continuously record data, and when the system is activated, a 30-second pre-recorded video segment will become part of the video file. The system is activated either manually (from the camera system), automatically triggered by the activation of emergency equipment, activation of vehicle collision sensors, vehicle speeds exceeding the established threshold setting, the opening of the rear vehicle doors, or activation of the other signal devices. The recording continues until the officer manually discontinues the recording. For clarity,



Herndon Police Department

GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 5

AUDIO AND VIDEO RECORDINGS

external noise should be limited as soon as the in-car camera is activated to most accurately record pertinent information within range.

B. Log-In and Pre-Check – Beginning of Tour <41.3.8e>

1. At the beginning of each shift, the in-car camera equipment shall be inspected by the officer assigned to the vehicle to ensure the equipment is in proper operating condition.
2. Officers shall verify that the windshield and camera lens are free of debris, dashboards remain free of any paper or objects, and that the cameras are facing the intended direction.
3. Officers must log-in to the system at the beginning of their tour of duty and log-out at the end of their tour.
4. Any non-working, damaged equipment or irregularities in the system shall be immediately reported to the shift supervisor who will in turn ensure equipment issues are communicated to the VSA. Officers must never attempt to perform any maintenance on the camera system.
5. Vehicles with defective in-car equipment shall not be operated without supervisory approval. Any non-functional in-car camera system shall also be reported to the Fleet Manager in addition to the VSA.

C. Activations/Deactivations <41.3.8b>

Officers should attempt to capture audio and video recordings of any police interaction in which they believe such use would be appropriate; however, the following activations are **mandatory** for the in-car camera.

1. Traffic Stops

Officers shall utilize the in-car camera system at all traffic stops. The recording equipment shall remain on for the duration of the traffic stop, including the video and audio segments of the system. Recording may be stopped only after the traffic stop has ended and the violator and/or officer have left the scene.



Herndon Police Department

GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 6

AUDIO AND VIDEO RECORDINGS

2. Pursuits

Officers shall utilize the in-car camera system to record the entirety of all vehicular pursuits. In-car recording equipment shall remain activated until the pursuit incident has concluded in its entirety.

3. Emergency Responses

Officers shall utilize the in-car camera system during all emergency responses or back-up assignments to any complaint.

4. In-Custody Transports (Detainee Transports)

Officers shall utilize the in-car camera system during all in-custody transports by activating the rear facing camera. This recording may provide important evidence to protect the officer from any allegations made by the detainee or it may be beneficial to gain additional information that could be used to further an ongoing investigation.

5. Officers detecting a potential DUI should attempt to record and narrate the driving behavior prior to activating emergency equipment by manually initiating the forward facing in-car camera. When recording such investigations, officers should leave enough distance between the subject vehicle and their vehicle to ensure the entire scene is recorded. Officers shall make all reasonable efforts to conduct field sobriety tests in view of the in-car camera if it is safe for the officer and violator to do so.

6. Once the recording has started, it will continue until the incident is complete. An incident is considered complete when a reasonable and prudent person would consider the recording to have reached a logical conclusion based on the circumstances of the event. In-custody transport recordings will be considered complete when the detainee has been escorted into the intended facility, or proper custody exchange has been transferred.

7. If asked, officers shall advise an individual, suspect, or arrested detainee that an in-car recording system is in use, unless doing so would hinder an investigation. Officers may consider advising that an in-car recording system is in use during in-person contact if they feel it may dissuade inappropriate behavior.



Herndon Police Department

GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 7

AUDIO AND VIDEO RECORDINGS

8. Officers shall use the in-car recording system for official use only and shall not attempt to alter any part of the system or the system's data, erase anything that has been recorded, or stop/interfere with the recording of an incident.
9. If it is reasonably expected that audio/video should exist and it does not (such as equipment malfunction or use of discretion), the officer must document such reason(s) in an incident report. Officers must be able to articulate as well as document specific facts, circumstances, and conclusions that support the in-car camera recordings, including any reasons for not activating, intentional deactivating/re-activating, or muting a recording during an incident. If the in-car camera is not activated in a situation that is required by department policy, the officer will immediately report the circumstances to their supervisor at the conclusion of the event.
10. Officers are prohibited from using the in-car camera to record any portion of an administrative investigation, unless pre-approved by a Division Commander.

