


Portsmouth, Virginia Police Department General Orders Manual

OPR-21 - Body Worn Cameras/Mobile Video Recorder		
	EFFECTIVE: 02/01/2023	Stephen Jenkins, Chief of Police Portsmouth Police Department
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CALEA References: 41.3.8, 41.3.10		

PURPOSE

To provide guidelines for the use of body-worn cameras (BWC's) and the management, storage and retrieval of BWC recorded audio-visual media.

POLICY

Officers will use BWC's to assist them in the performance of their duties by recording video and audio accounts of specific events. Additionally, all officers assigned a BWC will adhere to the procedures outlined in this policy in order to maximize effectiveness of the BWC and to maintain integrity of evidence and related documentation. (41.3.8a)

DEFINITIONS

Body-Worn Camera (BWC) - a recording device worn by the officer on the uniform that captures audio and video of the encounter between the officer and citizens.

Body Worn Camera Administrator – Agency employee subordinate to the Lieutenant in the Professional Standards Unit who has exclusive edit and purge rights of all videos captured by officers/detectives that use BWC.

Docking Station – The charging and uploading equipment intended to store the BWC and process the captured data and digital transfer of information as designed.

Evidence.com – A cloud-based digital media storage program that allows users and administrators of the Body Worn Camera program to store, view, and retain encrypted images that are CJIS compliant. The department will assign personnel accounts and related privileges depending on the role of the user. All transactions in Evidence.com are fully audited by the system with date and time stamp.

Evidentiary value – any information captured on the officer’s BWC that will likely aid in a criminal or traffic investigation.

Labeling – The process of connecting the BWC to an approved device for the purpose of entering the information specific to that recorded event, incident, or interaction. This includes the address of the incident, the IBR number and/or the category/type of incident. (See appendix A)

Law enforcement action – any official actions taken by officers of this department in the performance of their duties; these include, but not limited to: traffic stops, calls for service, investigative stops, crash investigations, citizen interviews and any other situation where an officer may have an accusatorial encounter with citizens.

Mobile Video Recorder (MVR) – a recording device installed in police vehicles that captures audio and video both within and external to the vehicle.

Signal Side Arm – Proprietary technology specific for activating BWCs to event Mode when a firearm is drawn from a duty holster.

PROCEDURES:

I. General

- A. BWC’s and MVR’s facilitate the documentation of police-public contacts, arrests, and critical incidents.
- B. BWC’s and MVR’s enhance the Department’s ability to review probable cause for arrest, officer and suspect interaction, evidence for investigative and prosecutorial purposes, and to provide additional information for officers.
- C. BWC’s and MVR’s document crime and accident scenes or other events such as the confiscation and documentation of evidence or contraband.
- D. The Department will only issue BWC’s/MVR’s to those officers who have successfully completed Departmental training on their use. (41.3.8f)
- E. Officers are responsible for the proper care of their assigned BWC’s/MVR’s and will immediately report to their supervisor any loss of, or damage to, any part of the equipment.

- F. BWC and MVR recordings are the exclusive property of the Portsmouth Police Department and are subject to the rules of evidence. Accessing, copying or releasing any media for any purpose other than official law enforcement purposes is strictly prohibited and will lead to disciplinary action.
- G. Officers are reminded that audio equipment records virtually all sounds within range, including conversation.

II. Prohibitions

(41.3.8a)

