



# Rhode Island State Police

## General Order -59D3

<i>Section:</i>	<b>Law Enforcement Operations - Field Operations</b>
<i>Article:</i>	<b>59 - Vehicles-Equipment</b>
<i>Title:</i>	<b>Use of Body Worn and In-Car Camera Equipment</b>
<i>Special Instructions:</i>	

### I. PURPOSE

To provide guidelines and instructions for the use and operation of body-worn (BWC) and in-car camera (ICC) equipment in connection with R.I. General Laws Chapter 42-161, the Statewide Body-Worn Camera Program.

### II. POLICY

Body-worn and in-car cameras are key law enforcement tools. They promote transparency and accountability. They provide unbiased witness to law enforcement actions and encounters with the public, building community trust while also providing prosecutors with critical evidence.

The policies and standards established in this Policy are designed to help the Division balance competing, yet equally important, interests and goals – the need to promote accountability and transparency against the privacy interests of members of the public; as well as the benefits achieved by recording evidence that might solve a crime or aid in the prosecution of an offender, against the costs of harming public trust or chilling a victim or a witness.

### III. DEFINITIONS

- A. **ACTIVATION OR ACTIVATE** - triggering a body-worn or in- car camera's audio and video recording functions, unless otherwise defined in this Policy.
- B. **BODY-WORN CAMERA (BWC)** - a video and audio recording device that is carried by or worn on the body of a law enforcement officer that is capable of recording the actions and interactions of the officer and the public.
- C. **BWC/ICC OFFICER** – a Division member assigned to wear a BWC or assigned a vehicle equipped with ICC, other than an undercover officer.
- D. **BWC/ICC PROGRAM** – the Division’s program overseeing the use and operation of BWC/ICCs.

- E. BWC/ICC RECORDING - a video and/or audio recording created by a BWC/ICC.
- F. BWC/ICC SUPERVISOR - the immediate supervisor of a BWC/ICC Officer. A BWC/ICC Supervisor may also be a BWC/ICC Officer.
- G. BWC/ICC SYSTEM - the BWC/ICC and any associated hardware or software.
- H. EVIDENCE.COM/EVIDENCE LIBRARY - Online web-based media storage location which stores digitally encrypted data such as photographs and video recordings and which is accessible to authorized personnel based upon a security clearance and which maintains an audit trail of user activity.
- I. IN-CAR CAMERAR (ICC) - Digital video camera and recorder, which is mounted inside a Division Vehicle.
- J. IMPLEMENTATION PERIOD - The six (6) month period after the Division trained and outfitted all BWC officers and vehicles with body worn and in car camera systems.

#### IV. PROCEDURES

##### A. BWC/ICC OFFICER RESPONSIBILITIES

1. At the beginning of each shift, a BWC/ICC Officer shall:
  - a. Ensure that issued BWC/ICC equipment is charged and properly functioning.
    - i. Whenever a BWC/ICC is not functioning properly, damaged, or missing, the BWC/ICC officer shall report to their immediate supervisor, as soon as practicable, both verbally and by documenting facts and circumstances in writing via interdepartmental communication.
    - ii. A missing or lost BWC/ICC shall be replaced as soon as practicable.
    - iii. As soon as practicable, turn over for repair and/or replacement a BWC/ICC that is not functioning properly, is damaged, or requires maintenance, along with copies of associated documentation.
  - b. Position the BWC/ICC in the location and manner consistent with the product's specifications and as communicated and demonstrated

through Division-approved training, to facilitate obtaining an appropriate and unobstructed recording field of view.

