

14.01.000 BODY WORN CAMERAS/IN-CAR VIDEO

14.01.005

PURPOSE AND SCOPE: 10/24

Establishes policies, procedures, and guidelines for the Body Worn Camera/In-Car Video (BWC/ICV) program. This policy governs all employees who use department issued BWC/ICV systems and those who have the responsibility for collection, review, and dissemination of BWC/ICV data; including those who supervise these employees.

14.01.010

DEFINITIONS: 10/24

For purposes of this policy, the following definitions are provided.

Body Worn Camera (BWC): A video and audio recording system designed to be worn on the exterior of uniforms and/or equipment.

In Car Video (ICV): A video and audio recording system that is mounted in, and draws power from, a vehicle.

Camera System: An audio-visual system that is capable of audio and video recordings.

Notification: A statement made for the specific purpose of informing someone that their communication or conversation is being recorded.

Consent: Consent to record shall be considered obtained when the recording party has announced in any reasonably effective manner, to all other parties engaged in the communication or conversation, that such communication or conversation is being recorded.

Activation: A process that causes the BWC/ICV to begin recording.

Body Camera Technicians: Personnel certified or trained in the operational use and repair of body cameras, duplicating methods, storage and retrieval methods and procedures, and who have a working knowledge of video forensics and evidentiary procedures.

Involved Member: A commissioned department member who used any force against a subject immediately prior to or during the time of an officer involved shooting or serious force incident as defined in GOM 6.02.010 is alleged to have occurred; or, was actively and materially involved in any actions that may have contributed to the outcome of such an incident.

Witness Member: A commissioned department member who does not meet the definition of an involved member but may have been in a position to see, hear, or otherwise perceive the actions and/or statements of an involved member.

14.01.015

POLICY: 10/24

Body worn cameras and in-car video systems are valuable tools in promoting transparency in law enforcement by recording contacts between members of the community and police officers. The King County Sheriff's Office (KCSO) employs BWCs and ICV systems for the purpose of objectively documenting information about the details of such contacts as they occur.

The Department acknowledges that video recordings provide only a two-dimensional perspective (with limited vantage points) of an incident. A camera likely will not capture everything that a member sees and may capture something that the member may not have seen. Consequently, KCSO shall not rely solely upon video recordings as the basis of decisions regarding any event. In every event KCSO shall review and consider all available evidence, (such as witness statements, member interviews, forensic analysis, documentary evidence, etc.) when making decisions about the event.

14.01.020

PROPERTY OF KCSO: 10/24

BWC/ICV equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment are the sole property of King County. Any disclosure or dissemination of BWC/ICV data shall be for official department business. All other uses are prohibited.

Employees shall use only KCSO approved BWC/ICV equipment while on duty. The use of unauthorized camera systems is prohibited.

14.01.025

BWC/ICV MAINTENANCE: 10/24

The BWC/ICV equipment vendors shall be responsible for BWC/ICV system maintenance and repairs. KCSO employees shall not tamper with or otherwise modify BWC/ICV equipment without proper authorization.

14.01.030

BWC/ICV TRAINING: 10/24

1. Initial Training: Prior to wearing and operating a BWC or operating a vehicle with an ICV, members shall successfully complete department training on the proper use of the equipment and procedures for uploading recorded video. This training will include:
 - a. Department policy on BWCs and ICVs.
 - b. System preparation, function testing, and operation.
 - c. Procedures for operating equipment
 - d. Placement of the BWC.
 - e. Procedures for uploading and tagging recorded data.
 - f. Procedures for preparing and presenting digital evidence for court.
 - g. Scenario based exercises that replicate situations that members may encounter.
2. Refresher Training: Members shall attend refresher training on the BWC and ICV as directed by the department.

14.01.035

BWC/ICV INSPECTION: 10/24

At the start of every shift, members shall inspect and test their BWC/ICV equipment in accordance with current training, SOP, and the manufacture's recommendations. If a member discovers that the BWC/ICV equipment is not functioning, they shall document this in CAD, and shall ensure that the equipment is turned over to the appropriate person for repair and/or replacement as soon as practicable, but no later than the end of the member's work week.