- A. Officers will not use privately owned BWC/MVR's while on duty, conducting law enforcement activities or working law enforcement related part-time jobs.
- B. Department BWC/MVR's are for official Departmental use only, and personnel will not use them for non-work related or personal activities. Officers will not attempt to, nor covertly record other agency personnel during routine, non-enforcement related activities unless the recording is required by a court order or is authorized as part of an administrative or criminal investigation.
- C. Officers will not record while inside of a courtroom without the expressed consent of the presiding judge.
- D. Prohibited recording includes:
 - 1. Interactions with known confidential informants and undercover officers in order to protect their confidentiality and to provide for officer safety. Exceptions may be made if the recording is conducted specifically for the purposes of documenting an operation, drug purchase/sale, or other undercover operation in furtherance of a criminal or administrative investigation.
 - 2. Strip searches.
 - 3. Places where a reasonable expectation of privacy exists such as bathrooms, doctor's office, or locker rooms without the permission of all persons who may be recorded.
 - 4. Conversations with other agency personnel that involve case tactics or strategy.
- E. Officers will not edit, alter, erase, duplicate, copy, share, distribute, or allow others to view BWC/MVR recordings without the prior written authorization of the Chief of Police or as otherwise approved in this policy.
- F. Officers will not access BWC/MVR recordings without a specific law-enforcement related purpose or as otherwise authorized by policy.

- G. No one will open or view any videos in evidence.com containing the words “Restricted” in the title without specific authorization from the Chief of Police or his or her designee.
- H. Officers may only upload recordings to evidence.com, and officers will not upload recorded BWC/MVR data onto social media sites or any other site, whether private or public.
- I. Officers will not allow civilians to review recordings at the scene. The shift commander or the employee’s division commander may authorize exceptions on a case-by-case basis if there is a legitimate law enforcement purpose for allowing a citizen to view a recording.

III. When and how to use the BWC/MVR (41.3.8b)

- A. All department employees that have been issued a BWC will wear it, with the camera’s on/off switch in the ON position, while working in uniform, in both on-duty and part-time law enforcement duty capacities.
 - 1. Placement for the BWC is the center of the chest, or off-center away from the firearm side of the outer garment, consistent with best practices and officer safety.
 - 2. The BWC may be removed from the officer’s body to record incident-related footage, such as evidence on the ground, if the typical chest placement mounting is not conducive to capturing the image(s).
- B. Department employees who have been issued a BWC and who are working in civilian attire will wear the BWC during all times they are working outside of the office. Supervisors may grant exceptions on a case-by-case basis if wearing of the camera will interfere with a specific law-enforcement function.
- C. Officers will wear only their assigned BWC. If a replacement is issued due to malfunction, or a BWC is checked out from the PRU for any other reason, the Records Unit clerk must “reassign” the camera to the officer in evidence.com before it is checked out.
- D. Officers will wear the BWC mounted in one of the departments approved methods, utilizing only the mounting options provided by the manufacturer. Officers are responsible for ensuring the BWC remains in a position that allows the BWC to record an encounter from the officer’s “point of view.”
- E. Officers will ensure at the beginning of their shifts that their BWC’s are in working order and if they are not, will immediately notify their supervisor.
(41.3.8e)

- F. Officers who check out a BWC from the PRU must ensure that all components of the BWC kit are accounted for both during check-out and return. Officers must immediately report any missing or broken items to a supervisor. (41.3.8e)
- G. Unless it is unsafe, impossible, impractical, or otherwise prohibited by policy, officers, including officers working part-time law enforcement jobs, will activate recording with the BWC:
1. During all law enforcement-related police/citizen encounters, all calls for service, pedestrian and traffic stops, arrest warrant service, suspect searches, field interviews, on-view events, transportation of prisoners, etc.
 2. During all law-enforcement related activities where there is an elevated safety risk or a likelihood that a recording will be of evidentiary value e.g., emergency operation of a police vehicle, vehicle pursuits, building searches, search warrant execution, tactical operations, vehicle take-downs, collection and processing of evidence, etc.
 3. During prolonged guarding of arrestees to include ECO/TDO while at medical facilities only while having direct interaction with the prisoner. Time spent "on post" outside a treatment/patient room does not need to be recorded unless #2 or #4 apply.
 4. During any encounter with the public that becomes adversarial.
- H. All officers will start recording as soon as practical at the onset of a given situation.
- I. Once activated, the BWC will remain in recording mode until the conclusion of the incident/encounter, the officer has left the scene, or a supervisor authorizes on camera that the recording may cease. Officers will continue recording during the transportation of arrestees up until the point that they place the arrestee in a recorded holding room.
- J. Officers have the discretion to avoid or discontinue recording conversations with crime victims, witnesses, and community members who wish to report or discuss criminal activity, but do not wish to do so on camera.
- K. Officers will articulate on camera or in writing their reasoning if they fail to record an activity, interrupt a recording, or fail to record an entire activity that this policy requires they record. If the officer notes their reasoning in writing the officer will note this on the associated IBR. If there is no IBR related to the incident the officer will note this on other associated paperwork. If there is no paperwork of any type associated with the incident the officer will write a letter to his or her supervisor prior to securing from duty.
- L. Officers who activate the BWC while on duty will note the recording's existence in the incident report via the MFR pick list. The officer will also