2. At the end of each shift, except as noted in Section XVI of this policy titled "Implementation Period" a BWC/ICC Officer shall:
  - a. Ensure that BWC/ICC recordings has been uploaded and that recordings are flagged or marked for retention consistent with the requirements set forth in section XIII of this Policy. A BWC/ICC Supervisor or other supervisor may grant case-by-case extensions for the uploading of a BWC/ICC Recording and such extensions should be documented in writing.
  - b. Document in all written narratives, including in reports, summonses, citations, and witness statements, the existence of a BWC/ICC Recording. A BWC/ICC Officer should continue to prepare reports in the same manner as prior to the use of a BWC/ICC. Documentation such as "Refer to video" may not be used as a substitute for a detailed and thorough report.
  - c. After uploading any BWC/ICC Recordings, securely store the BWC/ICC and ensure the charging of BWC/ICC equipment, if necessary.
  - d. All BWC/ICC Officers shall receive training on the use and operation of BWC/ICCs.
  - e. A BWC/ICC Officer shall not remove, dismantle, or tamper with any hardware or software component or part of a BWC/ICC System. This provision shall not apply to redactions made by authorized Division personnel in accordance with this Policy.

**B. BWC/ICC SUPERVISOR AND SYSTEM ADMINISTRATION RESPONSIBILITIES**

A BWC/ICC Supervisor shall:

1. Ensure that BWC/ICC Officers wear and utilize the BWC/ICC and the BWC/ICC system in accordance with this Policy. Such efforts must include, but are not limited to, ensuring that BWCs are properly affixed to the uniforms of BWC/ICC Officers and that BWCs/ICCs are functioning properly.
2. Upon receiving notification of a damaged or malfunctioning BWC/ICC, remove the BWC/ICC from service, report the damage or malfunction to

the Major - Uniform Bureau Commander, and ensure the issuance of another unit, if available.

3. Review and document where appropriate when notified that a BWC/ICC Recording was interrupted, or an event was not recorded as required by this Policy. Such documentation shall be forwarded through the chain of command to the Superintendent.
  4. Forward all requests for deletion of BWC/ICC Recordings through the chain of command to the Lieutenant Colonel - Deputy Superintendent, Chief of Field Operations.
  5. All requests for deletion must be submitted utilizing the Division's [Camera Recordings Deletion Request Form](#).
- C. The Superintendent, or designee(s), shall ensure oversight of the Department's BWC/ICC Program, which includes but is not limited to the following:
1. Operation and user administration of the Department's BWC/ICC Program;
  2. BWC/ICC System evaluation;
  3. Training for all BWC/ICC Officers;
  4. Policy and procedure review and evaluation;
  5. Coordination with information technology personnel, as necessary, regarding BWC/ICC System-related issues;
  6. Ensuring that BWC/ICC Recordings are retained in accordance with section XIII of this Policy;
  7. Ensuring that requests for copies of any BWC/ICC Recordings or documents, data, records, and files, relating to BWC/ICC Recordings are reviewed and approved by the Superintendent or designee, in conjunction, where appropriate, with the Division's Legal Counsel or the Attorney General's Office; and
  8. Ensuring that written directives from the Superintendent to delete, any original BWC/ICC Recordings are carried out as stated and documented in accordance with this Policy.
- D. Supervisors, including BWC/ICC Supervisors, and others as designated by the Superintendent, shall periodically audit BWC/ICC Recordings to ensure compliance with this Policy and to identify training issues and opportunities.
1. BWC/ICC Supervisors shall perform a documented review of at least one (1) BWC recording recorded by every BWC/ICC Officer under their command, per month. BWC/ICC Supervisors will also review ICC recordings for BWC/ICC officers on a monthly basis.

2. Additional supervisors, as determined by the Superintendent, shall also randomly review BWC/ICC Recordings of BWC/ICC Officers under their command each month to ensure compliance with Division policies.
  3. The focus of these reviews will include, but are not limited to:
    - a. Professionalism;
    - b. Adherence to directives and training for the BWC/ICC Program
    - c. The functionality and effectiveness of the BWC/ICC Program;
    - d. Officer safety and related training;
    - e. Any other issue that could result in a complaint from a member of the public; a hindrance to prosecution; or liability to the Division or State.
- E. Supervisors that observe or become aware of a violation of this Policy shall take appropriate remedial action or refer the violation for disciplinary action.
- F. The Superintendent or designee(s) shall, at least annually, review the Department's BWC/ICC Program and this Policy. The Superintendent as the Commissioner of the Department of Public Safety, or designee, and the Attorney General shall solicit feedback on this Policy, at least annually, from Departments participating in the statewide body-worn camera program and other individuals and organizations as the Department of Public Safety and the Attorney General deem appropriate.