14.01.040

ISSUANCE OF BWC/ICV SYSTEMS: 10/24

1. BWC systems may be issued to personnel working uniformed assignments, TAC 30 personnel while on SWAT deployment, and members of the Rapid Deployment Force (RDF) when operationally deployed.
2. ICV systems may be installed on marked patrol vehicles, Tac 30 Mobile Arrest Team vehicles (MAT), and designated RDF response vehicles.
3. BWC/ICV systems shall not be issued to personnel working plain clothes assignments nor installed on unmarked vehicles other than TAC 30 MAT and designated RDF response vehicles.
4. Members who have been issued a BWC shall wear the camera while on duty and while working off duty employment as defined in GOM 4.03.010.
5. The BWC shall be worn in accordance with current training, SOP, and the manufacture's recommendations.

14.01.045

ACTIVATION OF BWC/ICV: 10/24

1. Activation and Officer Safety:
 - a. At no time is a member expected to jeopardize their safety or that of the public in order to activate a BWC/ICV system.
 - b. Members suddenly confronted with an unexpected event should respond to any potential threats and protect themselves and others before attempting to activate their BWC/ICV systems.
 - c. If emergency circumstances prevent activation at the start of an event, the member shall activate the BWC/ICV system as soon as it is safe and feasible to do so.
 - d. Members shall document the reasons for the delayed activation in their incident report and clearly articulate their justification for delaying the system activation.
2. Activation of BWC:
 - a. Subject to the exceptions contained in this policy, members shall activate their BWC before community member contact occurs for all calls for service, as well as for all enforcement and investigative contacts with community members.
 - b. In addition, and unless otherwise prohibited by this policy, members may activate the BWC any time they determine it would be beneficial to capture a contact, an event, or an activity.
3. The BWC system will automatically activate in the following circumstances:
 - a. When the member's Taser is unholstered.
 - b. When the emergency lights are activated on the member's vehicle, if equipped with an ICV system.

4. Members who have been issued a BWC shall use those systems to record the following:
 - a. Dispatched calls for service.
 - b. Investigations and Investigative contacts, including:
 - i. Traffic stops.
 - ii. Terry stops.
 - iii. On-view infractions and criminal activity.
 - iv. Investigative social contacts that may turn into a Terry stop.
 - v. Arrest and detention.
 - vi. Reading of Miranda rights.
 - vii. Taking victim, witness, or suspect statements.
 - c. Vehicle pursuits.
 - d. Searches.
 - e. Handcuffing.
 - f. During the service of search or arrest warrants.
 - g. Assessments or evaluation for a psychiatric detention.
 - h. Transporting any detained or arrested person.
 - i. Any Interaction with detainees in a holding cell or detention facility
 - j. Any other contact, event, or activity where the member believes recording has value.
 - k. Upon the order of a higher-ranking member.
5. ICV: Members shall ensure that the ICV is activated when:
 - a. Driving to an incident and for the duration of the member's involvement in the incident if in proximity to the vehicle.
 - b. Community members enter/exit the rear seat of their vehicle.
 - c. Their patrol vehicle's emergency lights are activated.
6. Provided, in patrol vehicles, the ICV will automatically activate when:
 - a. The vehicle emergency lights are activated.
 - b. The rifle rack is opened.
7. For the purposes of this section, the term "community member" does not include individuals on ride-a-longs or personnel working on vehicles.
8. In addition, and unless otherwise prohibited by this policy, members may, at their discretion, activate the ICV any time they determine it would be beneficial to capture a contact, an event, or an activity.
9. When stopping a vehicle or making contact at an incident, members should make reasonable efforts to position their vehicle to obtain useful recordings and capture critical evidence.

14.01.050

FAILURE TO ACTIVATE BWC/ICV: 10/24

1. Intentional failure to activate, intentional deactivation, or interfering with the recording quality of the BWC/ICV system, in violation of this policy, shall be considered misconduct in accordance with GOM 3.00.015 and may result in discipline.
2. Failure to activate, or deactivation of the system, in violation of this policy due to inattention or carelessness shall be considered unsatisfactory performance in accordance with GOM 3.00.020 and may result in retraining, coaching and counseling, or discipline in accordance with the department's progressive discipline system.
3. All violations of this policy shall be handled in accordance with GOM 3.00.000 Personnel Conduct and GOM 3.03.000 Investigation of Personnel Misconduct.
4. Other than for intentional failures to activate and intentional deactivations in violation of this policy, a grace period of 60 days from when a member is issued a camera shall be given to members for accidentally failing to activate their cameras as required by this policy.

14.01.055

DEACTIVATION OF BWC/ICV: 10/24

1. Once activated, and subject to all exceptions set forth throughout this policy, the member shall not purposely turn off the camera until the member's involvement in the incident has concluded.
2. The member should cease recording when their part of the active investigation, or transports, are completed and there is little possibility that the member will have further contact with any person involved in the event.

