

Burleson Police Department

Administrative Policy and Procedures

Number: 04-012

Document Title: In-Car and Body worn Video Cameras

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CALEA Standards Referenced: 41.3.8

ISSUING AUTHORITY: *Chief B. Cordell 9-13-2017*

Billy Cordell, Chief of Police

I. Purpose

The purpose of this policy is to outline the procedures for the implementation of a video recording system that balances the needs of the department and the prosecution of criminals with the privacy concerns of the public and officer. In addition, the policy will provide rules for the management, storage, use, review and retrieval of video from the video recording systems. [41.3.8(a)]

II. Policy

The Burleson Police Department recognizes the value of video recordings in the prosecution of crime, the investigation of alleged police misconduct, and training. As a result, the following procedures are set forth.

III. Definitions

In-Car Camera (ICC) refers to a device mounted in a vehicle which is capable of recording both audio and video.

Body Worn Camera (BWC) refers to a recording device that is capable of recording, or transmitting to be recorded remotely, video or audio and worn on the person of a peace officer, which includes being attached to the officers clothing or worn on glasses.

Video refers to both video and audio recorded by either ICC or BWC.

Video recording system (VRS) refers to a total video platform which allows for the integration, classification, viewing, copying, recording, transferring, retaining, retrieving, purging, auditing, and secure on site controlled access storage of video recorded by both ICC and BWC.

Archived Video refers to video which has been removed from the video recording system and stored on an external serialized media.

Private Space refers to a place where one may reasonably expect to be safe from uninvited intrusion or surveillance, but does not include a place to which the public has lawful access.

IV. Procedures

For the purposes of this policy the two categories covering the use of video are Administrative and Criminal. Unless authorized by the Chief of Police BWC's will only be used for law enforcement purposes defined below.

A. Administrative

The primary administrative uses of video are:

- 1) Officer evaluation and training.
- 2) Compliance with applicable laws.
- 3) Investigation of alleged police misconduct.
- 4) Document citizen contacts

[41.3.8(c)]

B. Criminal

The primary criminal uses of video are:

1. Prosecution of criminals.
2. Enhanced report writing.
3. Evidence.
4. Preparation for court testimony.
5. Documentation of events, actions, conditions and statements made during officer contacts.

[41.3.8(c)]

C. Equipment

1. All Burleson police vehicles, excluding police motorcycles, routinely used for the enforcement of traffic laws or police patrol will be equipped with ICC. Given the limited space, BWCs will be the primary video recording system on police motorcycles.
2. With the exception of Command Staff, All sworn officers will be assigned a BWC. BWC will be made available to Command Staff as needed.

3. Officers assigned to patrol, school resource officers, traffic, community resource, and officers assigned to criminal investigation shall wear, on their person, a BWC when one of their primary functions involve enforcement activity. In addition, Officers working in an enforcement capacity at special events or working off duty security will wear, on their person, a BWC.
4. The following are exceptions to the requirement to wear a BWC.
 - Officers assigned to a task force or working undercover
 - Command Staff
 - Community Resource Officers engaged in community meetings, functions, and other activities in which the BWC may have a chilling effect.
 - Officer attending court or administrative hearings.
 - Officers assigned to Criminal Investigation while engaged in routine non-enforcement related duties.
 - SWAT Officers and Negotiators while engaged in those related special duties in which BWC recordings could jeopardize the confidential nature of tactical planning and execution.
 - As approved by the Chief of Police

D. Activation

1. ICCs are programmed to activate under the following conditions.
 - a. When the emergency lights in the police vehicle are activated.
 - b. When the police vehicle's speed achieves a preset limit.
 - c. Upon activation of the police vehicle's collision sensor.
 - d. Activation of an audio transmitter which has been synchronized with the ICC.
 - e. Manual activation of the record button on the ICC. [41.3.8(b)]
2. BWCs require manual activation by way of pressing a combination of buttons affixed to the BWC.
3. ICC activation is required under the following conditions:
 - a. Traffic stops
 - b. Pedestrian stops
 - c. Code 3 response
 - d. Pursuits
 - e. Fatal crash investigation
 - f. Any situation the officer believes should be recorded. [41.3.8(b)]
4. BWC activation is required under the following conditions:
 - a. Traffic stops
 - b. Pedestrian stops
 - c. Pursuits
 - d. Responding to calls for assistance
 - e. Traffic crash investigation