## V. BWC/ICC Activation and Deactivation

### A. Activation

1. A BWC/ICC Officer shall immediately activate their BWC/ICC when required to do so by section VII of this Policy unless it is unsafe and impracticable to do so. If there is an immediate threat to a BWC/ICC Officer's life or safety or the life or safety of others, making camera activation impossible or dangerous, the BWC/ICC Officer shall activate the BWC/ICC at the first reasonable opportunity to do so.
2. A BWC/ICC Officer will only activate their BWC/ICC in conjunction with official law enforcement duties, consistent with sections VII through X of this Policy.
3. If the BWC/ICC System procured by the Division features pre-event buffering capabilities that automatically save some portion of footage prior to a BWC/ICC Officer activating a BWC/ICC, those capabilities must be enabled.

### B. Deactivation

1. Once a BWC/ICC has been activated, recording should continue uninterrupted until the event or interaction that is being recorded has concluded, unless otherwise provided for by law or by this Policy.
  2. Examples of when an event or interaction may be considered concluded include, but are not limited to the following:
    - a. Victim and/or witness contact has concluded;
    - b. Either the BWC/ICC Officer or the involved parties have departed the scene;
    - c. All persons stopped have been released or have left the scene;
    - d. After a transporting officer transfers the care, custody, and control of an arrestee to another Department or detention/police facility; or
    - e. After an arrestee is brought to a location within a Division facility that has a functioning surveillance system, such as a holding cell or booking area.
  3. To the extent possible, prior to deactivating a BWC/ICC – whether because the event or interaction has concluded or because deactivating is otherwise consistent with or permitted by this Policy – a BWC/ICC Officer deactivating a BWC/ICC or a supervisor authorizing the deactivation of a BWC/ICC should state the reason for doing so.
    - a. Upon any reactivation, the BWC/ICC Officer should state that they have restarted the recording.
    - b. The reasons for any deactivation and reactivation during an event or interaction should also be documented in any written reports.
    - c. For purposes of this subsection, deactivation includes muting the BWC/ICC, stopping recording, diverting the BWC/ICC, or recording only audio.
    - d. On the scene of a law enforcement use of deadly force, a BWC/ICC Officer shall not deactivate their BWC/ICC until the event has concluded. If instructed to temporarily mute their BWC/ICC by a supervisor pursuant to Section IX(c) of this Policy, the supervisor should state the reason for doing so.
- C. If, in violation of this Policy, a BWC/ICC Officer fails to activate their BWC/ICC, fails to record the entire event or interaction, or interrupts the recording, the BWC/ICC Officer shall document in their written report of the incident why a recording was not made, was interrupted, or was terminated.

## VI. Notice of Recording

- A. As soon as practicable and consistent with ensuring officer safety or the safety of others, a BWC/ICC Officer is encouraged to inform individuals that they are being recorded.
  - 1. An example of a circumstance in which providing notice would be impracticable is when a BWC/ICC Officer is dealing with a suicidal individual or an individual experiencing a mental health crisis.
  - 2. In such a circumstance, a BWC/ICC Officer can refrain from making this announcement, to the extent that refraining from doing so would help avoid escalating the situation.
- B. To the extent practicable, a BWC/ICC Officer should also notify other individuals present, including, but not limited to, law enforcement agency personnel, that the interaction is being recorded.
- C. Consent to record is not required. When a member of the public objects to being recorded, a BWC/ICC Officer may determine whether to proceed with recording consistent with sections VII through X of this Policy.