14.01.060

RECORDING PROHIBITED: 10/24

1. Officers and members of the Department are prohibited from using a Department BWC for personal use and are prohibited from making personal copies of recordings created while on-duty, during off-duty employment, or while otherwise acting in their official capacity.
2. Unless specifically authorized by the Sheriff, the BWC/ICV shall not intentionally be used to record:
 - a. Anything not involved with official duties.
 - b. Communications with other police personnel while not conducting LE operations.
 - c. Communications with undercover deputies or confidential informants.
 - d. Communications of a privileged and/or confidential nature, where there is a legal expectation of privacy. This includes but is not limited to those involving an attorney/client, medical provider/patient, or any other legally protected communications.
 - e. When on break or otherwise engaged in personal activities.
 - f. While in a jail unless for a direct LE purpose.

- g. The interior of medical, mental health, counseling, or therapeutic facilities unless conducting an active LE investigation. Authorized recording includes:
 - i. Recording the investigation of a crime committed at the facility.
 - ii. A legal blood draw at a facility during a DUI investigation.
 - iii. Taking a statement from a suspect or witness while in a facility.
- h. While within a police precinct or substation, except while taking an in-person report at the precinct or substation or placing a person into a detention area at the precinct.
 - i. If recording, the member should announce that they are recording.
 - ii. Members shall turn off the recording equipment after the reason for recording is no longer present.
 - iii. Members shall activate recording each time they interact with a person being held in a detention area until the person is released or transported to jail.
- 3. Members may use the "Sleep Mode" function to temporarily disable recording and buffering when in an area where recording is prohibited as described above or while in a "sleep zone" in a clearly marked area of KCSO facilities.
 - a. Deputies shall ensure their camera is out of sleep mode at all times when they are on duty outside of these approved areas.
- 4. Members may use the power down switch to deactivate the ICV system in the following situations:
 - a. When driving to and within three miles of their residence (and member is no longer in service).
 - b. While participating in department approved training.
 - c. While conducting traffic control during off-duty employment where the vehicle's emergency lights need to be activated for an extended period.
 - d. When driving to or from a vehicle maintenance facility for service.

14.01.065

DISCRETIONARY RECORDING: 10/24

- 1. In rare circumstances members may perform pre-planned operations where using the BWC/ICV is impractical, presents a risk, involves privacy concerns, or is otherwise problematic.
 - a. Units may request exceptions to recording with BWC and/or ICV, for specific pre-planned operations, from the Sheriff.
 - b. Any exceptions granted are valid for a duration of the operation but will not exceed one year.
 - c. The exception may be renewed at the discretion of the Sheriff for good cause.
- 2. Unit supervisors shall request the exceptions through their chain of command by department memorandum.
 - a. The memo shall outline the specific tasks and good cause justification for not recording.

- b. All approvals will be for good cause, which will be set forth in writing and signed and dated expressly by the Sheriff.
 - c. The Sheriff and affected section commanders shall maintain a file of approved exceptions.
 - d. The Office of Law Enforcement Oversight shall have access to the exceptions file for review.
- 3. When pre-authorization not to record is not feasible, Members may exercise reasonable discretion to record, or not record, events in the following circumstances:
 - a. When there is an articulable exigent circumstance that would justify a member's decision to record or not record.
 - b. When in a location where individuals have a reasonable expectation of privacy, such as bathroom or locker room, except if the member is there to effect an arrest or serve a warrant.
 - c. When respect for an individual's privacy or dignity outweighs the need to record an event. Examples may include (list not meant to be all inclusive):
 - i. Death notifications.
 - ii. Child or sexual assault victim interviews.
 - iii. Cultural or religious objections to being recorded.
- 4. Members who apply a discretionary exception to recording as described shall document the reasons for not recording in an incident report submitted to their supervisor.
 - a. The report shall clearly articulate their justification for not recording.
- 5. Supervisors shall review the member's decision for alignment with this policy. Members who provide a reasonable explanation shall not be disciplined.

14.01.070

NOTIFICATION OF RECORDING: 10/24

- 1. Notification at Initial Contact. Upon initial contact with community members during a call for service or an investigative contact, the member in contact shall notify the community member as soon as practicable that they are being recorded.
 - a. The member should ask the community member if they want their identity, and/or communications, to remain confidential for public records purposes.
 - b. When feasible, this notification shall be recorded, and repeated to any new community member that arrives during the contact.
- 2. Objections to Recording: If a community member objects to being recorded, the officer may elect to record the encounter despite the objection.
 - a. Since conversations with police officers are not considered private under Washington law, there is no requirement that the officer turn off the camera for a community member who objects to having the interaction recorded.
 - b. Officers may notify community members that they will indicate in their report that the community member wishes to not have their information and/or recordings publicly disclosed.

