



USE OF ON-BODY RECORDING DEVICES		
new: ✓ rescinds: 50.2 (6) ✓ amends: All previous		cross-reference:
effective date: September, 2017	Amend/update date: October, 2023	accreditation standards: NYSLEAP Standard(s):

I. PURPOSE

The purpose of this General Order is to provide officers with the instructions on when and how to use On-Body Recording Devices (OBRDs) so that officers may reliably record their contacts with the public.

II. POLICY

The Office is committed to promoting constitutional policing and making the best use of its resources to capture evidence by utilizing the evolving technology of On-Body Recording Devices (OBRD) in all appropriate circumstances. This commitment is designed to promote officer safety, strengthen community trust, and document events to assist with investigations and training. All recordings captured by Office-issued OBRDs are the exclusive property of this Office and subject to disclosure under the law.

Note: This policy does not govern the use of surreptitious recording devices used in covert operations.

III. DEFINITIONS

A. Users

System Administrator: A system administrator has full access to and user rights within the data storage system. He or she can assign and track equipment, control passwords, oversee needed repairs, delete non-evidentiary recordings, conduct audits and quality control review and act as a liaison with the OBRD representatives.

Station Control Officer: Administrative Officer who maintains the Evidence Transfer Manager, and oversees needed repairs or replacement equipment through Taser Axon representatives.

End User: AXON user with individual account access rights to Evidence.com.

Access User: Users with full access to information on Evidence.com, such as Command Staff

personnel, but do not record any data.

Uniformed Office Personnel: Office personnel who wear an Office-authorized uniform, which displays an Office patch and a badge.

B. Equipment

On-Body Recording Device (OBRD): A recording device, with the ability to capture video and audio data, issued by the Office that is typically affixed to the body.

Evidence Transfer Manager (ETM): Docking station that recharges the controller battery and uploads all data from the camera captured from the officer's point of view during his/her shift to Evidence.com. The ETM ensures that evidence handling is secured and is not altered.

Evidence.com: Online web-based digital media storage facility that stores digitally encrypted data (photographs, audio and video recordings) in a highly secure environment accessible to personnel based upon security clearance.

C. Modes of Operation

Normal (Buffering) Mode: The AXON continuously loops video recording for 30 seconds. No audio recordings are made while in buffering mode. The unit will remain in the buffering mode unless fully powered off.

Event Mode: The Axon Body II saves the buffered video and continues to record both video and audio for up to eight hours. (Pressing the Event button turns recording on and off and places markers on the media segment for later viewing in Evidence.com)

Evidence: Recordings that contain content known at the time of the recording to be associated with criminal activity, which are then assigned a case number and are annotated as evidence in Evidence.com.

IV. **PROCEDURES**

A. Wearing OBRD

1. Office personnel assigned to units whose primary duties involve interactions with citizens and/or enforcement related activities (e.g., Patrol, SWAT, K-9, Boat Patrol, etc.) shall wear the OBRD at all times while on-duty.
2. Office personnel assigned to units whose primary duties are administrative (OBRD System Administrator, Quartermaster, Command Staff, Civil Staff, etc.) or investigative (e.g. CID) are not required to wear the OBRD during the normal course of their duties, unless:
 - a. The member anticipates participating in enforcement activity (e.g. serving an arrest warrant, executing a search warrant where a dynamic entry is needed to obtain evidence, etc.), or

- b. The member is detailed to work a uniformed assignment where citizen/police interaction is occurring, or likely to occur (e.g. patrol, Grassroots, etc.), or
 - c. The member is directed to wear the OBRD by a supervisor.
3. Field Training Officers who are wearing civilian clothing during the “shadow phase” are not required to wear an OBRD, but may do so if they wish. However, they are still responsible for ensuring their assigned trainee is recording all contacts as required by this Order.
4. Office personnel shall use only Office-issued OBRD, not personally-owned OBRD, while functioning within the scope of their duties.
5. Uniformed and non-uniformed Office personnel shall position their OBRD forward facing, worn openly in a prominent location, and affixed at the belt level or above in a position and manner consistent with the manufacturer’s recommendations. The OBRD should be placed on the officer’s body to maximize the camera’s ability to capture an incident.
6. Office personnel wearing OBRDs shall keep the OBRD in the normal (buffering) mode, unless performing routine administrative duties within a government facility.

B. Using the OBRD

1. Prior to use, officers must complete appropriate training to familiarize themselves with the OBRD system utilized by the Sheriff’s Office. See Section V (Training).
2. Office personnel shall activate OBRDs only in conjunction with official law enforcement duties.
3. It is recommended that officers inform individuals they are being recorded during their initial contact; however, they are not mandated to do so.