## VII. Activation Required

- A. A BWC/ICC Officer is required to activate their BWC/ICC under the following circumstances:
  - 1. They are responding to a call for service, or they self-initiate a call for service;
  - 2. At the initiation of any investigative or enforcement activity involving a member of the public;
  - 3. At the initiation of any pursuit or emergency driving; and
  - 4. When the BWC/ICC Officer is assisting another officer in any of the above activities.
- B. A BWC/ICC Officer may activate their BWC/ICC at any other time when the BWC/ICC is not required by this Policy to be activated:
  - 1. If the BWC/ICC Officer believes an encounter with a member of the public has escalated and become confrontational; or
  - 2. During any other contact with a member of the public or performance of official duties, if the BWC/ICC Officer reasonably believes that recording would enhance police transparency, increase public trust, or preserve factual representations of the interaction.

## VIII. Automatic Activation

- A. BWC/ICC product offerings continue to expand, improve, and evolve.
  - 1. While the Division is encouraged to take advantage of product innovations, particularly those that ensure that the BWC/ICC is recording during critical incidents, this Policy acknowledges that many of these innovations may be financially unattainable.
  - 2. The Division shall choose the product offerings that best meet their needs, and nothing within this subsection shall be interpreted to require the Division to procure a particular product, capability, or combination of products and capabilities.
- B. The Division is required to enable the following automatic activation features, if available to, based on the products they procured, and BWC/ICCs in the Division will automatically activate under the following circumstances:
  - 1. The light bar or siren in a BWC/ICC Officer's vehicle is activated;
  - 2. A BWC/ICC Officer's vehicle travels at, or over, the speed of 90 MPH;
  - 3. A BWC/ICC Officer's taser is removed from its holster or taser lanyard is removed;
  - 4. A BWC/ICC Officer's taser is armed, arcs, or the trigger is pressed;
  - 5. BWC/ICC Officer's Rear Driver Side or Rear Passenger Side Door is opened;
  - 6. A BWC/ICC Officer's K9 Door is opened;
  - 7. A BWC/ICC Officer's firearm is removed from its holster.
  - 8. If the BWC/ICC detects a motion that indicates the vehicle has been involved in a motor vehicle crash.
- C. The Division shall identify which automatic activation capabilities have been procured and enabled and shall update the above portion of this Policy on an ongoing basis as increases in technology permit.

## IX. Standards Governing Deactivation in Limited Circumstances

- A. Areas Where There May Be a Reasonable Expectation of Privacy and Other Sensitive Locations
  - 1. A BWC/ICC Officer recording in areas where there may be a reasonable expectation of privacy, or other sensitive locations, shall be mindful not to



record beyond what is necessary to capture contact with members of the public, effect an arrest, or search for an individual.

2. The BWC/ICC shall not be used with exploratory intent to create an inventory of items or individuals within a location.
3. Such areas may include but are not limited to:
  - a. Private residences;
  - b. Locker rooms;
  - c. Certain locations in hospitals or clinics; (patient rooms with the exception of an instance where there is a court ordered search warrant for a blood draw for a DUI related case)
  - d. Law offices;
  - e. Daycare facilities;
  - f. Schools; and
  - g. Areas where First Amendment rights are being exercised such as places of worship, newsrooms, or areas where peaceful protests or religious ceremonies are taking place.
4. Decisions to mute the BWC/ICC, stop recording, divert the BWC/ICC, or record only audio should be based on the following considerations:
  - a. The extent to which the BWC/ICC Officer observes activities or circumstances of a sensitive or private nature;
  - b. The presence of individuals who are not the subject of the interaction between the BWC/ICC Officer and members of the public;
  - c. Presence of individuals who appear to be minors;
  - d. Whether a potential witness requests to speak with an officer and desires anonymity;
  - e. Consultation with other members of law enforcement; and
  - f. Whether a BWC/ICC Recording would provide evidence and/or further an investigation.

## B. Recording of Victims and Witnesses

1. If a BWC/ICC Officer is in visual or audio recording range of a victim or witness who is giving their first account of a crime, the BWC/ICC Officer

may record the encounter but should weigh any reasonable expectation of privacy in determining whether to activate or discontinue recording.