3. Notification to Persons who are Limited English Proficient (LEP), Deaf, Blind, or Hard of Hearing: Members will make a good faith effort to communicate to persons who are LEP, deaf or blind persons, or persons who are hard of hearing that they are being recorded.
 - a. For community members with limited English proficiency, the department's "I Speak - BWC Notification" booklet and/or other appropriate department approved language access resources shall be utilized in accordance with GOM 16.04.100.
 - b. Members are encouraged to utilize the "LanguageLine InSight App" that provides on-demand video and audio remote interpreter services. This application is available for installation on phones, tablets and computers. The InSight app also includes screens that will assist members in identifying the primary language spoken by a community member who is LEP.
 - c. For community members who are deaf or hard of hearing, interpreters may be requested through LanguageLine or by contacting the Communications Center.
 - d. An interpreter is required when:
 - i. A department member is unable to communicate effectively with an individual attempting to access or in need of law enforcement service; or
 - ii. A limited English proficient, deaf, blind, or hard of hearing individual requests an interpreter; or
 - iii. A member is unable to communicate effectively to carry out their official purposes.
4. Notification during Arrest: In accordance with RCW [9.73.090\(1\)\(b\)](#), members shall again notify persons placed under arrest they are being recorded and verbally give Miranda warnings on the recording.
5. Notification Exceptions: In accordance with RCW [9.73.090\(1\)\(c\)](#), members will not be required to inform the person being recorded if the person is being recorded under exigent circumstances but they should do so as soon as safe and practicable.

14.01.075

DOCUMENTATION OF RECORDING IN POLICE REPORTS: 10/24

1. When the BWC or ICV is activated, members shall document in their case report, notice of infractions, and/or citations that a BWC and/or an ICV recording was made.
2. If a member does not activate the BWC or ICV, or terminates the recording prior to the end of the event, the member shall document this in their case report, including the circumstances and reason(s) why this occurred, and notify a supervisor.
3. Any time a member records any portion of a contact that the member reasonably believes constitutes evidence in a criminal case, the member shall record the related case number and shall document the existence of the recording in the related case report.

14.01.080

UPLOAD AND STORAGE OF BWC/ICV RECORDINGS: 10/24

1. Members shall upload camera footage at least once during their shift or after their shift on a department issued docking station or by using the View XL Desktop.

- a. Members shall upload camera footage before the end of shift after a serious incident or when storage capacity is reaching its limit.
2. There may be circumstances where a member is unable to upload camera footage during or after their shift.
 - a. In such cases, members will ensure the camera footage is uploaded at the beginning of their next regular or overtime shift, whichever occurs first.
 - b. Absent extenuating circumstances a member shall not wait until their return from regular furlough days or vacation to upload camera footage unless approved by their supervisor.
3. Under certain circumstances, the Department may require video to be uploaded at times other than those specified herein or may cause the video to be uploaded by someone other than the member to whom the camera was issued.

14.01.085

REVIEW OF BWC/ICV RECORDINGS - MEMBER: 10/24

1. Review of Recordings - Routine Reports:
 - a. Except as otherwise prohibited in this policy, members may view their own BWC/ICV recordings, and the recordings of other law enforcement officers involved in the incident, in the course of preparing their incident report or other documents.
 - b. When preparing reports and statements that contain information that may have been captured by the BWC/ICV system, a member must separately identify what is being documented from their independent recollection and what is being documented as a result of viewing the recordings.
 - c. Members need not review every recording when preparing a report. Members should only review those videos that may contain critical evidence captured at the scene.
 - d. Members may request that other law enforcement personnel review the video for law enforcement purposes.
 - e. Members shall not review any videos that they were not involved in.
2. Review of Recordings - Other than Routine Reports:
 - a. After incidents involving an officer involved shooting or serious force incident as defined in GOM 6.02.010, involved and witness members shall not review their own BWC/ICV recordings, or those of other law enforcement officers, prior to completing an initial written statement.
 - i. The initial written statement shall be based on the member's recall of the incident and should include details that explain the information the member recalls about:
 - The circumstances leading up to the incident.
 - Information known to the member at the time of the incident.
 - The suspect's actions and/or statements before and during the incident.
 - The reason the member used force.
 - ii. For involved members, the initial written statement shall be compelled.