Note: When recording in Pennsylvania, officers need to inform the subject of the recording that they are being recorded, and terminate the recording if requested by the subject.

4. Office personnel shall inform arrestees that they will be recorded, unless informing them would be unsafe, impractical, or impossible.
5. Office personnel who are not involved in direct interactions with witnesses, victims, or suspects and who are performing duties, including but not limited to scene security, supervision, guard duty, processing a scene, or holding a perimeter, shall not be required to record these activities.
6. For all mandatory recording incidents identified below:
 - a. Office personnel will activate their OBRDs at the beginning of the incident and prior to exiting the patrol car, if possible.

- b. If the immediate activation of the OBRD is not feasible due to the immediate risk to the safety of the Office personnel or others, then the Office personnel will activate the OBRD at the first available opportunity when it is safe to do so.
 - c. Once the OBRD has been activated, members shall continue using the OBRD until their involvement in the event has concluded to ensure the integrity of the recording, unless the contact moves into an area restricted by this policy. Utilizing the mute feature is considered termination of the recording as outlined in this policy. Members shall only use the mute feature with a specific articulable purpose. If a member ceases the recording or deactivates (mutes) the audio during an event, the member shall document the reason(s) for terminating the video and/or audio recording in CAD, an incident report or articulate the reason on the OBRD prior to the termination.
 - d. Office personnel may cease recording when they reasonably determine that the incident has concluded, based on information available to the personnel at the time. Deciding when the incident has concluded will depend on the type of incident and individual circumstance, but typically, the incident has concluded when Office personnel terminate contact with the individual, they have cleared the scene or have arrived in the booking area of the Public Safety Building.
7. This policy is intended to achieve a reasonable balance between the benefits of using OBRD devices and an individual's reasonable expectation of privacy. Although the policy identifies those situations in which activation of the OBRD is mandatory, Office personnel have discretion to manually activate the device any time an officer believes it would be appropriate or valuable to document an incident. In exercising this discretion, personnel should be aware of, and sensitive to an individual's reasonable privacy expectations. The OBRD may only be activated for legitimate law enforcement purposes.
8. Officers should not record in locations where individuals may have a reasonable expectation of privacy, such as, restrooms, locker rooms, hospitals, in the presence of medical personnel, or when entering personal residences for routine calls and requested not to record by occupants, unless enforcement action is necessary. However, Office personnel will record in these locations if the encounter is subject to mandatory recording as set forth below or if the totality of the incident leads Office personnel to believe that recording is appropriate.
9. Mandatory Recording Incidents
- All use of force encounters, including contacts leading up to the use of force, when Office personnel can reasonably foresee a use of force may occur.
 - All encounters with individuals who are the subject of a stop based on reasonable and articulable suspicion or probable cause.
 - Traffic stops and DWI investigations.
 - Arrests, including contacts leading up to the arrest, when Office personnel can reasonably foresee an arrest coming.
 - Vehicle or foot pursuits.
 - Vehicle searches.

- Arrest warrant executions.
 - Search warrant executions of structures from the time of entry until the location has been cleared to begin processing.
 - Emergency evaluations (i.e. pickup orders).
 - Contacts with subjects who (1) are not complying with officer's commands; (2) appear to pose a current threat to themselves or others; or (3) are known to the officer to have a history of being a threat to themselves or others.
 - Any legitimate law enforcement contact where the Office personnel believe that recording an incident would be appropriate or valuable. In these contacts, the Office personnel shall balance the law enforcement objectives and need to record against the individual's expectation of privacy, particularly with respect to sensitive victims.
10. When officers are transporting an arrestee, they shall remove their OBRD from their body-worn mount and secure the OBRD into the mount located on the driver side window of the backseat. This shall be done after securing the arrestee (handcuffed and seat belted) in the backseat of the vehicle. This is intended to capture audio and video recordings of the arrestee while in the backseat, during transportation. Upon arriving to the destination and before removing the arrestee from the vehicle, officers shall remove the OBRD from the backseat mount and secure it back onto their body-worn mount. Office personnel may cease recording upon entering the booking room and securing the arrestee.
- a. If transporting two arrestees, resulting in one being secured near the mount, an officer may use their discretion to keep the OBRD secured in their body-worn mount. The officer shall continue to record during transportation and may cease recording upon entering the booking room and securing the arrestee. The officer shall document in the incident report why they did not secure the OBRD in the backseat mount (i.e. potential damage to equipment and injury to subject due to disorderly conduct of subject).
11. Once the arrestee is secured in the booking room, officers may cease recording; however, if Office personnel believe that recording the arrestee would be appropriate or valuable, they can continue recording on their OBRD. Office personnel are authorized to remove their OBRD from their on-body mount and place the OBRD in a location that allows for the recording of the arrestee if necessary. Office personnel should continue to evaluate the situation and cease recording when no longer deemed appropriate or valuable. Officer personnel will then immediately secure the OBRD back onto their on-body mount.
12. Non-recording Incidents
- Office personnel shall not use OBRDs to document in these circumstances:
- Encounters with undercover Office personnel or confidential informants.
 - Personal activities or private conversations of Office personnel that do not involve calls for service or contact with individuals.
 - Conversations between Office personnel that involve case strategy or tactics.
 - To surreptitiously record any Office personnel without their consent, a court order, or unless lawfully authorized by the Sheriff or designee for the purposes of a