2. If the BWC/ICC Officer decides to continue recording, the BWC/ICC Officer is encouraged to notify the victim or witness of the recording.
3. If the victim or witness is unsure of the need for the recording or is uncomfortable being recorded, the BWC/ICC Officer may inform them that they can request to have the BWC/ICC turned off. Any such requests to deactivate, as well as the BWC/ICC Officer's response to the request, should be recorded.
4. Decisions with respect to victim or witness requests to stop recording shall be based upon the following considerations:
  - a. The privacy and safety interests of the victim or witness;
  - b. Age or other characteristics of the victim or witness;
  - c. Nature of the crime(s) under investigation;
  - d. The need for the information or assistance that the victim or witness will provide; and
  - e. Whether the victim or witness will provide information or otherwise cooperate if the recording is continued.

C. Consulting with Other Members of Law Enforcement

A BWC/ICC Officer may temporarily mute the BWC/ICC while consulting with other members of law enforcement, but only while participating in a discussion pertaining to criminal investigation, law enforcement strategy, planning, or tactical response, provided that the discussion is not conducted in the immediate presence of a member of the public, or in a discussion that is entirely personal in nature, further provided that the BWC/ICC Officer is not actively engaged in the collection of physical evidence.

X. Activation Prohibited

- A. A BWC/ICC shall not be used to gather intelligence information based on First Amendment protected speech, associations, or religion, or to record activity that is unrelated to a response to a call for service or a law enforcement or investigative encounter between an officer and a member of the public.
- B. A BWC/ICC Officer is prohibited from activating their BWC/ICC under the following additional circumstances:
  1. When performing or present during a strip search;

2. During breaks or when a BWC/ICC Officer is engaged in personal activities not related to official activities;
3. Any administrative activities of other employees or any personal conversation of or between other Division employees without the recorded employee's knowledge;
4. Investigative briefings;
5. Encounters with undercover officers or confidential informants, or where recording could compromise their identities or techniques; or
6. Division meetings, workgroups, in-service training, or assignments or activities of an operational or administrative nature. Using BWC/ICCs and the BWC/ICC System for training purposes is not a violation of this restriction.

C. Request for Deletion - Whenever a prohibited BWC/ICC Recording is made by a BWC/ICC Officer, the officer shall,

1. As soon as practicable, make a request for deletion of the video file at issue by documenting the facts and circumstances in writing and forwarding it to their BWC/ICC Supervisor.
2. A BWC/ICC Officer may also request deletion of accidental BWC/ICC Recordings pursuant to this same process.
3. All requests for deletion shall be forwarded to the Lt. Colonel - Deputy Superintendent, Chief of Field Operations pursuant to section IV of this Policy.

XI. Internal Access to BWC/ICC Recordings and Data

A. General

1. All access to the BWC/ICC Camera System is logged and subject to audit.
2. Access to BWC/ICC Recordings is permitted on a right/need to know basis.
3. Department personnel authorized to view BWC/ICC Recordings may only do so in accordance with the provisions of this Policy.
4. Department personnel are prohibited from making personal copies of BWC/ICC Recordings, including utilizing secondary/personal recording devices to create a duplicate recording.

5. BWC/ICC Recordings shall not be duplicated or distributed, unless for official authorized business.

B. Officer Access to BWC/ICC Recordings

Except as provided in section XI of this Policy, a BWC/ICC Officer and other officers may review BWC/ICC recordings as they relate to:

1. Their involvement in an incident, or the investigation of an incident, for the purposes of completing an investigation and/or preparing official reports;
2. Providing testimony in court to refresh recollection. A testifying officer will ensure that the prosecutor is aware that the officer has reviewed the BWC/ICC Recording(s) prior to a court appearance; and
3. Prior to being interviewed in a criminal, civil, or administrative matter or providing a statement to an investigating body or pursuant to an administrative inquiry.

