


STANDARD OPERATING PROCEDURE

	SUBJECT: BODY-WORN CAMERAS (BWC) DPS SOP 2015-02	DIVISION: DEPARTMENT OF PUBLIC SAFETY	DISTRIBUTION: ALL PERSONNEL
	ISSUING AUTHORITY: CRAIG A. STONE ASSOC. V.P. & CHIEF, CAMPUS SAFETY AND EMERGENCY MANAGEMENT SERVICES (SIGNED ELECTRONICALLY)	EFFECTIVE DATE: AUGUST 26, 2015 REVISED DATE: MARCH 21, 2025	SUPERSEDES:

BODY-WORN CAMERAS (BWC)

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REFERENCES:

- Implementing a Body-Worn Camera Program: U.S. Department of Justice
- Body-Worn Camera Model Policy: NYS Municipal Police Training Council DCJS
- Onondaga County District Attorney's Body Worn Camera Policy Guidelines
- SOP 2009-20 Video Monitoring/Recording: CCTV / In-Car Video
- SOP 2013-09 Collection & Preservation of Evidence
- SOP 2001-07 Central Records
- SOP 2011-02 Use of Force
- BWC & Charging Port Assignments-(Forms Folder on G Drive)
- Axon BWC Warnings (Forms Folder on G Drive)
- [Axon BWC User Manual](#) from Axon website (Forms Folder on G Drive)

I. APPLICABILITY: This Standard Operating Procedure is applicable to all Syracuse University Department of Public Safety (DPS) employees.

II. PURPOSE: The purpose of this policy is intended to provide members (sworn and non-sworn) with instructions on when and how to use body-worn cameras (BWCs) so that members may reliably record their contacts with the public in accordance with the law.

It is the intent of this policy to provide recordings of DPS interactions with the public to provide an independent and accurate record of law enforcement interactions. It is expected that the recording will be of evidentiary value available for both personnel and criminal matters. This SOP also sets forth protocols for use, management, access, storage and retention of the BWC recordings. This policy does not cover surreptitious recording devices used in undercover operations.

III. POLICY: It is the policy of the DPS that all members (sworn and non-sworn) assigned a body-worn camera (BWC) will activate the BWC for their law enforcement related duties as set forth in the SOP during the performance of his or her official duties and advise persons being recorded of that fact as early as possible in the interaction in order to provide complete, accurate and unbiased recorded accounts of public interactions with DPS members. **(9.1.7 a) (41.3.8 a)**

IV. DEFINITIONS:

- A. Body-Worn Camera (BWC): A device issued by DPS to department sworn and non-sworn members and worn for hands-free audio and video recording of public interactions.
- B. Sensitive/Confidential Interactions: Interviewing a sexual assault victim, a young child or a person who is in a state of undress or being present in a locker room or bathroom facility where there is an expectation of privacy are examples.
- This restriction does not include nudity or partial undress that is associated with an incident under investigation such as fighting, assaulting or menacing an officer or other person which may be recorded as evidence.
- C. Pre-Event Buffering Mode: The mode in which a continuous 120 seconds of video-only (i.e., no audio) recording, of all activities that occur prior to activation of the BWC is captured and then becomes part of the full recording upon activation.
- D. Law Enforcement Related Activities (Listing of Included Activities)
1. Calls for Service
 2. Traffic Stops
 3. Arrests
 4. Investigatory activities

5. Confrontational/adversarial citizen contacts
6. At Members Discretion, if they feel the situation could result in an issue where the recording would be beneficial and not otherwise prohibited by this SOP.