D. Uploading Recordings

At the end of the shift, officers shall check Evidence.com to ensure their videos have been uploaded properly. Officers will be required to log off the in-car camera system upon completion of their tour of duty. The in-car camera will continue to upload after shutting the vehicle off.

E. Automatic License Plate Reader (ALPR)

In-car camera systems are equipped with a built-in ALPR system. The ALPR automatically checks license plates within the in-car camera's field of view. Plate read data that is collected during patrol is temporarily retained and can be queried, saved, or utilized for lawful investigations. The ALPR automatically purges stored data at defined intervals. See GO 326 – Automatic License Plate Reader Systems, for additional information.

VII. BODY WORN CAMERA PROCEDURES

A. Pre-Check - Beginning of Tour <41.3.8e>

1. At the beginning of each shift, officers shall inspect their assigned body worn camera to ensure the equipment is in proper operating condition.



Herndon Police Department

GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 8

AUDIO AND VIDEO RECORDINGS

- a. Officers shall ensure the body worn camera is intact and that it is charged and operational to accommodate an entire shift.
 - b. Any non-working or damaged body worn camera units shall be immediately reported to the shift supervisor who will in turn report equipment issues to the VSA. Officers must never attempt to perform any maintenance on the body worn camera outside of their training. Officers with a non-operational body worn camera shall utilize a spare unit during their shift until their issued body worn camera is repaired and returned. Officers shall not use a body worn camera assigned to another officer. If a spare unit is utilized, the officer shall notify the VSA to have the recordings assigned temporarily to that officer for the duration of the spare's use.
2. Officers who have been issued a body worn camera and trained in its operation, use, and basic maintenance are required to wear and use the equipment each workday in accordance with policy. Officers working uniformed special duty and overtime assignments are required to wear their issued body worn camera. This does not include training assignments, court, or plain-clothes assignments outside of the officer's normally scheduled duties.
- B. Activations/Deactivations <41.3.8b>**
1. The judicious exercise of discretion, dependent on training, policy, and law, is warranted in the operation and use of the body worn camera. Activations/deactivations must take into consideration such factors as mobility, accessibility, and privacy concerns. Officers must be able to articulate as well as document specific facts, circumstances, and conclusions that support the body worn camera recordings, including any reasons for not activating, intentional deactivating/re-activating, or muting a recording during an incident. If the body worn camera is worn but not activated in a situation that is required by department policy to be captured, the officer will immediately report the circumstances to their supervisor at the conclusion of the event and indicate in their report the reason for inactivation.
 2. The body worn camera can be activated manually, or automatically triggered from various signal devices, such as a signal sidearm sensor, in-car system



Herndon Police Department

GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 9

AUDIO AND VIDEO RECORDINGS

activation, etc. The body worn recording will continue until the officer manually discontinues the recording.

3. Officers should attempt to capture recordings of any police interaction in which they believe such use would be appropriate; however, the following are **mandatory activations** of the body worn camera:

- a. Traffic Stops

Officers shall utilize the body worn camera to record all traffic stops. The recording shall remain on for the duration of the traffic stop. The recording may be stopped only after the traffic stop has ended and the violator and/or officer have left the scene.

- b. Calls for Service

Officers shall utilize the body worn camera to record the entirety of a call for service. Recording equipment shall be activated upon arrival to the call and shall remain activated until the encounter has been concluded or upon completion of the call.

- c. Law Enforcement Actions and Arrests

Officers shall utilize the body worn camera during all law enforcement actions and arrests. "Law enforcement action" includes, but is not limited to:

- Investigating an incident for a lawful purpose,
- Taking a subject into physical custody,
- An officer's use of force,
- Taking a suspect's statement in a criminal matter; or
- Acting as a back-up officer on calls.

- d. Encounters/Interactions

Officers shall activate the body worn camera to record individual interactions where the encounter has the potential to cause concerns for officer safety or a potential external complaint.

- e. Searches

Body worn cameras shall be activated during searches (investigative stops, frisks, warrant/warrantless searches, building and vehicle searches), handling of evidence, and vehicle inventories.