C. Officer Access Following Certain Use of Force Incidents.

1. In order to ensure the fairness and integrity of investigations subject to the Attorney General's Protocol Regarding the Review of Incidents Involving the Use of Deadly Force, Excessive Force, and Custodial Deaths, a BWC/ICC Officer who is alleged to have used force shall not be permitted to view any camera recordings associated with the incident, until that BWC/ICC Officer first provides a descriptive statement from their recollection and perception of the incident, in either a recorded walk-through statement or another type of recorded statement.
2. After providing a statement regarding the incident, the BWC/ICC Officer and their union or legal representative shall be permitted to view their own BWC/ICC Recording and data.
3. After the BWC/ICC Officer has viewed their own BWC/ICC Recording and data, the officer shall provide a continuation of their descriptive statement of the incident. The officer shall be permitted to note, address, and/or explain any discrepancies or differences between the officer's original statement and what is shown or heard on the BWC/ICC Recording.
4. The BWC/ICC Officer may submit other written statements, reports, or documents after providing the recorded continuation of their descriptive statement of the incident.
5. If viewing the BWC/ICC Recording causes an adverse stress-related reaction, the BWC/ICC Officer's statement shall be suspended immediately, and the officer shall be afforded counseling and/or medical aid.

D. Other Internal Access

1. Supervisors

- a. Any supervisor within the recording BWC/ICC Officer's chain of command, or the Superintendent or designee, may review a BWC/ICC Recording pertaining to any investigation.
- b. A supervisor may also access any BWC/ICC Recording to perform their duties under this Policy as set forth in section IV of this Policy.

2. Internal Affairs and Training

- a. A BWC/ICC Recording may be viewed by the Captain-Professional Standards Unit, consistent with the responsibilities of that office under this Policy, as set forth in section IV of this Policy.
  - b. A BWC/ICC Recording may be viewed and used for training purposes, with prior approval by the Superintendent or designee.
3. In the event a BWC/ICC Officer is incapacitated or unresponsive while on duty, the BWC/ICC Recording may be viewed to identify a possible suspect and aid in apprehension.

E. Documenting BWC/ICC Incidents - Because a BWC/ICC Recording may capture sights and sounds that officers did not personally hear or observe, officers must clearly distinguish and delineate the following information in any and all reports that are required by Department policy:

1. Facts that are recalled independent of a BWC/ICC Recording;
2. Recollections that are refreshed by viewing a BWC/ICC Recording;
3. Facts that were not previously known but that are learned by viewing a BWC/ICC Recording; and
4. Areas in the BWC/ICC Recording that appear to differ from the officer's actual perceptions during the event/incident, or that appear to present a distorted view of the actual scene or events.

XII. Public Access to BWC/ICC Recordings

- A. A BWC/ICC Recording is subject to the Rhode Island Access to Public Records Act ("APRA"), R.I. Gen. Laws Chapter 38-2, and all requests for public access to a BWC/ICC Recording shall be handled in accordance with that law.
- B. Prior to public release of a BWC/ICC Recording, the Division should ensure that the BWC/ICC Recording is redacted, where appropriate and consistent with the

law. Among other reasons permitted by law, the Division should consider redaction if release could reasonably be expected to constitute an unwarranted invasion of personal privacy, could reasonably be expected to disclose the identity of a confidential source or the information furnished, or would disclose techniques and procedures for law enforcement investigations or prosecutions.

- C. Nothing within this subsection is intended to supersede or conflict with the provisions of the APRA or other law.
- D. BWC/ICC Recordings from Certain Use of Force Incidents
  - 1. The public's interest in transparency and accountability is significant for incidents involving police use of force that fall within the scope of the Attorney General's Protocol Regarding the Review of Incidents Involving the Use of Deadly Force, Excessive Force, and Custodial Deaths.
  - 2. While a BWC/ICC Recording must be released where disclosure is required under the APRA, the provisions of this subsection are intended to further ensure and require the release of a BWC/ICC Recording in circumstances where withholding such recordings would be permitted under the APRA.
  - 3. Unless otherwise prohibited by law or judicial order, a BWC/ICC Recording from an AG Protocol incident shall be provided to the public:
    - a. In response to a public records request made pursuant to the APRA;
    - b. No later than upon the substantial completion of the investigation, as determined by the Attorney General, in consultation with the Division and other involved Department(s); and
    - c. In accordance with [Rhode Island Supreme Court Ethics Advisory Panel Opinion 2020-02](#), upon the request of the Attorney General.
  - 4. Substantial completion means that evidence has been collected and witnesses have been interviewed. Substantial completion is expected to occur within thirty (30) days.
  - 5. To the extent that any BWC/ICC Recording pertains to a matter that remains under investigation or for which criminal charges remain pending:
    - a. Any statements accompanying the video must be limited to a factual recitation describing the context of the BWC/ICC Recording (e.g., source, date, time, place);
    - b. Release should also be accompanied by a disclaimer that the BWC/ICC Recording may not depict all of the circumstances