V. PROCEDURES: Body Worn Cameras

A. General Guidelines and Protocols Regarding BWC Use:

1. DPS has adopted the use of the BWC to accomplish several objectives, including:
 - a. To provide accurate, transparent documentation of public safety public contacts, arrests, and critical incidents;
 - b. To improve how information is captured and enhance the accuracy of officer reports;
 - c. To enhance the DPS's ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes;
 - d. To protect sworn and non-sworn members against false complaints;
 - e. To provide evidence of improper actions;
 - f. To identify matters to be addressed by future training.
2. The DPS Chief is the BWC Program "Agency Administrator": The Chief has the authority to control assignment, use and access to BWC's and their recordings. The Chief may also designate other persons within the DPS to perform supervisory, technical and maintenance duties associated with the BWC program as he may see fit.
 - a. As the BWC Program Agency Administrator, the Chief will assign a yearly review of the BWC program, to include a policy review.
 - b. BWC equipment is issued to sworn uniformed personnel, up to the rank of Lieutenant, and non-sworn Community Service Officers as authorized by DPS, to include Special Event Details. **(9.1.7 a) (41.3.8 a)**
 - c. Sworn and non-sworn members who are assigned BWC equipment must use the equipment for all official interactions with the public as set forth in this SOP unless otherwise authorized by supervisory personnel. **(41.3.8 b)**
 - d. Prior to exiting the vehicle upon arriving to a dispatched call, or when arriving on foot or other means of transportation or when an on-view incident is observed, members will activate their BWC. **(41.3.8 b)**
 - e. All members who respond to a call for service in a back-up capacity (code 10), either by dispatch or self-determination, will activate their BWC upon arrival to the call or when the decision is made to assist the primary unit. **(41.3.8 b)**
 - f. Members will deactivate the BWC recording when the enforcement related activity has concluded. **(41.3.8 b)**
 - g. Members will deactivate the BWC recording upon the entrance of DPS headquarters (not to include the general reception area of (DPS) when responding to a complaint at DPS headquarters,) **(41.3.8 b)**
 - i. If the member determines that a complainant, witness, victim or suspect needs to be interviewed at DPS headquarters the member will deactivate the BWC camera while in transit through the building. Once the member

enters a room used for interviews (juvenile/interview room, report writing room, DPS conference room) the BWC will be activated to record the interaction.

- ii. Once the interview is completed the BWC will be deactivated upon exit of the room used for the interview and the complainant, witness, victim or suspect will be escorted out of DPS headquarters.

3. Members will use only BWCs issued by the DPS: The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the University.
4. BWC Operation Unit LED Status Lights: (Refer to Attachment for operational details)
5. Water resistant – Non submersible: Wearable Video Camera
The BWC is designed to be operated and worn on an outer garment, outdoors and unprotected from the elements. It will operate in direct water spray conditions, but is NOT submersible. It is not waterproof.
6. BWC Training: DPS members who are issued a BWC must complete the DPS approved In-Service and/or Roll Call Training. That may include training provided by outside agencies or vendors to ensure proper use and operations. **(41.3.8 f)**
 - a. Additional In-Service or Roll Call Training may be given as required to ensure continued effective use, operation and performance of the equipment and also to promote compliance with this policy and to otherwise accommodate changes, updates, or other revisions in the policy or equipment.

B. Duties and Responsibilities of Members Using a BWC:

1. Take body camera (BWC) from charger making sure that the BWC is charged and ready for use.
2. User Manual: It is suggested that persons using the BWC for the first time or experiencing operating problems read the entire BWC User Manual Attachment to become familiar with all features and associated procedures.
3. Assignment of a BWC to Sworn and Non-Sworn Members - Testing the Unit: Members will be assigned a personal BWC for their use. Members will make sure they take the BWC from the charger unit that is assigned to them by number.
4. Inspect and test the BWC at the start of each shift in order to verify proper functioning. Make sure BWC is on and that the BWC is ready for use. (Refer to BWC Operations Attachment, if not sure of BWC status).
5. If your assigned BWC has not been utilized during a calendar month, it must be turned on and operated by producing a short test video. Once this is completed, the BWC may be operated normally.
6. Spare BWC's: If a member's personal BWC is not properly functioning they are to sign out one of the spare BWC units. Use the BWC log to indicate which spare camera number is being utilized and the member's name, date, time and shift.