- b. Serious force incidents are traumatic events for all involved parties. However, there exists a need to obtain initial and supplemental statements in a timely manner from both involved and witness members.
 - i. After submitting the initial written statement, members may then review relevant recording(s) of the incident.
 - ii. Members are not required to review the video of the event.
 - iii. After reviewing the recording(s), the member may take one of the following actions:
 - Prepare and submit a supplemental statement which shall be a continuation of the initial statement.
 - Decline to provide a supplemental statement.
 - c. The initial written statement and any supplemental statement(s) related to the incident shall include the following information, if known to the member:
 - i. Summary of the incident that explains the reason for the initial contact between the member and the person upon whom force was used, that person's and the officer's actions leading up to and during the use of force, and the specific type and amount of force used.
 - ii. Facts supporting a detention, arrest, or enforcement action if applicable.
 - iii. Description of any de-escalation efforts that were used or attempted.
 - iv. The type of force used and the reason for that use of force.
 - v. Whether other force or non-force tactical options were available.
 - vi. If a warning was given before the use of force. If no warning was given, the reason it was not given.
 - d. The above information is based upon what is known and recalled by the member, the inability to provide any of the information above shall not be a reason to discipline a member.
3. Public Safety Statement: If a member is involved in a shooting, or other serious use of force, the member may be required to provide a public safety statement prior to having the opportunity to review BWC or ICV recordings. The public safety statement shall be in addition to any statement described in the previous section.
4. Viewer Application Entry: The system viewer application automatically records a log entry when a user views a video. In addition to the automatic system log, any employee viewing a video will manually make an entry in the viewer application, at the beginning of the viewing session, stating the purpose for viewing the video.
5. Review, Retention and Distribution Prohibited: Employees shall not review video they were not involved in, and under no circumstances shall an employee retain or distribute a recording for a non-law enforcement purpose.
6. Community Member Review Prohibited: Involved community members/witnesses shall not be allowed to review the recordings at the scene.
7. Reporting Misconduct: If during the course of a legitimate viewing, a department member views serious misconduct which could lead to discipline, they are required to report it as they would in any other situation.

14.01.090

REVIEW OF BWC/ICV RECORDINGS - SUPERVISORS: 10/24

1. Supervisor Review: Supervisors and command staff shall only view video of employees if they are reviewing:
 - a. Use of force reports.
 - b. K-9 applications.
 - c. Pursuit reports.
 - d. Investigating an independent complaint of misconduct.
 - e. Evaluating a report of meritorious conduct.
 - f. Assisting with the defense or prosecution of criminal or civil litigation.
 - g. In preparation for coroner's inquest.
 - h. Other instances in which reporting is mandatory.
 - i. For purposes of training and/or coaching.
 - j. Documentation for accreditation assessments.
2. Supervisors shall not view recordings solely to evaluate employee performance other than outlined above. While reviewing video for authorized reasons, supervisors may observe minor misconduct.
 - a. Misconduct such as the use of obscene language, minor rudeness, or other misconduct that is minor in nature should be addressed with coaching and counseling outside the formal disciplinary process and documented in the employee's annual performance evaluation.
 - b. If the minor misconduct is part of a previously documented pattern of similar misconduct, it may be addressed using the department's progressive discipline system.
3. Random Review for Discipline Prohibited. The Department shall not randomly review or search through BWC/ICV recordings for the sole purpose of discovering disciplinary matters.
 - a. If during an authorized viewing, a department member views serious misconduct which could lead to discipline, they are required to report it as they would in any other situation.

14.01.095

REVIEW OF BWC/ICV RECORDINGS - FOR TRAINING PURPOSES: 10/24

1. A BWC or ICV recording may be used for training purposes when approved by the Advanced Training Unit (ATU) Sergeant, subject to the following:
 - a. Involved member(s) will be notified by ATU prior to the BWC or ICV recording being used.
 - b. In no event shall a recording be used or shown for the purpose of ridiculing or embarrassing a department member.

14.01.100

VIDEO REVIEW TEAM: 10/24

1. A department BWC/ICV Video Review Team shall conduct quarterly audit reviews of BWC/ICV recordings to ensure that the equipment is operating properly, and to assess:
 - a. Program quality control.
 - b. General departmental performance and training needs.
 - c. Overall policy compliance.