relevant to the event in question and that the defendant is presumed innocent unless proven guilty; and

- c. Release may also be accompanied by a disclaimer that BWC/ICC Recordings provide a limited view of the event, may capture sights and sounds that officers did not personally hear or observe, and should be considered with all other available evidence.

### XIII. Records Retention

- A. Unless otherwise prohibited by law, a BWC/ICC Recording shall be retained in accordance with [Rhode Island Records Retention Schedule LG6.3.6 Body Camera and Dash Camera Recordings](#).
- B. All non-evidentiary recordings will be retained by the Division for a period of three (3) years. After three (3) years, these recordings will be automatically purged from the system pursuant to selected software settings.
- C. Notwithstanding the above, the following individuals may order archival of BWC/ICC Recordings: Superintendent and/or designee(s), Captain-Professional Standards Unit, and Division's legal counsel and/or designee.

### XIV. Violations

- A. If a law enforcement officer, employee, or agent violates any provision of this Policy, the officer, employee, or agent shall be subject to appropriate remedial or disciplinary action, in addition to any other consequences outlined in municipal, state, and federal laws and regulations.
- B. Intentional failure to activate or tampering warrants discipline up to and including termination.
- C. Any officer that observes a violation of this Policy is required to report the violation in writing to their immediate supervisor in the officer's chain of command.
- D. Supervisors that observe or become aware of a violation of this Policy shall ensure appropriate remedial action or referral for disciplinary action, consistent with the Division's policies with respect to internal investigations.

### XV. Sharing of Videos

- A. Patrol Barracks Court Officers shall ensure that any BWC or ICC recordings necessary for prosecution will be forwarded to the Attorney General's Office with the case package.

- B. In the event another agency requests recordings from a BWC/ICC to assist in an investigation or prosecution, the Barracks Patrol Commander must authorize the sharing of the videos.
- C. Under no circumstances, will a video containing a use of force incident be released without the approval of the Division's Legal Counsel.

#### XVI. IMPLEMENTATION PERIOD

- A. The Division recognizes that the introduction of new technology will have inherent challenges associated with implementation. During the implementation period BWC officers shall become familiar with operation and certify they have received this policy and understand the requirements. BWC officers are encouraged to utilize their respective chain of command for any operational questions or concerns.
- B. BWC/ICC Officers assigned a vehicle equipped with an ICC system and modem are expected to utilize the installed technology to actively upload BWC videos.
- C. BWC/ICC Officers who do not have an ICC system or modem installed shall upload BWC video recordings at a minimum one (1) time per shift utilizing a docking station or division issued laptop.
- D. BWC/ICC Officers experiencing technical difficulties with the ICC system and/or modem are required to upload BWC video recordings at a minimum one (1) time per shift utilizing a docking station or division issued laptop.
- E. In the event of an incident where force is utilized, members will ensure that the BWC/ICC video recordings capturing the incident are uploaded prior to securing from the shift.
- F. Regardless of method of uploading, prior to securing from duty on the last day of a member's scheduled tour, all BWC/ICC officers shall ensure that all video recordings are uploaded.

By Order of Colonel Weaver





*Darnell S. Weaver*

Darnell S. Weaver  
Colonel  
Superintendent