- a. Return the Spare unit to the Multi-Dock to the proper numbered charging dock for downloading at the end of a tour of duty. Sign it back in on the BWC Log next to their sign-out.
 - b. A spare BWC should be used until they have their assigned unit returned. Members should make notes of the BWC # used to facilitate recovery of an event recording at a later time.
7. Service and Repair: Report BWC's requiring repair by email to the "Video Access Security Technology Team" (VASTT) and leave the BWC in its assigned spot in the gang charger. **(41.3.8 e)**
 8. Placement of BWC on Uniform: Members will place the BWC on their outer most uniform garment at the chest/sternum height. Make sure the BWC is positioned on your chest mid-way with camera positioned as noted in this illustration.



9. To activate BWC and begin recording refer to BWC User Manual attachment, for detailed instructions (*Event Button*, pgs. 16-19) relating to the current BWC device in use by DPS.
10. Record Official Interactions: Sworn and non-sworn members will activate the BWC to record all contacts with citizens in the performance of official duties except for those Sensitive and Confidential interactions as defined by this SOP. **(9.1.7 a) (41.3.8 a)**
 - a. Members in patrol vehicles will activate the BWC:
 - i. When they arrive to a call:
 - ii. When the decision is made to make a self-initiated traffic stop and the vehicle emergency lights are activated;
 - iii. When, in response to another service related matter, including being flagged down by a person for service.
 - b. Activate the BWC before leaving the patrol vehicle (or if walking or on bike, before engaging the community member, witness or suspect) and terminate the recording ONLY after the interaction is fully dismissed or upon the entrance of

DPS headquarters (not to include the general reception area of DPS). The BWC will remain activated until the event is completed. **(41.3.8 b)**

- c. Officer or Citizen Safety: It is understood that in a circumstance where there is an immediate threat to the member or a civilian that it may be impractical to activate the BWC before taking action. The department member will activate the BWC at the earliest safe opportunity and will document those actions in their reports. **(41.3.8 b)**
- d. If BWC is turned off, Document in reports: If a member fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the member will document why a recording was not made, was interrupted, or was terminated. **(41.3.8 b)**

In cases where the BWC is turned off during a contact which would be otherwise recorded, the reason for deactivating the BWC may be stated and recorded by the member prior to turning the device off, as well as documented in their report of the matter.

- 11. When responding to an Incident Inform Persons that They are Being Recorded: **(41.3.8 a, b)**
 - a. Members should announce as early in the contact with a person that the incident is being recorded, unless making such an announcement would create a risk to the member.
 - i. Example of Possible Notice: *"I want you to know that this interaction is being recorded."*
 - b. Civilians will not be allowed to review the recordings at the scene.
- 12. BWC assigned equipment is the responsibility of individual members and will be used with reasonable care to ensure proper functioning. **(41.3.8 e)**
 - a. Operation LED Status Light re Low Power or recording capacity near full:

When a BWC indicates that it is low on power or at capacity, the member is to return to the office at their earliest convenience, dock the camera to charge it and to download the video contained in the BWC. (Refer to attachment for detailed instructions). Sign out a spare unit during this process.
 - b. Equipment malfunctions will be brought to the attention of VASTT by email as soon as possible so that unit can be repaired. BWC's needing service or repair should be left at the ECC for that service after sending the Email.
- 13. Reports: If a report is written regarding any event recorded with a BWC, that fact is to be documented in the report and document if the BWC was not used or not available for use. **(41.3.8 c)**
 - a. BWC are not a replacement for any written documentation or report.
 - b. BWC #: Indicate in reports, in space provided on the short forms or in CHAIRS2 report narratives, the number of the BWC used.
- 14. Inform Supervisor of High Value Recordings: Sworn and non-sworn members are encouraged to inform his or her supervisor of any recordings that may be of value to an investigation or for training purposes. **(41.3.8 c)**