Herndon Police Department

GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 10

AUDIO AND VIDEO RECORDINGS

4. Officers involved in prolonged incidents may terminate or mute a body worn camera recording whenever they determine that continued recording is impractical. In making their decision, officers should consider the continued necessity to capture recordings and their individual assignment. If there is any doubt, officers are encouraged to consult with their supervisor prior to terminating their recording. Officers should verbally document their reason prior to terminating or muting a body worn camera recording for any reason. If circumstances at the scene change, it is the responsibility of the officer to re-activate their body worn camera consistent with the guidelines of this policy.
5. Privacy Considerations
 - a. The body worn camera shall only be used for law enforcement purposes. If officers are lawfully present, such as in the case of an arrest warrant, search warrant, emergency situation, or consent to search, there is no requirement that the officer inform the person of the recording. However, when reasonable, practical, and safe to do so, officers may inform the person(s) of the activated recording to avoid potential conflicts. There is no requirement that the officer discontinue use of the body worn camera upon an individual's request.
 - b. In general, officers should use caution in places where a *reasonable expectation of privacy* exists (such as a private residence, locker room, restroom, etc.). Unless activation is required for the performance of official law enforcement purposes, officers may deactivate the body worn camera from recording, using prudent judgment. If an officer needs to deactivate such recording during an incident, the officer should voice the reason for deactivation and shall document such reason in the incident report.
 - c. There is no requirement that prohibits officers from recording persons in public where there is no expectation of privacy.
6. Prohibited Uses
 - a. The body worn camera shall not be used to record non-law enforcement related or personal activities.



Herndon Police Department

GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 11

AUDIO AND VIDEO RECORDINGS

- b. Under no circumstances, except those instances involving criminal investigations of department personnel, will a conversation between department employees be recorded, without all parties to the conversation being made aware that it is being recorded.
 - c. Supervisors shall not use the body worn camera for documenting counseling sessions, personnel evaluations, or meeting with employees regarding personnel matters.
 - d. The body worn camera shall not be used to record interactions with magistrates, attorneys, doctors, peer support counselors, or others while discussing privileged or sensitive information.
 - e. Officers shall not intentionally record confidential information from such sources as NCIC, VCIN, or other criminal databases. This does not include radio transmissions that occur in the course of normal duties.
7. Unless a law enforcement action is necessary or discretion dictates otherwise, officers should consider deactivating their body worn camera during interactions that by their very nature are sensitive. Depending on the specific situation, an alternative may include utilizing the “mute” feature on the body worn camera. In such instances, officers must document the specific reason for altering the use of the body worn camera. Discretionary interactions include, but are not limited to the following:
- a. Interviews with those wishing to provide confidential information,
 - b. Complainants who do not wish to be identified,
 - c. Victims and witnesses of crimes, who wish to protect their identity and confidentially report or discuss criminal activity,
 - d. Interviews involving a juvenile victim,
 - e. Undercover officer activity or tactical discussions,
 - f. Inside medical, mental health or rehabilitation facilities, to protect the privacy of patients along with their medical treatment and information. In such instances where the body worn camera is used in these facilities, care should be taken to limit who and what is being recorded.



Herndon Police Department

GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 12

AUDIO AND VIDEO RECORDINGS

- g. During in-custody transports while the in-car camera is activated and upon arrival at the detention facility.
- C. If an officer accidentally or inadvertently records an event of an inappropriate nature, they shall submit a memo to the Chief of Police to request deletion of the recording, indicating when the video was recorded, and the reason requested for deletion.
- D. End of Shift
 - 1. At the end of their tour, officers shall attach their body worn camera to a designated docking station. All recordings from the body worn camera shall be appropriately classified and uploaded to the MSC prior to the officer's end of shift. Personnel shall not manipulate or touch unattended equipment that is not assigned to them. Body worn camera equipment will be operated according to manufacturer's recommendations, department policy and training. Personnel are prohibited from altering body worn camera hardware or its related software and such action may be cause for discipline. Once all recordings have been uploaded, officers shall ensure their body worn camera begins charging for the next tour.
 - 2. Body worn cameras must be stored/docked at police headquarters at the conclusion of an officer's tour of duty. A department-owned body worn camera shall not be operated while in an off-duty status. All duty-related recordings of any police activity shall be considered official department records.