criminal investigation.

- DWI checkpoints, unless a driver is confrontational with Office personnel, refuses to stop, refuses to roll down the window, and/or produces any type of information visually or verbally that indicates he or she will not willingly comply with Office personnel's lawful commands.
- Individuals who are picketing or engaged in a protest or First Amendment demonstration, unless engaged in criminal conduct.
- Victims or witnesses who express a desire not to be recorded, Officers are encouraged to seek permission from crime victims prior to recording statements.
- Locations where recording is prohibited by law, unless permission is obtained to record, such as in the FBI building.
- Officers should attempt to avoid recording people who are nude or when sensitive human areas are exposed unless considerations are outweighed by legitimate law enforcement interest.

13. If Office personnel inadvertently record any of the encounters listed above in non-recording incidents, they must first contact their immediate supervisor. Then they may follow the redaction procedures listed below. The original video recording cannot be altered.
14. Individuals may request that an officer stop recording them. Office personnel shall not stop recording in response to an individual's request if the recording is required by this policy or if the Office personnel deem that continued recording is necessary. If the recording is not mandatory, the Office personnel may evaluate the situation, and when appropriate, may honor the individual's request.
15. The individual's request to stop recording should be documented with the OBRD. In the event that it is not reasonably possible to record the individual's request with the OBRD, Office personnel shall document the request via the CAD system or a report.
16. During tactical activations, tactical units may turn off their OBRDs during planning and decision-making.

Due to the extended duration of tactical activations and in order to conserve battery life, tactical units may turn off their OBRDs when not conducting directed action, based on the information available to the officer at the time. OBRDs shall be activated during directed action, which may elicit a response from the subject.

17. Once the incident has concluded, Office personnel shall fill in the 'Circumstance' field in Spillman with the appropriate [RP code](#). See Attachment A.

Note: When choosing the RP Code, please choose the appropriate code for the offense that was committed even if we are not the primary agency.

Example: You respond to and assist the NYS Police with scene security in relation to a stabbing. The appropriate code would be RP07 for a Felony.

Updated 10/2023

C. Viewing, Accessing, and Sharing OBRD Recordings

1. All Office personnel shall place their OBRD into the designated slot (assigned by badge number) in the ETM (docking station) prior to the end of the Office personnel's subsequent shift.
2. The OBRD should not be removed from the ETM until the data has been uploaded. The camera LED will display solid green when uploading is complete.
3. Office personnel shall access their downloaded data by entering <https://tompkins-co.evidence.com> into a computer internet browser, and then entering their assigned username and password.
4. Office personnel may review their own OBRD recordings to assist with quality and accuracy in their reports and for investigatory interviews. The purpose of using OBRD recordings in writing reports is to maximize the accuracy of the report, not to replace the member's independent recollection and perception of an event. Officers make decisions based on the totality of the human senses. Digital evidence captured by the OBRD is not all-inclusive. The system captures a less broad and less detailed image than the totality of the human senses. An officer's recollection of specific detail may be different from what is captured in digital evidence since OBRDs only capture audio and video. Officers shall write their reports to what they remember and notate any discrepancies from what the recordings shows. Officers shall not write their reports based solely on what they viewed from the OBRD recording.
5. Following an Officer-Involved Incident, involved officers, herein defined as both involved officers and witness officers to the incident, personnel and their representative(s) shall not view their video, or any video capturing their image of the incident on any device.

An Officer-Involved Incident includes:

- Officer-involved shootings,
- In-custody deaths, and
- Any intentional act by an officer, which proximately causes injury likely to produce death to another.

