

Appendix E: Policy Summaries

ASSURING ACCOUNTABILITY

	Absent specific allegation of misconduct, can the superior of an officer view that officer's body camera footage?	Are there limits on non-law enforcement or commercial use of footage?	Are there disciplinary measures in response to officer/agent/employee failing to adhere to BWC policy? Any other measures?	Are officers allowed to review the video before writing their reports?
Abingdon Police Department	Unclear from policy.	Yes, but qualified - unless explicit authority from the Chief of Police.	Unclear from policy.	Unclear from policy.
Aquia Harbour Police Department	Unclear from policy.	Yes - copies of recordings shall only be made for investigative and/or evidence/training purposes and shall be controlled by the Chief of Police.	Unclear from policy.	Unclear from policy.
Ashland Police Department	Yes - at least monthly, supervisors shall randomly review recordings to assess officer performance and ensure BWCs used properly.	Unclear for non-evidentiary. Yes for evidentiary, but qualified - unless authority from the evidence custodian.	Unclear from policy.	Yes - officers may access files, but files are protected from the officer making changes.
Bedford Police Department	Unclear from policy.	Unclear from policy.	Criminal sanctions possible for any employee who erases, modifies, edits or tampers with a recording. Violations of the policy will be the basis for departmental administrative sanctions. Violations of law will be the basis for civil and criminal sanctions.	Unclear - policy states that cameras are used, in part, to enhance officer reports.
Berryville Police Department	Yes - Supervisors can review recordings in performance of random audits. But, supervisors shall not use recordings as a mechanism to initiate disciplinary action without the establishment of a justification for investigation such as a citizen complaint.	Yes, but qualified - unless authority from the Chief of Police or designee.	Violations of this order, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.	No policy, but intended to supplement reports.

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Blackstone Police Department	Yes - Supervisors shall, each month, randomly review BWC recordings to ensure that officers are using the devices appropriately and to identify any areas in which additional training or guidance is required.	Yes, but qualified - unless authority from the Chief of Police or designee.	Unclear from policy.	Unclear - policy states that cameras are used, in part, to enhance report preparation and supplement reports.
Brunswick County Sheriff's Office	Unclear from policy, but does state that BWC data can be utilized by supervisory personnel for reviews of deputy performance and states that shift supervisors shall periodically inspect the BWC equipment of all officers on their watch to insure compliance with this general order.	Unclear from policy.	Only as basis for a non-judicial, administrative complaint. States that BWC data can be utilized by supervisory personnel for reviews of deputy performance and unauthorized use of BWC equipment or digital media may result in disciplinary action.	Unclear from policy.
Chesapeake Police Department	Yes - Supervisors shall conduct random weekly reviews of selected recordings in order to assess officer performance.	Unclear from policy.	Intentional misuse or abuse of the units shall result in disciplinary action.	Unclear from policy.
Chincoteague Police Department	Unclear from policy.	Yes, but qualified - unless approved by Chief of Police or designee.	Unclear from policy. Just states that any use other than law enforcement business is a violation of this policy.	Unclear - Intended to supplement reports and enhance report preparation.

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Colonial Heights Police Department	Unclear from policy.	Yes, but qualified - unless approved by Chief of Police or designee.	Non-compliance with this order could result in disciplinary action. Violations of the policy can only form the basis of a complaint by the department in a non-judicial administrative setting.	Officers are encouraged to review available video while preparing written reports to ensure accuracy. Officers will review video before writing reports involving the response to resistance, critical incidents, or confessions or admissions.
Danville Police Department	Supervisors will randomly review recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy.	Yes, but qualified - in general data will not be released outside the Department except under discovery, subpoena, court order, MOU, or as provided for under the Virginia Freedom of Information Act.	Unclear from policy.	Unclear from policy.

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Dinwiddie County Sheriff's Office	Unclear from policy.	Yes, but qualified - unless Sheriff's approval.	The wearing of a camera by an assigned deputy is mandatory and non-compliance with this order could result in disciplinary action.	Officers will review any video before writing reports involving the response to resistance, critical incidents, confessions or admissions. Officers are encouraged to review available video while preparing written reports to ensure accuracy.
Drakes Branch Police Department	Unclear from policy.	Yes, but qualified - unless authority from the Chief of Police or designee.	Unclear from policy.	Unclear - Intended to supplement reports.
Farmville Police Department	Unclear from policy.	Yes, but qualified - unless authority from the Chief of Police or designee.	Unclear from policy.	Unclear - Intended to supplement reports and enhance report preparation.

