



HALLANDALE BEACH POLICE DEPARTMENT

GENERAL ORDER



TITLE: BODY WORN CAMERAS

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CONTENTS: This general order consists of the following numbered sections:

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PURPOSE: The purpose of this general order is to establish guidelines for the use, management, storage and retrieval of the body worn cameras and the associated media collected by body worn cameras.

SCOPE: This general order applies to all sworn personnel and CSAs of the Hallandale Beach Police Department.

DISCUSSION: The Hallandale Beach Police Department is committed to the belief that the BWC is an important and valuable tool for the law enforcement community and the citizens they serve. The BWC is essentially an audio device which captures audio-video documentation of a police officer's investigative and community service aides investigative and enforcement activities. The use of the BWC aids in greater transparency, more effective prosecution, training, and improved protection against false allegations.

POLICY: It is the policy of the Hallandale Beach Police

Department to provide uniformed officers and other designated members of the department with BWC designed to record both audio and video. BWCs shall be used to assist sworn personnel and CSAs in the performance of their duties by providing an accurate and unbiased recorded account of an incident. Additionally, to maximize effectiveness of the BWC and maintain the integrity or evidence as well as related documentation, all personnel assigned these devices shall adhere to the procedures outlined within this policy.

PROCEDURE:

- I. GENERAL PROCEDURES [CFA 32.02 C]
 - A. All recording media, images and audio are property of the Hallandale Beach Police Department and **will not** be copied, released, or disseminated in any form of manner outside the parameters of this policy, without the permission of the Chief of Police.
 - B. The release of information/video requested through a public records request will be subject to the same statutory exemptions from disclosure as any other departmental records, pursuant to the Florida Statutes, Chapter 119.
 - C. Only as otherwise authorized in this policy are members allowed to create a copy of a recorded event. Under no circumstance will any member of the Police Department make a copy of any recorded event without prior written permission of the Chief of Police.
 - D. Officers will use only the BWC issued and

approved by the department. The use of any other camera or recording device is strictly prohibited.

II. USE OF BODY WORN CAMERA

A. Authorized Use [CFA 32.02 B]

Officers and ODMs shall activate the unit to record during each citizen encounter related to a call for service, enforcement action, traffic stop, and/or police service. Additionally, other activities such as, building searches, searches for suspects, pursuits, building alarms and prisoner transports shall be recorded.

B. Prohibited Use [CFA 32.02 C]

Unless using the BWC as described in Section II. A., the BWC **shall not**:

1. Be used to document any deaths for crime scene purposes, unless directed by a supervisor;
 - a. Be used to record personal activity;
 - b. Intentionally activated to record conversations of fellow employees without their knowledge during routine, non-enforcement related activities;
 - c. Be used to intentionally or willingly record confidential informants, undercover officers, or any other investigation where officers may be performing in an undercover manner.
 - d. Unless the BWC is being used as outlined in this general order, it **will not** be activated in places where a reasonable expectation of privacy exists, such as: locker rooms, dressing rooms or restrooms.
 - e. Officers will not make copies of any recording and are prohibited from using a recording device (such as a phone camera or secondary video camera) to record media captured from the body camera.
 - f. Officers will not use any other electronic devices or other means in order to intentionally interfere with the capability of the body camera.
 - g. Officers shall not erase, alter, reuse,

modify or tamper with any recording. Only the authorized system administrators may erase any previously recorded digital recording.

- h. Posting of body camera footage to any social media site, without prior written approval from the Chief of Police is **PROHIBITED**.
- i. Officers will not allow citizens to review the recordings unless previously approved by the Chief of Police.
- j. Each BWC is assigned and configured for single use. Therefore, no officer shall use a body camera not assigned to them, without command level approval.