15. Upload Recording at End of Tour: All files will be securely uploaded no later than the end of each shift by returning their BWC gently into the proper numbered Multi-Dock charging bay with the slots lined up carefully to avoid damage to the charger and/or the charging bay.
 - a. Files are uploaded to a secure server maintained by Syracuse University Information Technology Services.
16. Sworn and non-sworn members are responsible to download and charge their assigned BWC (including spare BWCs if utilized). To download files and charge the unit, members will carefully place the BWC in the Multi-Dock. (Refer to attachment for details)
17. Unauthorized Connection of the BWC: The member will NOT tamper with the BWC, nor attempt to download the unit at other than the DPS designated docking station. Do not attempt to connect the BWC to any other equipment.
18. DWI Investigations or Arrests: Ensure that related reports submitted to the D.A.'s Office note that BWC recordings were made so they may be available as evidence. **(41.3.8 c)**

C. Restrictions on Use of the BWC / When to Deactivate BWC (9.1.7a) (41.3.8 b)

1. Turn off BWC on Suspected Bomb Matters: (The BWC emits a radio signal) When responding to a reported suspicious package or bomb threat complaint the BWC must be turned off to avoid accidental detonation of an explosive device. (Refer to Axon BWC Warnings in Forms folder – on G Drive)
2. BWC will be used only in conjunction with official law enforcement duties. Without extenuating circumstances, the BWC will not be used to record:
 - a. Sensitive/Confidential Interactions: Interviewing a sexual assault victim, a young child or a person who is in a state of undress or being present in a locker room or bathroom facility where there is an expectation of privacy, are examples of when the (BWC) cameras are to be turned off.

(Nudity or partial undress that is associated with an incident under investigation such as fighting, assaulting or menacing an officer or other person may be recorded.)
 - b. Communications with other DPS personnel without permission of the Chief of Public Safety; or in DPS headquarters (not to include the general reception area of DPS).
 - c. Encounters with undercover officers or confidential informants;
 - d. Activities or personnel of other law enforcement agencies during routine, non-law enforcement activities unless directed to do so by a Supervisor.
 - e. If a member is using an approved interview room with audio-visual recording which is functioning properly, the BWC shall be turned off and noted in reports.
 - f. When on a meal break or otherwise engaged in personal activities.
 - g. Private Residences: As with all public interactions and complaints, leave the BWC in the Record mode.

If asked to turn the BWC off by the resident and they remain adamant that they wish the BWC turned off after being advised of the DPS policy, call a supervisor

to let the supervisor interview the resident to make the determination if an exception exists sufficient to authorize deactivating the BWC.

Note - Members must remain cognizant of the 120 second pre-buffering recording mode when activating their BWC after engaging in restricted activities as outlined above.

D. Duties and Responsibilities of Supervisory Personnel (41.3.10 e)

1. Operational Supervision of BWC Use: Supervisory personnel will ensure that sworn and non-sworn members equipped with BWC devices utilize the equipment in accordance with this policy.
2. Weekly Random Review: On a weekly basis, the Patrol Sergeant, CSO Coordinators or unit supervisors will randomly review BWC recordings from the sworn and non-sworn members assigned to their shift or unit (using files securely stored on G drive) to ensure that the equipment is operating properly, that members are using the device properly and performing in accordance to DPS policy.
 - a. The results of that review will be reported by memorandum, titled “Weekly BWC Review Week ending 00/00/00” to their respective Commander noting their findings and any actions taken.
 - b. Sworn and non-sworn members found to be NOT using the BWC as required by this policy will in the first instance be verbally counseled on the proper and required use of the BWC. That counseling will be noted in the supervisor’s weekly BWC memorandum.
 - c. Sworn and non-sworn members found to be in violation of the BWC policy after a verbal counseling session may be subject to disciplinary action.
3. Commanders Monthly BWC Spot check: A Commander will perform a monthly spot check of the BWC recordings made by sworn and non-sworn members of their command.
 - a. They will indicate the member’s name, date and time of the recordings reviewed in a memorandum to “Monthly BWC Review for month ending on 00/00/00” to the Associate Chief of Law Enforcement and Community Policing noting their findings and any actions taken.
 - b. When sworn and non-sworn members are found to be NOT using the BWC as required by this policy and this specific incident has not been previously cited by another supervisor, the Commander will refer this matter back to the Patrol Sergeant for actions as cited above. That counseling will be noted in the supervisor’s weekly BWC memorandum.
 - c. Sworn and non-sworn members and supervisors found to be in violation of the BWC policy after a verbal counseling session may be subject to disciplinary action.
4. Document BWC Compliance Problems: Each instance where it is noted that there is a lack of proper BWC policy or procedural compliance, it is to be documented through email, conversation form or written reprimand and forwarded to the Sergeant of Compliance.