VIII. PROCESSING RECORDINGS

A. Classifications

The following classifications have been established for audio/video recordings:

1. Non-Serious Offense MISDEMEANOR or Non-Serious Offense RESOLVED

Arson	Extortion	Prostitution
Blackmail	Forgery	Runaway
Bribery	Fraud	Simple assault
Counterfeiting	Gambling	Thefts
Curfew	Identity theft	Trespassing
Destruction of property	Intimidation	Vagrancy
Disorderly conduct	Larceny	Vandalism



Herndon Police Department

GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 13

AUDIO AND VIDEO RECORDINGS

Drug/narcotic offenses
DUI/DUID
Embezzlement

Loitering
Peeping tom
Pornography

Weapons violations

2. Less Serious Offense FELONY or Less Serious Offense RESOLVED

Arson	Extortion	Prostitution
Assault	Gambling	Robbery
Burglary	Identity Theft	Suicide
Deaths	Intimidation	Vandalism
Destruction of Property	Larceny	Weapons violations
Drug/Narcotic offenses	Pornography	

3. Serious Offense RESOLVED or UNRESOLVED

Abduction	Kidnapping	Robbery
Aggravated assault	Manslaughter	Sex crimes
Crimes against children	Murder	
Incest	Rape	

4. Missing Persons

5. Traffic Stop - ALL

6. Traffic Crash: investigation into and reporting of motor vehicle accidents/crashes that involve law enforcement and non-law enforcement vehicles.

7. Recording, Surveillance, or Monitoring any surveillance of an area including the actions of law enforcement officers, suspects, and bystanders, also includes in-car monitoring of officers.

7. Pursuit: investigation into and reporting of incidents involving vehicle pursuits.

9. Use of Force

10. In-Custody Transports: if transport is associated with an arrest, the classification must first take the principal charge, otherwise it can be classified as in-custody transport.



Herndon Police Department

GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 14

AUDIO AND VIDEO RECORDINGS

11. **Other, Uncategorized, Pending, etc.:** recordings not required to support known investigations or litigations.

B. Process of Classifying Recordings

1. Following the conclusion of each recording, officers should classify all recordings by selecting the appropriate classification type(s). Applying appropriate classifications determines retention and deletion schedules.
2. Officers should promptly classify recordings following the conclusion of each event; however, classifying and/or reclassifying camera recordings shall be finalized no later than the officer's next tour of duty following the captured recording. Officers shall also enter associated incident report numbers to each recording, if available.

IX. ACCESS TO RECORDINGS

A. Internal Access

1. Officers have access to their created recordings for review, court, or other authorized purposes. Officers are strongly encouraged to review their recordings for factual validation prior to making statements or writing reports. **<41.3.10a,b>**
2. Officers will retain access to their recordings but will not have access to view recordings created by another officer. Officers may, however, access another officer's recording with their consent. Such access shall only be for legitimate law enforcement purposes. **<41.3.10c>**
3. Civilian personnel will be granted access to recordings based on the requirements of their position or the needs of the department.
4. Supervisors have access to recordings to review incidents, evaluate usage, perform inspections and audits, and investigate complaints. Supervisors shall review recordings related to a reported complaint. The supervisor shall proceed as customary, based on the findings, to address complaints that fall within the scope of their authority or advance a complaint to an administrative investigation. **<41.3.10d>**



Herndon Police Department

GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 15

AUDIO AND VIDEO RECORDINGS

5. Detectives assigned to Criminal Investigations have access to recordings for investigative and evidentiary purposes. **<41.3.8c,d>**
6. Access to recordings that are subject to an administrative investigation will be restricted and limited to investigative authorities until the findings are classified. **<41.3.8c,d>**
7. Access to recordings may be specifically restricted at the discretion of the Chief of Police due to investigative or administrative requirements.
8. The Chief of Police may approve the use of recordings for training purposes.
9. Accessing, copying, sharing, distributing, or uploading recordings is strictly limited to official law enforcement purposes.

B. External Access

External requests for access to recordings must adhere to FOIA or the legal process, unless otherwise authorized in this policy. Access will be processed by the FOIA Specialist.

1. Criminal Case Requests <41.3.8c>

- a. Attorney requests (state and local violations) must be pursuant to a discovery order or a properly issued subpoena duces tecum signed by a judge. In instances where a subpoena is served for a video recording, the prosecuting attorney will be notified. The prosecuting attorney will determine if a motion to quash is to be filed, or if the video recording is to be released as outlined in the subpoena.
- b. Access to recordings will be provided to the Commonwealth Attorney (Fairfax County) and the Town Prosecutor promptly upon request. The case officer shall provide access to prosecutors with a link to the digital file, and document in a supplement report to the incident noting the completed action and the method of access.
- c. The Town Prosecutor will have independent access to the MSC to review recordings in preparation for prosecuting cases.