III. OPERATIONAL PROTOCOL [CFA 32.02 B]

- A. Inspection and general maintenance of the body camera equipment shall be the responsibility of the officer assigned to the equipment. Body camera equipment shall be operated in accordance with manufacturer's recommended guidelines and department training and policies.
- B. BWCs will be assigned to each officer by the Uniformed Patrol Major and will remain the responsibility of each assigned officer.
- C. Prior to beginning a shift, officers assigned to a BWC will ensure the device is charged and its readiness by conducting an operational inspection.
- D. Malfunctions or other operational problems, damage, loss, or theft of the body camera equipment must be immediately reported to the officer's immediate supervisor and the system administrator via email.
- E. A police report shall be completed anytime a body camera is damaged, lost or stolen. The case number shall be forwarded to the system administrator.
- F. Once the BWC is activated to the event mode it shall remain in the event mode until the incident investigation has reached a conclusion, the officer has cleared from the scene, or when use of the camera is prohibited by this general order.
- G. Officers may review the incident recordings

when preparing written reports to help ensure the accuracy and consistency of the incident documentation. Officers **will** review the incident recordings for any use of force incidents.

- H. Any incident that requires the immediate retrieval of the digital recording, (i.e.: investigations pertaining to use of force, in-custody deaths, or any other potential criminal investigation of an officer). A supervisor will take possession of the BWC and upload all video regarding the incident.
- I. The BWC shall be worn and utilized by the assigned officer every time the employee is performing any law enforcement duties to include their normal working schedule and overtime assignments. Officers are exempt from wearing the BWC when attending court related proceedings and training.
- J. Any officer who is assigned a BWC shall activate their BWC upon being dispatched to a call.
- K. The BWC shall be activated prior to making contact with individuals during self-initiated activity.
- L. When the BWC is activated it shall be worn from one of the head mounting options provided to the officer.

IV. CRITICAL INCIDENTS AND SPECIAL CIRCUMSTANCES [CFA 32.02 B]

- A. During the course of a shift, officers equipped with BWC may encounter situations where critical incidents or special circumstances are captured on video. Those situations require an immediate response from Supervisors and include, but not limited to, the following:
 - 1. Officer-involved contact shootings;
 - 2. Officer-involved non-contact shootings;
 - 3. In-custody deaths;
 - 4. Officer-involved traffic crashes with fatalities or serious injuries; and
 - 5. Serious injury or death of an officer in the line of duty.
- B. During these circumstances, officers equipped with BWC that captured the incident shall continue to record until so

instructed by Supervisor.

- C. Device shall remain affixed and attached to the officer.
- D. BWC will be removed from the officer by the lead Detective and BWC administrator.
- E. The responding Supervisor shall ensure the scene is safe. Instruct the officer "is there any reason you should not deactivate your BWC?"
 - 1. If the officer replies no, the Supervisor will direct the officer to deactivate the BWC.
 - 2. If the officer replies yes, he/she will continue to operate the BWC, until otherwise instructed to deactivate.
- F. Under no circumstances will an officer record interviews with legal representation or a companion officer.
- G. Supervisors shall also instruct companion officer to deactivate his or her camera when they are engaged with an involved officer.

V. ISSUED AND DOCKING PROCEDURES

- A. At the end of the officer's shift, the BWC will be placed into the assigned docking station slot on the Evidence Transfer Station.
- B. The assigned room storing the docking station shall be locked at all times to prevent the possible defense of evidence tampering.
- C. At no time shall any Department personnel other than the officer issued the BWC touch, handle, or otherwise molest the body camera. The only exception to this is members of: Information Technology Department, Training Unit, issued officers' Sergeant, Captain or Major and Crime Scene Technicians with authorization from the Office of Professional Standards or the Chief of Police.

VI. ASSIGN AND IDENTIFICATION [CFA 32.02 D]

- A. Officers shall utilize the Evidence.com to identify all recordings with the following:
 - 1. ID field shall be the assigned case number.
 - 2. Category field shall be assigned one of the descriptors listed on Evidence.com

3. Title field may contain a brief description of the incident.
4. Notes field may be used to enter notes/comments pertaining to the incident.

NOTE: All footage shall be properly marked and identified by the end of the officer's shift.

VII. ACCESS AND TRAINING [CFA 32.02 A]

- A. All officers operating the BWC will receive hands-on, classroom and/or on-line training, prior to being deployed the body camera in an operational setting.
- B. The Hallandale Beach Police Department will ensure officers, supervisors and investigators have "view only" access to the recorded events.