- a. The progressive discipline of BWC Policy/Procedural lack of compliance offenses is based on a period of 6 months, July-December and January-June.
 - b. At the end of six months, the employee's offenses reset to zero. This is all kept on a spreadsheet located in the Supervisors Only folder, labeled "BWC Non-Compliance List, and
 - c. BWC lack of compliance will be among the materials reviewed relating to performance ratings and suitability for promotion or reassignment.
5. Progressive BWC Discipline procedures.
- a. First offense-verbal reminder to the employee regarding the compliance issues with BWC
 - b. Second offense-written Supervisory Conversation form to the employee regarding the compliance issue
 - c. Written reprimand by the employees supervisor
 - d. Second written reprimand, suspension from duty.
6. Evidence: The Patrol Sergeant is responsible to select and record portions of BWC recordings that are to be secured as evidence. Those records of events will be labeled and secured as is the common practice for other forms of digital evidence. *Refer to SOP 2013-09 Collection & Preservation of Evidence (41.3.8 c)*
7. Performance Evaluation Use: The supervisor may refer to BWC recordings as they relate to specific performance elements relating to employees they supervise and/or rate. **(41.3.8 c)**
8. Training Use: Supervisors are authorized and encouraged to utilize the video recordings to identify areas in which additional training or guidance might be necessary to include that officers are conducting themselves in a professional manner.
9. Personnel Complaints or Investigations: If a complaint is associated with a recorded event, or a member or supervisor believes an incident may generate a complaint, or internal affairs, use of force or officer injury investigation, the supervisor will flag the video for retention and notify the Commander. **(41.3.8 c)**
10. Video Recall Access of BWC Videos: Under exigent circumstances the video recall function allows authorized users to review lower-resolution video evidence when the camera is not actively recording. Based on the circumstances/seriousness of the incident supervisory personnel will have access of the involved officers camera footage if needed for investigative purposes. Examples as follows:
- a. Officer ambushed or officer involved shooting
 - b. Suspect of a criminal investigation

Only the Associate Vice President and Chief of Campus Safety and Emergency Management Services or their designee will grant permission for supervisory or other authorized personnel to review BWC footage using the video function.