The initial interview of an officer involved in an Officer-Involved Incident should occur before the officer has reviewed any audio/video recordings of the incident. Once an involved officer has provided an initial statement, he/she will have an opportunity to review any available recordings with his/her representative. The officer shall then be afforded an opportunity to provide a follow-up statement after having reviewed the recording(s). The Sheriff or designee shall have discretion to permit officers to review video files prior to the initial interview.

Investigators/supervisors will be mindful that audio/video recordings have limitations and may depict events differently than the events recalled by the involved officer. When the investigator/supervisor shows any audio/video recordings to an involved officer after the

initial interview, the investigator/supervisor will admonish the involved officer about the limitations of audio/visual recordings.

The following is an example of an admonishment that would be appropriate in a case involving video evidence that is shown to the involved officer after he/she has provided an initial statement. In these situations, the showing of an OBRD file to an officer will be documented in the investigator/supervisor's report.

In this case, there is video evidence that you will have an opportunity to view after you have given your initial statement. Video evidence has limitations and may depict the events differently than you recall, and may not depict all the events as seen or heard by you. Video has a limited field of view and may not capture events normally seen by the human eye. The "frame rate" of video may limit the camera's ability to capture movements normally seen by the human eye. Lighting as seen on the video may be different than what is seen by the human eye. Videos are two-dimensional medium and may not capture depth, distance or positional orientation as well as the human eye. Remember, the video evidence is intended to assist your memory and recollection to ensure that your statements explain your state of mind at the time of the incident.

6. In incidents involving an officer's use of force (as defined in Use of Force policy) that does not rise to the level of an Officer Involved Incident, officers may review their video of the incident before completing his/her force investigation report. Once the officer has completed his/her use of force report he/she may also view the video with the Supervisor conducting the force investigation. Any discrepancies or additional information determined by the review of the video will be documented and explained by the Supervisor in his/her evaluation of the use of force.
7. Evidentiary copies of recordings shall be copied using evidence.com only. Evidentiary copies will be made and handled in accordance with applicable Office policy regarding evidence handling procedures.
8. Copies of recordings shall not be made for personal use without approval from the Sheriff. Secondary recordings from evidence.com made by using devices; such as a cell phone camera or other video camera is prohibited.
9. Officers shall not allow citizens to review any recordings at the scene.
10. Other law enforcement agencies requesting to view recordings of Office personnel shall be directed to the Sheriff for permission. If granted, the representative(s) from the other law enforcement agency will be allowed to view the recording at the PSB while in the presence of designated Office personnel.
11. Viewing and downloading OBRD recordings is for criminal investigation and prosecution, administrative investigations, or authorized administrative purposes only.
12. In no event shall any recording be used or reviewed for the purpose of officer ridicule or embarrassing an employee.

D. Management of OBRD Recordings

1. Four (4) integration reports run daily (1 day, 3 day, 7 day, and 30 day). The first report is run in Spillman at 5am (30 day), then every hours through 8am (1 day). From Spillman, the report is placed in a folder on the TraCS server, where Axon picks it up and runs the integration. After integration, the reports are emailed to IT and the System Administrator.
2. If the System Administrator does not receive the emails, integration did not run properly.
 - a. First check with IT to see if the issue is on our end or Axon's.
 - b. If the issue is on our end, IT will fix it or advise the System Administrator what to do.
 - c. If the issue is with AXON, the System Administrator will need to email our AXON representative.
3. "Untagged videos" should be checked daily. From the evidence screen, search by the end date of yesterday, as long as it is after about 8:30am/after the 1 day integration has run. Otherwise, use 2 days prior as the end date. Under 'Category', choose 'Uncategorized.'
4. The RP code in the Circumstances Field in Spillman goes in the Category Field in Evidence.com. The Category sets the retention period for the video.
5. The ID Field is the report number; the Tag Field contains the CAD call ID number and Spillman Observed Field; and the Category Field is the retention period.
6. The Title Field should be modified when sending it to the DA's Office. Modify the title of each video so that they can be easily identified after the DA's Office burns them to a DVD. Delete the beginning of the title up to the date, add "hrs" after the time and add last name of the owner of the video (ex. 2017-07-04 1307 hrs Doe). Having the date appear first will keep the videos in chronological order after they are downloaded.
7. Assistance on any topic can be found under Help (Help Center and Release Notes/User Guides) or on the Axon website.