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Ferrum College Police Department	Appears yes, but odd language (may be reviewed by a supervisor to ensure that Department procedures are being followed).	Unclear from policy.	Violations of this Directive will be basis for Departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting. The unauthorized use, tampering, editing of Department recordings and/or audio tapes will result in discipline up to and including termination.	Officers can, for report writing purposes, review the electronic media in the data and, in the presence of a supervisor, review data that has been removed from a DVD/CD copy made from electronic media that has been removed from the camera.
Frederick County Sheriff's Office	Yes. Supervisors should periodically view recorded data to: determine if Sheriff's Office rules, regulations and procedures are being followed; investigate allegations of misconduct; determine training needs and the effectiveness of previous training. Command Staff may view recorded data at their discretion.	Unclear for non-evidentiary; evidentiary - duplication of any recording for other than legitimate law enforcement purpose is prohibited.	Violation of the policy can form the basis of a complaint by the department, but only in a non-judicial administrative setting.	Unclear, but policy states BWCs are to, in part, enhance deputy reports and deputies may view recorded data for the purpose of critiquing their own performance, but no time frame is discussed. In addition, deputies can view the data as necessary to complete their investigations.

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Galax Police Department	At least on a monthly basis, supervisors will randomly review data to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.	Yes - accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.	Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.	Unclear - only officers suspected of wrongdoing or involved in a shooting are listed as a class that may be restricted from viewing the footage. In addition, purpose of BWCs is, in part, to enhance the accuracy of officer reports.
Gordonville Police Department	Unclear from policy.	Unclear from policy.	Any violation to this policy will result in disciplinary action as outlined in the Employee Manual; verbal reprimand to termination depending on the severity of the individual offense.	Unclear, but intended to supplement reports.
Greene County Sheriff's Office	Supervisors will conduct random reviews of recordings in order to assess officer performance as well as flag videos that may be appropriate for training purposes.	Unclear from policy.	Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting. Willful failure to properly maintain battery life by not keeping the unit plugged in when not in use may result in disciplinary action. Intentional misuse or abuse of the units will result in disciplinary action.	Unclear from policy.

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Halifax Police Department	The chief may access and review BWC footage of officers as part of the department's ongoing inspections and audits program. BWC reviews will be conducted to investigate complaints, for training purposes or to ensure compliance with department policy and recording protocols.	Yes - release of data to external entities is strictly limited to law enforcement purposes only.	Unclear from policy.	Officers should review BWC footage prior to writing case reports or providing courtroom testimony. Unless detrimental to an investigation, officers should be provided an opportunity to review BWC footage prior to giving a statement related to an administrative investigation or in response to other supervisory inquiries.
Hampton Police Department	Unclear from policy.	Yes, but qualified - unless authority from the Chief of Police or designee.	Unclear from policy.	Unclear from policy.
Haymarket Police Department	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.
Henrico Police Department	The Commander of Quality Assurance shall periodically conduct a random review of recordings to assess the overall performance of the equipment.	Unclear - access to BWC recordings is limited to law enforcement or other Division approved purposes only.	Unclear from policy.	Unclear from policy.

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Hopewell City Sheriff's Office	Unclear from policy. Policy states that video shall be made available from the officer if requested from the supervisor.	Yes, but qualified - unless Sheriff's approval.	Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting. Non-compliance with this order could result in disciplinary action.	Officers will review any video before writing reports involving the response to resistance, critical incidents, confessions or admissions. Officers are encouraged to review available video while preparing written reports to ensure accuracy.
Hurt Police Department	At least on a monthly basis, supervisors will randomly review recordings to ensure that the equipment is operating properly, that officers are using the devices appropriately and in accordance with policy, and to identify any areas in which additional training or guidance is required.	Yes - states that accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.	Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.	Unclear, but intended to supplement reports and says department can limit or restrict officer access to the data if the officer is suspected of wrongdoing or involved in an officer-involved shooting or other serious use of force.

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Isle of Wight County Sheriff's Office	At least on a monthly basis, supervisors will randomly review BWC recordings to ensure that the equipment is operating properly and that deputies are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.	Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.	Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then only in a non-judicial administrative setting.	Unclear, but intended to enhance reports and says department can limit or restrict officer access to the data if the officer is suspected of wrongdoing or involved in an officer-involved shooting or other serious use of force.
Kenbridge Police Department	At least on a monthly basis, supervisors will randomly review recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.	Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.	Unclear from policy.	Unclear, but policy states cameras are to, in part, enhance officer reports.
Lawrenceville Police Department	Unclear from policy.	Unclear from policy.	Violations of this directive, if proven, can only form the basis of a complaint by the Lawrenceville Police Department and then only in a non-judicial administrative setting. - Unauthorized use of BWC equipment or digital media may result in disciplinary action.	Unclear from policy.