E. Use and Release Protocols for BWC Data and Recordings (9.1.7 b) (41.3.8 c)

1. Supervisory Investigations: If a member is suspected of wrongdoing or involved in an officer-involved shooting or other use of force, the DPS reserves the right to restrict the member and other personnel from reviewing the video file.
 - a. For the purpose of securing footage from the BWC where it may involve a sensitive nature or needed for an internal investigation, there has been a folder added to the *Supervisor's only folder* on the G Drive, named "BWC-CCTV" and has restricted access.
 - b. There also is a folder in the Commanders Shared File named "BWC-CCTV". (Restricted Access) for the purpose of saving BWC or other sensitive material for internal and/or sensitive investigations. Once footage is saved by a sergeant, depending on the nature of the investigation, that file may be transferred to the Commanders Shared Folder.
2. Editing of Recording Restricted: Requests for deletion of portions of the recording (i.e. in the event of a personal recording) must be submitted in writing and approved by the Chief of Public Safety or his or her designee. All requests and final decisions will be kept on file.
 - a. Personnel will not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings.
3. Release of Video Recordings: Any and all disclosure of BWC data must be consistent with the department's record release policy and applicable statutes regarding, but not limited to evidence discovery or released as required by law. The Chief of Public Safety, in consultation with the University Administration and legal counsel is solely authorized to direct video footage to be released to the public or media or released as required by law. The Chief will work with University Administration and legal counsel to review and appropriately redact (or authorize a designee to copy and redact) applicable footage to be released.
 - a. The original recording shall not be redacted or modified in any way; a copy of the original recording will be made and any such redacting will be made to the copy only.
4. Access Log: An access log will be maintained by the Chief of Public Safety or his designee showing the names and dates associated with the release of BWC recordings, intended use and supervisor authorizing the release.
5. BWC Recordings as Evidence: Video to be used for evidence in court must be requested through the Office of the Chief of Public Safety.
6. BWC Recordings for Use in OSRR Cases: When DPS cases are referred to OSRR (with or without an arrest), OSRR may make a request to the Chief of DPS, (or Designee) to review BWC media. DPS will make the digital media available to OSRR for review under DPS supervision.
7. Note on Time Stamping of BWC Videos: The initial locating of BWC videos is directly related to the BWC unit number, date and actual local time of the event to be viewed. It is noted that the video time stamping on the playback is displayed as "UTC-Z"
(UTC - Universal Time Coding) - & "Z" meaning Zulu Military 24 hours clock timing based on Greenwich Mean Time – which is 4 hours later than local time during standard time in our region and 5 hours later during daylight savings time. This time differential may

also result in a change from the local time related date stamped on the video that may have to be explained to a court when the video is viewed as evidence)

F. Storage, Access and Retention: (9.1.7 c) (41.3.8 d)

1. Property of the University: All images and audio files are the property of the University and are considered “Law Enforcement Confidential” material. Accessing, copying, or releasing files for non-law enforcement purposes is prohibited.
2. Classifications/Categories of Recordings: Data captured in video recordings will be classified and tagged under the DR number based on the type of event or incident as follows:
 - a. Traffic (not including DWIs)
 - b. Driving While Intoxicated
 - c. Special Victims (domestic disputes, sexual assaults, child victim, etc.)
 - d. Narcotics
 - e. General Felony (Assaults, Burglaries, Weapons, Mischief, Grand Larceny, etc.)
 - f. General Misdemeanor
 - g. Homicide
 - h. Persons in Crisis (PIC)
 - i. Internal Affairs
 - j. Officer Injuries
 - k. Use of Force
 - l. Other categories as determined by the agency and the District Attorney’s Office
3. Access to Recordings: Access to the BWC archived files is authorized by the Chief of Public Safety or his or her designee. **(41.3.8 c, d)**
 - a. DPS reserves the right to restrict members and other personnel from reviewing a BWC video and at no time shall authorization be given to view the BWC video related to alleged member’s intentional wrongdoing without consultation and consent from the District Attorney’s Office.
 - b. Members will be permitted to review video footage of an incident in which they were involved for purposes of:
 - i. Conducting a criminal investigation; **(41.3.10 a)**
 - ii. Preparing for courtroom testimony or courtroom presentation; **(41.3.10 b)**
 - iii. Providing testimony pursuant to an administrative inquiry;
 - iv. Assisting the member in professional development.
 - c. Members shall not access or view another member’s BWC recording unless doing so involves a legitimate law enforcement purpose and proper authorization has been given. **(41.3.10 c)**
 - d. BWC video files will be automatically backed up to a server that is managed by SU Information Technology Services (ITS).