E. Redaction, Retention, and Release of Recordings

1. Office policies shall comply with all existing laws and regulations, including those governing evidence collection and retention, public disclosure of information, and consent.
2. The release of information requested through a public records request (FOIL) shall be subject to the same statutory exemptions from disclosure as any other department record.
3. Some or all of a recording may be redacted pursuant to applicable laws. Redaction should be narrowly tailored to the appropriate legal exemption from disclosure.

- a. Only the redacted recording shall be produced to the requesting party.
 - b. There may be instances where the un-redacted recording shall be provided for criminal or civil proceedings.
 - c. The System Administrator will consult with the County Attorney prior to redacting or exempting recordings from public inspection.
 - d. Redaction does not alter the original footage in the recording.
4. In the event Office personnel inadvertently records a non-recording incident identified above, the following redaction procedures may be followed.
- a. Notify immediate supervisor of unintentional recording.
 - b. Review recording with the immediate supervisor to determine if it meets the criteria detailed in Section B subsection 12 above.
 - c. Recordings in question shall be electronically shared by the immediate supervisor with their lieutenant or equivalent for review and approval.
 - d. If the recording contains evidentiary content, only the portion that meets Section B subsection 12 shall be redacted of audio, video, or both after approval by the lieutenant or equivalent. A detailed description stating the reason for edit shall be noted in the system for each segment of the recording that is redacted. Redactions will automatically be reflected in the audit trail.
 - e. If it is determined by the lieutenant or equivalent that the recording does not contain evidentiary content, it may be placed in the “6 Month Delete” category. A detailed description stating the reason for the category change shall be noted for each recording that is changed. Descriptions will automatically be reflected in the audit trail.
5. The Office shall retain and preserve non-evidentiary recordings for 6 months. Deleting non-evidentiary videos after 6 months does not imply that the Office personnel did not record the incident, as it is reflected in the audit trail.
6. Any recording that is subject to an Internal Affairs, District Attorney, or Attorney General Investigation, or has the potential to be the subject of future litigation, a copy shall be retained indefinitely. At the conclusion of the investigation or litigation, the video may be removed from the server by the System Administrator.
7. The System Administrator shall retain and preserve evidentiary recordings in accordance with state law and this policy. Video recordings from OBRDs will be retained as follows.

- a. Videos related to felonies.
 - All footage associated with a felony shall be made part of the case investigative record, and retained in accordance with the MU-1 schedule promulgated by the New York State Department of Education (“MU-1 Schedule”) (from 25 years to permanent, depending on the crime).
- b. Videos related to misdemeanors.
 - All videos associated with misdemeanor arrests, and any non-arrest footage associated with DWI stops and sobriety tests, shall be made part of the case investigative record and retained for the five-year period as required by the MU-1 Schedule.
 - Any other video associated with misdemeanors shall be made part of the case investigative record only if Tompkins County Sheriff’s personnel, designated by the Sheriff or his or her designee, deem the video sufficiently probative of the misdemeanor to merit inclusion in the investigative record.
- c. Videos related to violations and traffic infractions.
 - Such a video shall only be made part of the case investigative record if Tompkins County Sheriff’s personnel, designated by the Sheriff or his or her designee, deem the video sufficiently probative of the matter to merit inclusion in the investigative record. Videos made part of a case investigative record shall be retained for the one-year period required by the MU-1 Schedule.

F. Duties of Personnel

1. Office personnel shall take these actions regarding OBRDs:
 - a. Ensure that OBRDs assigned to them are functioning properly at the beginning and end of each shift, according to the manufacturer instructions.
 - Office personnel shall report immediately any improperly functioning equipment to a supervisor.
 - Office personnel shall not be responsible for verified equipment failure during an incident if the OBRD had no signs of functioning improperly prior to the incident.
2. Articulate on an OBRD recording or in writing their reasoning for not activating their OBRD before required incidents, for not recording the entire contact, or for interrupting the recording. Office personnel shall document why a recording was not made, was interrupted, or was stopped.
3. Proper documentation shall be made anytime the OBRD captures a video statement from a suspect and/or witness. The video statement shall not take place of a written statement where applicable.
 - a. Documentation to include:
 - All required Office reports; and

- CPL 710.30 form, when necessary. Failure to notify the prosecutor of the recorded interview could prevent its use in court.