note the existence of the BWC recording in any other written narrative associated with the event this includes all use of force reports, officer statements, and probable cause summary, etc.

- M. If an officer believes that a recorded contact may result in a citizen complaint, he/she will bring the recording to his or her supervisor's attention as soon as possible. The officer's supervisor will add the "Pending Review" category to the video in addition to the category the officer selected.

- N. Axon Signal Side Arm has four modes and is mounted on the firearm holster. See OPR-02 - Firearms. The device will send a signal to activate the BWC to Event Mode when the handgun is drawn from the holster. The technology will activate ALL BWCs in range of the signal. The device has four modes, and they are as follows:
 - 1. Low Power Mode used for shipping and storing the sensor
 - 2. Test mode is used to calibrate the sensor and verify correct operations.
 - 3. Field Mode is used during normal operations.
 - 4. Mute Mode allows the user to remove the firearm from the holster but does NOT activate the camera to record. The Mute mode will be used when the weapon is removed from the holster for inspection purposes or when being temporarily stored. Mute Mode does not prevent the BWC from being manually activated to Event Mode recording.

- O. SWAT Activation – special consideration must be given to the activation/deactivation of BWCs during the service of any arrest or search warrant. This is particularly true for SWAT deployments during high-risk warrant service attempts or other active scenes. The following criteria will govern the use of BWCs for SWAT personnel:
 - 1. SWAT personnel will utilize the BWC in the following situations:
 - a. During any warrant service or high-risk arrest:
 - i. SWAT personnel will activate their BWC on the command of the SWAT Lieutenant or SWAT Sergeant.
 - ii. BWCs will remain activated during the service of a search warrant, arrest warrant, or during a high-risk traffic stop.
 - iii. BWCs will only be deactivated at the direction of the SWAT Lieutenant or SWAT Sergeant once the scene is secure and has been turned over to the appropriate investigating unit.
 - b. During any call-out/barricaded subject:
 - i. SWAT personnel will activate their BWC on the command of the SWAT Lieutenant or SWAT Sergeant prior to the commencement of any planned action.
 - ii. BWCs will be activated during any search of a structure.

- iii. SWAT personnel will activate their BWCs as soon as practical after the unplanned or spontaneous action or use of force, as long as it is safe to do so.
 - iv. BWCs will only be deactivated after a planned action has occurred and at the direction of the SWAT Lieutenant or SWAT Sergeant.
 - v. SWAT personnel will not record staging area briefings or planning activities.
- P. Nothing in this policy prohibits officers from activating their BWC whenever they deem the camera's use is appropriate and lawful. The Department encourages officers to use the BWC rather than not use it.
- Q. Officers will activate an MVR under the following circumstances:
- 1. Upon the activation of emergency equipment, lights/sirens or when taking any law enforcement action while operating an MVR-equipped police vehicle. MVR's will be automatically activated by signal when emergency lights are turned on.
 - 2. When placing and/or transporting any person in the back seat of an MVR-equipped police vehicle. MVRs will be automatically activated by signal when the rear vehicle doors are opened.
 - 3. Once the MVR is activated, the entire encounter and/or transport will be recorded without interruption unless a clear, articulable reason to discontinue recording occurs. In that case, the officer will state the reason for stopping then recording, when practical.