VIII. MEDIA ACCESSING AND SECURITY

- A. The System Administrator and/or the designee will be responsible for burning DVD's/CD's of digital evidence uploaded to Evidence.com
- B. Evidentiary copies of digital recordings will be accessed and copied from Evidence.com by:
 1. Department approved system users;
 2. On department approved equipment;
 3. Copies shall be made for official purposes only;
 4. Shall not be altered, shortened, changed, edited, or in any way modified from its originally submitted format to ensure authenticity.
- C. All digital media collected using the BWC is considered a record of the Hallandale Beach Police Department and subject to Florida State Statute Chapter 119.
- D. The release of requested digital media through a public records request will be subject to the same statutory exemptions in reference to disclosure.
- E. It is the responsibility of the authorized users to keep their passwords and usernames confidential.

- F. Accessing, copying, or releasing any recording other than for law enforcement purposes is strictly prohibited, except as required by law.

- G. If another law enforcement agency submits a public records request for digital media it must be solely for the purpose of business necessity criteria or involved with the Department in a joint operational investigation. All provisions of this policy is to be adhered to by the requesting law enforcement agency.

IX. AGENCY REVIEW

- A. Supervisors shall only review recordings in connection with a need to document or review evidence in a criminal matter or in response to a complaint brought to the supervisor's attention.
- B. Supervisors may only review recording to identify potential training concerns after informing the affected officer of the review.
- C. Review for training purposes should be conducted in the presence of the affected officer unless exigent circumstances dictate otherwise.
- D. Should a supervisor desire to review a recording for training purposes and the affected officer is not available, the next level of supervision will be informed prior to the review.
- E. Department personnel may review their own digital recordings for report writing, court preparation, discipline matter, and/or training purposes.
- F. Review of a captured event may be conducted by an investigator who is assigned by the Chief of Police for the following:
 1. Personnel complaint;
 2. Claims investigation;
 3. Administrative inquiry;
 4. Criminal investigation.
 5. Training (under the provision previously detailed in Bullet B of this section). Any other review will require the approval of the Chief of Police.

- G. Under no circumstances shall any digital recording be used or shown for the purpose of officer ridicule or embarrassment. This includes submission of any portion of video recording to a media organization, unless previously authorized by the Chief of Police.

be retained in accordance with General Records Schedules GS2 established by the Department of State, pursuant to Florida Statutes §§257.36 and 119.01 et. seq.

X. RETENTION

[CFA 17.13 D]

- A. All recorded imagery shall be stored and retained by the Department pursuant to F.S.S. 119.071, or until all criminal, civil or administrative cases to which the recordings are relevant have been adjudicated and all appeals have been exhausted.
- B. Recordings related to an investigation shall be treated as any other property evidence and therefore its collection, chain of custody, storage, distribution, and disposal will be processed in accordance with the internal department policies and the Florida Department of Law Enforcement (FDLE) Evidence Processing Manual.
- C. If another law enforcement agency was involved with the Department in a joint operational investigation, the Property Custodian shall contact each agency prior to the destruction of the recordings to ensure that the recording is not needed by the other agency.
- D. Any recording of evidentiary value in criminal investigations or prosecutions shall

XI. GLOSSARY

End User – Axon user with individual account access rights to Evidence.com

Evidence Transfer Manager (ETM) - a docking station that simultaneously recharges the Axon Flex while uploading all digitally encrypted data to Evidence.com.

Evidence.com – an online web-based digital media storage facility accessed at www.evidence.com. The virtual warehouse stores digitally-encrypted data in highly secure environment. The digital recordings are accessible to authorized personnel based on security clearance.

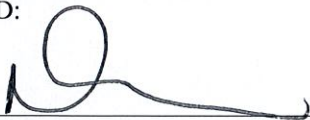
Media or Data – includes photographs, audio recording and video footage. The media is stored digitally.

Body Worn Camera (BWC)- a mobile recording device system that captures audio and video.

Other Department Members (ODM)- other department members.

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APPROVED:



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