- d. Consistency between written reports and BWC/ICV recordings.
2. The purpose of the audit is to assess the overall effectiveness of policy and training related to the BWC/ICV program and ensure an organization wide culture of compliance.
 - a. It is not intended as a search for individual policy violations.
3. The review team shall make recommendations to the Sheriff related to improvements in equipment, procedures, policy, and training.
4. The video review team shall audit 25 recordings per quarter.
 - a. The recordings for review shall be randomly selected by the camera system (Axon).
 - b. The team shall not review recordings other than those randomly selected for the audit by the system.
5. The purpose of the review is not to identify potential discipline, however, if while performing the quarterly audit, minor acts of misconduct are discovered the team may report those to the employee's supervisor for review.
 - a. The referral shall not result in discipline unless the misconduct is a continuation of a previously documented pattern of similar misconduct or unsatisfactory performance.
 - b. Minor acts of misconduct or unsatisfactory performance, that are not part of a previously documented pattern of behavior, shall be handled outside of the disciplinary system and may only result in a training referral or counseling, mentoring, and/or coaching and may be included in an employee's performance evaluation.
6. Similarly, should conduct be discovered which merits recommendation for commendation and/or award recognition, such conduct may be referred for such recommendation following the appropriate KCSO procedures.
7. Serious acts of misconduct shall be reported to the IIU.
8. The BWC/ICV Video Review Team shall include the following personnel:
 - a. The BWC/ICV Program Manager.
 - b. Advanced Training Unit Sergeant.
 - c. A Captain or Sergeant from Patrol Operations Division.
 - d. A Captain or Sergeant from the Investigations Division.
 - e. A representative from the King County Police Officers Guild.
 - f. A representative from the Office of Law Enforcement Oversight.
 - g. A department legal advisor.
 - h. A representative from KC IT.
9. The BWC/ICV Program Manager shall coordinate and facilitate meetings and report the team's recommendations as necessary to supervisors and the Sheriff.

14.01.105

CRITICAL INCIDENT OR SERIOUS MISCONDUCT: 11/24

1. If a member is involved in a critical incident (serious force incident or other serious incident), the supervisor shall direct the involved and witness members to turn off their BWC and ICV (when released from the scene or directed) and keep their BWC mounted on their person until processed by an assigned investigator (see GOM 6.01.030).
2. If a member is suspected of serious misconduct, the supervisor shall take physical custody of the BWC until turned over to an assigned investigator and ensure that the member's ICV is turned off.
 - a. The supervisor shall take custody of the BWC outside of public view when feasible.

14.01.110

NOTIFICATION TO SUPERVISOR: 10/24

1. Members should inform their supervisor if their BWC/ICV may have recorded an incident that they reasonably believe might:
 - b. Result in a complaint.
 - c. Be useful for training.
 - d. Be an unusual or newsworthy event.
 - e. Contain graphic or sensitive material.

14.01.115

VIDEO RETENTION: 10/24

BWC/ICV recordings shall be stored, retained, released in accordance with state records retention and public records disclosure laws or KCSO's own records retention schedule if more stringent.

14.01.120

PUBLIC DISCLOSURE: 10/24

1. Public Disclosure Process: Community members who wish to obtain BWC/ICV recordings may submit a public records disclosure request in one of the following ways:
 - a. Online: www.kingcounty.gov/sheriff
 - b. By Phone: KCSO Public Disclosure Unit at (206) 263-2103.
 - c. Email: KCSODisclosure@kingcounty.gov
 - d. By mail: King County Sheriff's Office
Attn: Public Disclosure Unit
King County Courthouse
516 3rd Ave, Rm W-150
Seattle, WA 98104
2. Recording requests related to active litigation should be obtained through the discovery process.
3. Review Prior to Public Disclosure: All recordings requested pursuant to the public records act shall be reviewed by the department prior to public release.

4. Contract Partners, Prosecutors, and other LE Agencies: Recordings shall be made available to King County contract partners and the King County Prosecutor's Office for the purposes of prosecuting criminal cases, traffic or civil infractions, code enforcement, licensing violations, or to defend the contract partner or county or its employees in litigation. Recordings shall be released and available to other criminal justice agencies as that term is defined in RCW 10.97.030.

14.01.125

RESPONSIBILITIES: 10/24

1. Supervisors: Supervisors are responsible for ensuring that their members use and maintain their BWC and ICV equipment in accordance with this policy. They shall review all BWC/ICV recordings associated with a use of force report, a pursuit report, or when possible, prior to taking any community member complaint.
2. Members: Members are responsible for ensuring that they use and maintain their BWC and ICV equipment in accordance with this policy.