IV. Labeling and Uploading BWC/MVR Videos:

- A. Labeling - At the conclusion of each recorded event, officers will properly label the recording in accordance with BWC/MVR training.
- 1. **"ID" field** – The officer should enter the report number associated with the incident. If there is no report for the incident, the field should be left blank. See "Other Requirements" section below if there are multiple report numbers associated with a recording.
 - 2. **"TITLE" field** – a brief description of the contents of the recording, residential burglary call, traffic stop, etc.
 - 3. **"CATEGORY" field** – using the drop-down list, the officer should select the first applicable category for the recorded event. See Appendix A, Classifications of Recordings. If there is an incident that an officer cannot determine how to categorize, the officer should select "No Category" from the menu and notify the BWC administrator.
- B. Uploading – Officers must upload the labeled BWC/MVR recordings into Evidence.com before securing from duty. However, in certain serious

incidents such as officer-involved shootings, in-custody deaths, or other officer involved incidents resulting in serious injury or death, the officer's supervisor will immediately take custody of the camera, label the recording(s), and upload the data. In these cases, the supervisor should select the "Restricted" category when labeling these videos to prevent unauthorized viewing.

C. Other Requirements

1. Multiple Report Numbers Associated with a Single Recording - In any event where an officer has recorded multiple reportable incidents on a single recording, an officer mistakenly continued recording between calls for service; multiple reports taken on a single call for service; etc., the officer must label the recording with all report numbers. The first report number will be in the ID field, and the secondary report number(s) will be included in the TITLE field.
2. Arrests Based on Outstanding Warrant(s) – When an arrest is made solely based on an outstanding warrant, the report number that is entered in the ID field should be the report number associated with the original offense, provided that there is a report already on file and the original incident occurred in Portsmouth. If there is not an associated report number, out of city warrants, etc., the ID field should be left blank. If there are multiple warrants, the officer should enter additional report numbers in accordance with section IV, C,1.

*D. Auto-Tagging

1. *The system will auto-tag an officers videos with the label, ID, title and category. The auto-tagging is directly linked to CAD. The ID number assigned by the auto-tagging will be the case number assigned. In the event a case number is not assigned the auto-tagging will use the CAD event ID.*
2. *The system will NOT auto-tag an officer's videos if:*
 - a. *the officer is not actually on that call in CAD*
 - b. *the officer activates their BWC before dispatch placed them on the call.*
 - c. *the officer activates the in-car equipment before dispatch has placed them on the call.**It will be the officer's responsibility to manually add the ID, Title and Category if this happens.*
3. *Picture uploads, either by the officer or through a citizen link, are not auto-tagged.*
4. *If the video is not auto-tagged it is the officer's responsibility to label the video.*

V. Video Viewing

(41.3.8c)