Herndon Police Department

GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 16

AUDIO AND VIDEO RECORDINGS

2. Civil Case Requests

Attorney requests for access to recordings related to pending civil cases must be pursuant to a properly issued subpoena duces tecum. In instances where a subpoena duces tecum is served for records or video recordings, the Town Attorney will be consulted to determine if a motion to quash is to be filed, or if the recording is to be released as outlined in the subpoena.

3. Freedom of Information Act Requests

FOIA requests will be released/exempted pursuant to the Virginia Freedom of Information Act, Virginia Code 2.2-3700, which guides specific access to public records of the department.

4. Other Requests

Requests for recordings from outside law enforcement agencies must be approved by a division commander.

X. PROGRAM RESPONSIBILITIES

A. Officers' Responsibilities

1. Ensure that only camera systems that have been issued and/or approved by the department are used.
2. Report faulty or damaged equipment; a spare may be used as a backup in such an event. If a spare body worn camera is used, the officer shall report this to the VSA with the date and time range it was used so that recordings can be appropriately assigned.
3. Classify recordings per established procedures and submission timeframes with their respective case numbers (ex: YYYY-XXXX).
4. Ensure that relevant facts are not omitted from report narratives by referring to captured recordings. Substituting portions of the report by using phrases such as "refer to recording" is not permitted. Officers are also required to continue to take complete field notes and should not become overly dependent on the availability of camera recordings in documenting the facts required for incident reports.



Herndon Police Department

GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 17

AUDIO AND VIDEO RECORDINGS

5. Maintain body worn cameras to have enough power in an operational status throughout their tour.

B. Supervisors' Responsibilities

1. Ensure all personnel under their command adhere to established procedures and that reporting requirements have been met prior to approving an incident report.
2. Ensure access to review recordings from the MSC is active.
3. Investigate and document damage to any part of the mobile or body worn camera equipment and initiate the repair process.
4. Conduct random checks of recordings (a minimum of three videos per officer, per month) and ensure monthly inspections are documented on the HP205 form. Supervisors shall additionally inspect mobile, or body worn camera equipment to ensure proper operation and periodically review recorded events to evaluate tactics, officer conduct, vehicle, or body camera positioning, and gather information for performance reviews. **<41.3.10e>**
5. Review recordings monthly to ensure that all videos are appropriately classified by officers under their direct supervision.

C. Lieutenants' Responsibilities

1. Ensure that supervisors under their command adhere to established procedures, report repairs, and conduct random reviews and inspections monthly.
2. Conduct random checks of squad supervisors' recordings (a minimum of three videos per squad supervisor, per month) and indicate any areas of concern to the division commander. **<41.3.10e>**
3. Conduct random checks of recordings as specified in the monthly inspections for validation of proper procedure and use.



Herndon Police Department GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 18

AUDIO AND VIDEO RECORDINGS

D. Commander's Responsibilities

1. The Support Services Division Commander shall review documented inspections quarterly for proper usage and submit a memorandum of findings to the Chief of Police. **<41.3.10e>**
2. The Support Services Division Commander shall submit an annual administrative review of the in-car and body worn camera programs to the Chief of Police. The review should indicate whether practices and protocols, policy, training, equipment, or other issues should be addressed. **<41.3.10f>**

E. VSA Responsibilities **<41.3.8e>**

1. Ensure faulty or damaged equipment is repaired/replaced.
2. Perform system management, update, and ensure security measures are intact, as appropriate.
3. Coordinate all acquisitions of audio/video-related equipment and supplies.

F. Training **<41.3.8f>**

The VSA shall ensure that in-car camera and body worn camera users and supervisors receive mandated initial training prior to operation and use, and refresher training as appropriate, to include:

1. All practices and protocols are covered by department policy and procedure.
2. An overview of state and federal law governing consent, evidence, privacy, and public disclosure.
3. Manufacturer's procedures for operating the equipment safely and effectively.
4. Procedures for downloading and categorizing recorded data.
5. Procedures for accessing and reviewing recorded data.
6. Procedures for preparing and presenting digital evidence for court.



Herndon Police Department GENERAL ORDERS

Operations Section

303

Effective Date: July 18, 2025

Page 19

AUDIO AND VIDEO RECORDINGS

7. Procedures for documenting and reporting malfunctioning of the device or system.