G. Duties of Supervisors

1. In addition to the above responsibilities, supervisors will perform these duties:
 - a. Ensure personnel are using the systems appropriately and in accordance with policy, and identify areas in which additional training or guidance is needed.
 - b. Review complete recordings of assigned personnel listed in any misconduct complaint made to supervisory and/or Command personnel “at the scene,” or later by telephone, writing, voice mail, or other method, which would not normally be assigned to Internal Affairs.
 - c. Review recordings of assigned personnel involving injuries, uses of force, shows of force, or foot pursuits.
 - d. Additionally review at least two videos per month of each officer under their direct supervision. Sergeants should spend approximately 7-10 minutes reviewing each video, and may advance or fast forward the video to target review of interactions that could be helpful in ongoing evaluation and supervision, as described below. Sergeants shall document the review in the notes section of the Axon program and on the [Supervisor Monthly OBRD Review Report](#) (see Attachment B), including what portions of a video were reviewed. Sergeants will use any feedback obtained from these reviews for the officers in their employee work plans. Sergeants shall target the following topics in the videos they review:
 - Constitutional policing;
 - Officer conduct (showing respect toward and acting professionally in dealing with the public);
 - Domestic violence response;
 - Tactics, including officer safety;
 - Initial contacts with subject(s) during calls for service including the circumstances giving rise to the encounter and legal basis for the stop;
 - For encounters that end in arrest, the entire encounter from initial contact to the subject being placed in a patrol vehicle;
 - Interaction with subject(s) during investigative detention or pat downs for weapons;
 - Interaction and communication with subject(s) in crisis;
 - Interaction with occupants during vehicle stops; and
 - Interactions with offenders and victims during the investigative phase of a call for service.
 - e. In the event of an Officer-Involved Incident as defined in this Order, supervisors will adhere to the following procedures:
 1. As soon as the scene is rendered safe and under control, an uninvolved responding supervisor will:

- Identify which, if any, of involved and witness members have an assigned OBRD.
 - Take possession of the OBRDs as soon as possible and ensure that it is not recording. The supervisor will maintain possession of the OBRDs until directed by a higher-ranking Officer on scene to turn them over to a designated person.
 - Document in a supplemental report the following information:
 - a. Identity of the member(s) from whom a OBRD was taken;
 - b. Serial number(s) of the OBRD(s) taken;
 - c. Date, time, and location the supervisor took possession of the OBRD(s);
 - d. Identity of the Ranking Command Officer who directed the supervisor to turn over the OBRD(s); and,
 - e. Person who took possession of the OBRD(s) from the supervisor, to include the date, time, and location this occurred.
 - The Ranking Command Officer will ensure that a supervisor responds to the hospital to retrieve any OBRD assigned to an injured member who has been removed from the scene for medical treatment.
- f. Supervisors who inadvertently discover minor, non-criminal policy violations will continue to have the discretion to resolve the violation with training or informal counseling. Should the policy violation rise to the level of more formal discipline, the supervisor will adhere to the procedures set forth in *G.O. 312 Disciplinary System*.
- g. Supervisors shall refer assigned personnel for investigation if they intentionally or repeatedly fail to activate their OBRDs and/or obstruct the recordings of their OBRDs during incidents required to be recorded. Intentional or otherwise unjustified failure to activate an OBRD when required by Office policy shall subject the Office personnel to discipline.
- h. Field Training Officers may use OBRD files to provide immediate training to recruits and to assist with the completion of the Daily Observation Report (DOR). Field Training Officers and the FTO Coordinator may view OBRD files to evaluate the performance on an officer in the Field Training Program.

V. TRAINING

- A. Officers will not utilize the system until they have received proper training.
- B. Training will consist of, but will not be limited to:
- A review of the system, its functions, its usage and its activation and deactivation.
 - A review of the user manual and Office policy.

- A hands-on review of the system.
 - The retention and storage of the video and the procedures for placing them into evidence.
- C. Normal (Buffering) Mode: The BWC continuously loops video recording for up to 120 seconds (actual loop time for our office to be established as 30 seconds). Records video only (no audio) while buffering.
- D. Event Mode: In the Event Mode, the BWC saves the buffered video and continues recording audio and video for up to eight (8) hours. Continuously pressing the Event button turns the recordings off and on and also places markers on the media segment for later viewing in Evidence.com.
- E. Program Review
1. OBRD recordings may routinely and randomly be reviewed by the Sheriff or his designee to monitor officer performance and conformance to policy.
 2. The Sheriff or his designee shall document any remedial training or other corrective actions regarding the improper use of the OBRD equipment.

Attachments

- A. [Closing a Spillman Call with Body Cameras \(RP Codes\)](#)
- B. [Supervisor Monthly OBRD Review Report](#)

By Order Of



Derek Osborne
Sheriff