- A. If an officer is involved in a critical incident where he/she makes an oral or written statement, officer involved shooting, use of force resulting in significant injury, in-custody death, etc., the officer will make their initial statement prior to any review of video footage. After the initial statement, the Department will allow the officer to view the footage and to supplement the initial statement if desired. (41.3.10b)
- B. Except as noted above in paragraph V.A, officers may use BWC/MVR media to assist with investigations or report completion. (41.3.10a)
- C. Investigators may allow persons they are interviewing to view BWC videos for official investigative purposes, but only when approved by a supervisor.
- D. Field training officers may use BWC/MVR media to provide immediate training to recruits and to assist with the completion of daily observation reports. (41.3.10c)
- E. An officer conducting an official investigation may view any BWC/MVR video specifically related that investigation. However, the officer must obtain specific approval from the Chief of Police or designee to view any videos categorized as "Restricted." (41.3.10c)
- F. The Body Worn Camera Administrator will periodically conduct random reviews of BWC/MVR videos to monitor compliance with the program and to assess overall officer performance. The Administrator will document their findings and forward them to the appropriate Bureau Commander, the Assistant Chief, and the Chief of Police.
- G. The Chief of Police or his/her designee must authorize all access to BWC/MVR data images, sounds, and metadata, via *evidence.com* access controls, and the Department will audit all access to ensure that only authorized users are accessing the data for legitimate and authorized purposes.
- H. Members of the Processional Standards Unit (PSU) may view videos associated with their assigned case(s). A member of PSU may also be tasked with viewing any videos brought to their attention via the early intervention system. (41.3.10c,d)
- I. For every video that an officer views in *evidence.com*, including the officer's own recordings, the user must enter a brief explanation in the "Post A Note" section of *evidence.com* as to why he/she accessed the video. Appropriate notations would include, continuing investigation, preparing for trial, recruit training, etc.

- J. An officer may create a screenshot image of a BWC video when it is necessary as part of an official investigation. Officers will handle any such screenshot images with the same level of confidentiality and security as any other police-related photographs.

VI. Supervisory Responsibilities

- A. Supervisors will ensure that officers follow all established procedures for BWC/MVR use and maintenance, and that all required documentation is completed.
- B. Supervisors will ensure that all assigned personnel are regularly and consistently uploading BWC/MVR videos to evidence.com prior to securing from duty.
- C. Supervisors will ensure that internal departmental correspondence e.g., police vehicle accident packages, chain of command investigations, pursuit packages, etc. includes whether or not the incident was recorded and if so, whether or not the supervisor reviewed the recording.
- D. Supervisors will coordinate any required repairs with the department's BWC Administrator. Damaged or malfunctioning devices will be removed from service, and supervisors will make every effort to ensure that the employee is equipped with a replacement.
- E. Supervisors will conduct regular weekly inspections of BWC/MVR systems to ensure they are in working order.
- F. Supervisors are responsible for ensuring that their officers properly label their BWC/MVR videos through QA checks.
- *G. *Supervisors will review three (3) BWC/MVR videos for each employee under their command each month for the following purposes: (41.3.10e)*
 - 1. To investigate a complaint against an officer or a specific incident in which the officer was involved.
 - 2. To identify videos for training purposes or instructional use.
 - 3. To monitor and evaluate officer performance.
 - 4. When an officer has a pattern of allegations of excessive force or misconduct.
 - 5. When the early intervention system alerts on an officer.
 - 6. There is injury to a arrestee.
 - 7. An officer uses force.
 - 8. Where there is a vehicle pursuit.
- H. If an officer fails to activate his/her body worn camera as required by this policy, the employee's supervisor will take immediate corrective action.

Supervisor may handle an officer's failure to activate his/her BWC as a first group offense for unsatisfactory job performance if:

1. The lack of activation was unintentional and not the result of willful action.
 2. The officer has had no other unintentional non-activations within the last six months.
 3. The officer has adequately explained to his/her supervisor how he/she will prevent a recurrence.
- I. All other unintentional non-activations will be treated as a second group offense.

VII. Video Retention and Deletion

(41.3.8d)

- A. BWC/MVR recordings relating to criminal incidents are considered part of the associated case file and are retained in accordance with the Virginia Retention Schedule guidelines set by the Library of Virginia Records under Public Safety section GS-17.
- B. The Department will retain BWC/MVR recordings of routine events not associated with a criminal or Professional Standards Unit investigation for at least 90 days.
- C. Deletion of Videos: Officers may request deletion or redaction of videos in the event of a personal recording. The process to be used is as follows:
 1. The officer will notify his/her supervisor of the circumstances, and the officer will set the category as "Restricted."
 2. The officer will make a written request for deletion of the video through his/her chain of command, which will be forwarded to the Chief of Police or his or her designee.
 3. Once authorized by the Chief to delete a video, the BWC administrator will title the video "Private, do not view" and ensure that the category has already been set to "Restricted."
 4. If the recording contains something of a personal nature e.g., restroom break, nudity, etc., the BWC Administrator will notify the recording officer in advance of who will be reviewing the video to determine if it contains any evidentiary value. Recordings of personal nature may only be reviewed for deletion and/or redaction by an employee of the same sex as the recording officer.
 5. If the video has no evidentiary value, it will be queued for deletion by the BWC Administrator.
 6. If the video contains recordings of evidentiary value, the BWC Administrator, or other designated employee, will make the appropriate redactions, create a separate evidence video, and label the original as