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Longwood University Police Department	Unclear from policy.	Yes, but qualified - unless authority from the Chief of Police or designee.	Violations of this directive, if proven, can only form the basis of a complaint by the Longwood University Police Department and then only in a non-judicial administrative setting.	Unclear from policy.
Louisa County Sheriff's Office	At least on a monthly basis, supervisors will randomly review recordings to ensure that the equipment is operating properly, that deputies are using the devices appropriately and in accordance with department policy, and to identify any areas in which additional training or guidance is required.	Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.	Violations of this directive, if proven, can only form the basis of a complaint by this Office, and then only in a non-judicial administrative setting.	Unclear, but policy states cameras are to, in part, enhance accuracy of officer reports.
Manassas Park City Police Department	Yes - randomly reviewed to monitor officer performance.	Yes - accessing, copying, or releasing any media for other than official law enforcement purposes is strictly prohibited, except as required by law.	Supervisors can review for purpose of administrative inquiry and department investigation, but no specific language regarding ability to discipline for failure to adhere to this policy.	Officers can review the footage to verify information or the accuracy of a report.

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Martinsville Police Department	Unclear from policy, but supervisors can view the data of the officers they supervise.	Yes, but qualified - only police administrators and the Commonwealth Attorney's office can export videos for court purposes only. Videos cannot be released for any other purpose without approval from the Chief of Police or his designee.	Unclear from policy.	Unclear from policy, but does state that officers can only view their own footage.
Massanutten Police Department	Unclear from policy.	Unclear from policy.	If any officer during the course of duty has an incident arise and the system was working properly and was not utilized, the officer(s) may face disciplinary action by the Chief of Police. If the system was reported to be malfunctioning and it is found that the system was working properly but was just not utilized, the officer(s) will face disciplinary action by the Chief of Police.	Unclear from policy.
New Market Police Department	Unclear from policy.	Yes, but qualified - data will not be released to any outside non-criminal justice entity, regardless of the content, without explicit authority from the Chief of Police or his designee.	Unclear from policy.	Unclear, but policy states cameras are to, in part, enhance accuracy of officer reports and supplement reports.

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Newport News Police Department	Unclear from policy.	Unclear from policy.	Unclear from policy.	Yes - policy states can be used to assist with completing reports. Specific permission needed, if incident involved significant use of force or accident with injury.
Norfolk Police Department	Random review to ensure equipment operates properly, being used according to policy, identify areas for training/guidance.	Unclear from policy, but states accessing, copying, or releasing data contrary to the policy is prohibited.	Unclear from policy.	Yes - officers shall use to recollect events in preparing reports/arrest notes.
Orange Police Department	Supervisors may conduct random reviews of recordings in order to assess officer performance as well as flag videos that may be appropriate for training purposes.	Unclear from policy.	Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting. Intentional misuse or abuse of the units will result in disciplinary action. Willful failure to properly maintain battery life by not keeping the unit plugged in when not in use may result in disciplinary action for failing to maintain assigned equipment.	Unclear from policy.
Patrick County Sheriff's Office	Unclear, but the supervisor shall periodically inspect the equipment of all officers on his watch to insure compliance of this general order.	Unclear from policy.	Unauthorized use of BWC or digital media may result in disciplinary action.	Unclear from policy.

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Pearisburg Police Department	Unclear from policy.	Yes, but qualified - data will not be released to any outside non-criminal justice entity, regardless of the content, without explicit authority from the Chief of Police or his designee.	Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.	Unclear, but policy states cameras are to, in part, enhance report preparation and supplement reports.
Radford Police Department	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear, but cameras are used to enhance report preparation.
Radford University Police Department	Unclear from policy.	Unclear from policy.	Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting. Any employee who erases, modifies, edits or tampers with a recording will be disciplined according to the Police Department policies and may be subject to criminal sanctions. Violations of policy will be basis for departmental administrative sanctions.	Unclear, but cameras are used to enhance reports.
Regent University Police Department	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.

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Richlands Police Department	Unclear from policy.	Yes, but qualified - data shall not be released to any outside non-criminal justice entity, regardless of the content, without explicit authority from the Chief of Police.	Violations of this directive, if proven, can only form the basis of a complaint by this department and then only in a non-judicial administrative setting.	Unclear, but cameras are used to enhance report preparation and supplement reports.
Roanoke County Sheriff's Office	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.
Rocky Mount Police Department	Unclear from policy.	Unclear from policy.	Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.	Yes - officers may review recordings to assist with the writing of a report, supplement, or memorandum.
Salem Police Department	Unclear from policy.	Yes - release to persons other than court system is strictly prohibited.	Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial setting. Any employee who erases, modifies, edits or tampers with a recording will be disciplined according to City and Department policies and may be subject to criminal sanctions.	Unclear, but cameras are used to enhance reports.