- e. Supervisors shall copy BWC video files to the G drive for back up purposes when necessary.
 - f. Members suspected of intentional wrongdoing may NOT be authorized to view the BWC video recordings prior to providing a statement or report. **(41.3.10 d)**
 - g. Prosecutors may be permitted warrantless access to review BWC video footage as it pertains to DPS related investigations at the discretion of the Chief or designee.
4. BWC Videos as Evidence: Supervisors will be provided with secure login information in the event a specific portion of a video file is required for a case or investigation. **(41.3.8 b c)**
- a. For evidentiary purposes, related files should be secured as is other digital evidence so they may be later accessed from the external drive.
 - b. When a Supervisor saves a video file as evidence, they will utilize the “Detail Description” area in BEAST to document the type of incident in the proper classification/category as outlined above in F. 2. Classifications/Categories of Recordings (i.e., Criminal Investigation, Domestic Dispute, Office of Community Standards Review, etc.).
 - c. Student Arrested and/or Referred to Office of Community Standards (OCS): In any case referred to OSRR, the BWC recordings will be made available for viewing by OSRR employees upon request to the Chief. The Commander of Operational Support and Inspections, or a designee will arrange for the viewing when directed by the Chief.
 - d. When a digital recording is to be used as evidence a Pre Trial Notice Form 710.30 will be prepared:
 - i. If it is a City of Syracuse case the D.A. assigned to City Court will prepare the 710.30 form.
 - ii. If the case relates to a jurisdiction other than the City of Syracuse, a 710.30 Form must be submitted to the court with jurisdiction with the associated paperwork. These forms are maintained in the Roll Call Room.
5. Access Logs Use and Review: Access logs are to be audited quarterly by a report produced by the Manager of Technology and provided to the Chief of Public Safety or his or her designee to ensure that only authorized users (i.e. shift supervisors) are accessing the data for legitimate purposes.
6. Retention and Destruction of Video Files: **(41.3.8 d)**
- a. Video footage containing incidents warranting retention for administrative or legal use will be retained for 3 years (but not until any minor has attained age 21, and not until 1 year after any litigation or criminal proceedings have concluded).
 - b. In arrest cases, when litigation and/or criminal proceedings have not commenced, the video will be retained for 3 years, but not until any individual has attained age 21.
 - c. Video footage not containing any incident warranting retention for administrative or legal use will be retained for 90 days.

- d. Under some circumstances, video footage may be flagged and is allowed to be retained indefinitely until all administrative and/or legal matters and appeal periods have expired for the incident in question.
- e. Retention and preservation of case documents, including BWC evidence, may be required by formal litigation holds as stated by either subpoena/law or by SU Counsel's Office request. **(2.2.4)**
- f. Certain serious investigations, such as death investigations should be retained indefinitely.

G. Administrative Review (41.3.10 f) TS (03/21/25)

- 1. **Annual Administrative Review:** The Administrative and Operational Support Commander will complete an annual review of the department body worn camera program, to be submitted to the Associate Vice President and Chief of Public Safety and Emergency Management Services. This review will assess the alignment of existing policy, procedures and training along with the Department of Public Safety's mission, vision and values and identify any revisions that should be made.

POLICY REVISION HISTORY

NO	SECTION REVISED	DATE
1	Revised re Policy, Officer, & Supv. Duties, Evidence, Storage re BWC's	11/20/15
2	Revised per recommendations from Onondaga County DA	09/02/16
3	Revised re new Equip. VieVU LE 4 Body Worn Camera/Grant Review	12/13/16
4	Revised re Policy Review for Grant & Pre-Record Disabled	02/27/17
5	Revised re Private Residences Pg. 9 Supervisory Duties Pg.10, 11	02/02/18
6	Revised re New Equipment (Axon): BWC Operations attachment	04/15/18
7	Revised Training Use	03/31/21
8	Revised re Sworn and Non-Sworn Members	07/20/21
9	Revised re Axon Body 3; Video Recall; Restrictions	01/09/23
10	Revised re definitions; activation of BWC; release of recordings	04/05/24
11	Revised re CALEA ADV revisions; Annual Review	03/21/25