“Private, do not view”. The original and the redacted copy will be kept in accordance with the Library of Virginia retention times. Although the redacted video will be provided to the Commonwealth Attorney for associated court proceedings, the original video can be released under subpoena or if requested by a Judge.

7. All written requests for deletion of videos, along with the respective decision by the Chief of Police, will remain on file with the BWC Administrator.

VIII. Court and Evidentiary Video Files

(41.3.8c)

- A. The primary case officer/detective is responsible for ensuring that the Commonwealth Attorney’s office receives all required case documentation, including all BWC videos, associated with the incident. Officers will share BWC recordings associated with specific cases electronically with the Commonwealth Attorney’s Office through evidence.com.
- B. In all instances when an officer secures warrants or issues a criminal summons, and within 5 business days:
 1. The primary officer/detective will create a “Case” in evidence.com.
 2. The “CASE ID” will be the report number associated with the arrest/summons.
 3. Officers will add all recordings associated with the incident to the Case. Officers are responsible for ensuring that they have accounted for all personnel who were involved, and that every associated video has been added.
 4. The officer must then share the case to allow access by the Commonwealth Attorney’s Office.
- C. In instances when the Commonwealth Attorney’s office requires video evidence such as discovery requests and the officer was not otherwise required to create a case in evidence.com e.g., traffic summonses, the request will be sent to the primary officer. The receiving officer will “share” the associated video(s) directly with the Commonwealth’s attorney through evidence.com in accordance with BWC/MVR training.
- D. If there is a restricted category recording that must be shared with the Commonwealth Attorney’s office, the officer will contact the BWC Administrator for assistance.
- E. When an employee requires a DVD of BWC/MVR video to be recorded e.g., traffic court case that does not have a prosecuting attorney; discovery requests received directly from a defense attorney for a traffic court case; etc., the employee will contact the BWC Administrator for assistance.

- F. The majority of incidents will have BWC or MVR video available. However, for any case in which there is no BWC or MVR video and no in-car camera video available, the primary officer or detective will write “No Video” in the most upper left corner on the probable cause summary, or if the officer issued a summons, either criminal or traffic, in the upper left-hand corner of the summons. This will ensure that the Commonwealth Attorney’s office is aware that there is no video evidence.
- G. Officers should handle any requests from the Commonwealth Attorney’s office to provide access to video through evidence.com expeditiously and communicate any delays with the attorney and the employee’s supervisor.

IX. FOIA Requests

- A. The Department will honor all lawful requests for video copies in accordance with its protocol for the release of information and in compliance with the Freedom of Information Act (FOIA). Members will accept requests from outside of the Department and forward them to the Department’s designated FOIA coordinators:
- B. Media requests for BWC video will be forwarded to the Police Department’s PIO.
- C. The BWC Administrator will provide the Department FOIA coordinator with the actual cost of responding to the FOIA request. The coordinator will then provide the estimate to the requesting party in accordance with the FOIA response policies.
- D. All BWC videos held as evidence will only be released with the written consent of the Commonwealth Attorney’s office and Chief of Police.
- E. Recordings that contain confidential audio or video e.g., confidential informants, undercover officers, tactical plans, discussions victim/witness, addresses and license plate numbers of uninvolved persons, personal identifiers, e.g., DOB, SSN, addresses etc. will be redacted or obscured.
- F. The Department will not release footage from inside private residences or of areas where individuals have a reasonable expectation of privacy, except that such footage may be released to the individual who has that expectation e.g., video from inside a home will generally not be released, however the video may be released to the homeowner who was recorded inside his or her home.

X. Training (41.3.8f)

- A. All personnel who may use or otherwise be involved with Body-Worn

Camera's or Mobile Video Record's will receive initial training on BWC/MVR usage and protocols and prior to use, with refresher training as needed. Such training should include the following topics:

1. All practices and protocols covered by this policy.
2. Procedures for operating the equipment safely and effectively. Proper use is considered an essential job requirement.
3. Procedures for downloading and labeling recorded data.
4. Procedures for accessing and reviewing recorded data.
5. Procedures for preparing and presenting digital evidence for court.
6. Procedures for documenting and reports any malfunctioning device.
7. An overview of relevant state laws governing consent, evidence, victim and witness privacy and public disclosure.

**B. Newly promoted supervisors receive training on their responsibilities with BWC during the supervisor in-service class or supervisor school.*

C. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, a disciplinary matter, and to incorporate changes, updates, and other revisions in policy and equipment.

***XI. Annual Administrative Review**

(41.3.10)

A. *Annually the Body Worn Camera Administrator or the Logistics Unit designee will review the camera program. The report will include information on policy, training, equipment and disciplinary issued for the previous year.*

B. *The report will be forwarded to the Chief of Police for review.*

APPROVED: 
Stephen D. Jenkins, Chief of Police

Appendix A - Labeling Categories

1. No Category	Use this category when an officer cannot determine the proper category. The officer MUST notify the BWC Administrator with the circumstance when this category is used.
2. Homicide – Open	All unsolved homicides, traffic fatalities where there is a possibility of charging someone with the death, and any death investigation where there are suspicious circumstances.
3. Homicide – Closed	Homicide cases when an arrest has been made.
4. Violent Sex Offense – Open	All unsolved cases where force or threats of force were used to commit any sex act, or any sex act with a child under the age of 13.
5. Violent Sex Offense – Closed	Violent sex offense cases where an arrest has been made.
6. Crime w/ Serious Bodily harm – Open	All unsolved cases where a person(s) suffered severe or permanent injury as a result of an unlawful act such as aggravated malicious wounding, DUI accident., etc.
7. Crime w/ Serious Bodily Harm – Closed	All solved cases of an unlawful act that caused severe or permanent injury when an arrest has been made.
8. All other Felonies – Open	Unsolved felonies not listed elsewhere in this policy
9. All other Felonies – Closed	All other felony cases not listed elsewhere in this policy where an arrest has been made.
10. Misdemeanors – Open	Any unsolved misdemeanor case.
11. Misdemeanors – Closed	Misdemeanor cases when an arrest has been made
12. Trespass Warning	Use when trespass warnings are issued. Also used in addition to an arrest category if a warning was issued during any arrest.
13. Death/Suicides	Any death that is not a homicide and there are not suspicious circumstances.
14. Vehicle Crashes	Any vehicle crash where there are not serious injuries associated with a crime like DUI accident or any fatalities. Homicide or Death category should be used for fatalities.
15. Pending Review	Used for citizen complaints, potential citizen complaints, and inured officers.
16. Traffic Enforcement, Traffic Stops	All traffic enforcement activities, not including custodial arrests or traffic stops related to other investigations.
17. Restricted	An investigation or recorded incident of sensitive nature including LEO involved shooting, LEO use of force, with serious injury, accidental recording of restroom break, etc.
18. Training Video	Videos, photos, or audio recordings used for training purposes.
19. Non-Evidentiary	Videos, photos, or audio recordings that have no investigative value including field contacts.
20. Use of Force	Use of force that does not result in a death or serious injury. For death or serious injury – use the “restricted” category