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Shenandoah County Sheriff's Office	Supervisors conduct random reviews of recorded files to ensure that personnel are adhering to agency procedures.	Yes, but qualified - any release, excluding authorized release for court proceedings, is strictly prohibited without express consent of Sheriff.	Supervisors shall take corrective measures for any noted deficiencies. This action shall be documented and forwarded through normal channels.	Unclear from policy.
Smithfield Police Department	Unclear from policy.	Unclear from policy.	Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.	Unclear from policy.
Suffolk Police Department	Yes - supervisor shall review officers' recordings within seven days of initial assignment and minimum of three per quarter after that.	BWC data shall not be copied, released, or disseminated in any form outside the parameters of the policy without express written consent of the Chief of Police.	For supervisors - failure to review as required shall result in disciplinary action. Failure of officer to turn on BWC shall result in official complaints.	Officers shall review all applicable video footage (to include supporting officer video footage) prior to submission of any final statement.

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Tappahannock Police Department	Yes - Supervisors may (and should) periodically view recorded media to: determine if department policies, procedures, and rules are being followed; ensure officer safety is not being compromised; evaluate operational methods and make changes when necessary; investigate allegations of misconduct by citizens, other officers or supervisors; evaluate the performance of an officer for the purpose of correcting improper or inefficient actions.	Recorded data shall not be released to another agency or entity without approval of Chief or designee.	Unclear from policy.	Unclear from policy.

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Tazewell County Sheriff's Office	Supervisors should periodically review recorded videos of their subordinates to: determine if departmental rules, regulations, and procedures are being followed; ensure deputy safety is not being compromised; evaluate the Department's operational procedures and recommend changes when necessary; investigate allegations of misconduct; evaluate incidents for the purpose of correcting improper or inefficient actions. The Command Staff may review recorded video at their discretion.	Unclear from policy	Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting. Failure to utilize camera or record events will result in administrative action being taken against the deputy. Accessing, copying, or releasing for other than law enforcement purposes as described in the policy is prohibited and subject to disciplinary action.	Deputies may view recorded videos for the purpose of assisting writing their incident and related reports (recommended). Deputies involved in any significant use of force incidents or accidents causing injuries will be permitted, but will not be required, to review their own video and/or audio recordings prior to providing a recorded statement or completing reports.

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University of Virginia Police Department	Each officer shall be audited monthly by his/her supervisor in a review of at least 2 videos per month to ensure that officers are using the devices appropriately and in accordance with policy, as well as to identify areas in which additional training or guidance is required. The audits will be documented.	Unclear from policy.	Officers who deviate from the guidelines set forth may be subject to disciplinary action. Responsibility rests with the Law Enforcement Captain to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.	May be reviewed by an employee to assist with writing a report, supplement or memorandum. Department can limit access to an officer suspected of wrongdoing or who is involved in an officer-involved shooting or other use of force incident
Virginia Commonwealth University Police Department	Performance Management Coordinator will review recordings on a daily basis to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy as well as to identify areas in which additional training or guidance is required.	Unclear from policy.	Officers who deviate from the guidelines set forth will be subject to disciplinary action. Responsibility rests with the division commander to ensure that any violations of policy are investigated and appropriate training, counseling, and/or disciplinary action is initiated.	May be reviewed by an employee to assist with writing a report, supplement or memorandum.
Warrenton Police Department	Unclear from policy.	Unclear from policy.	Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.	Unclear, but can be used, in part, to enhance officer reports.

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Waynesboro Police Department	Supervisors may randomly review recordings to ensure that the equipment is operating properly and that department members are using the devices appropriately and in accordance with policy. Supervisors may randomly review recordings to identify any areas in which additional training or guidance is required.	Yes, but qualified -accessing, copying, or releasing any of this data for non-law enforcement purposes is strictly prohibited without authorization from the Chief of Police or his/her designee.	Unclear from policy.	Unclear, but can be used, in part, to enhance officer reports.
West Point Police Department	At least on a monthly basis, supervisors will randomly review recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.	Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.	Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then, only in a non-judicial administrative setting,	Unclear, but can be used, in part, to enhance officer reports. Also allows department to restrict access to an officer suspected of wrongdoing or involved in an officer-involved shooting or other serious use of force.
Wintergreen Police Department	Unclear from policy.	Unclear from policy.	Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then, only in a non-judicial administrative setting,	Unclear from policy.

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Woodstock Police Department	Not permitted. Can only view specific incident recordings.	Unclear from policy.	Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then, only in a non-judicial administrative setting.	Officers may review their own recording for report writing.
York / Poquoson Sheriff's Office	At least on a monthly basis, supervisors will randomly review recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required. Each shift lieutenant will ensure that a supervisor on that shift shall randomly select and review at least 3 videos during each month: supervisors will not review incidents known to have been previously reviewed; and supervisors conducting these reviews will document and forward their findings, in the form of an email, to the Patrol Division Commander and the Commander of Administrative Services Division, along with a copy to the recording officer.	Yes - releasing files for non-law enforcement purposes is strictly prohibited.	Unclear from policy.	Appears, yes - recordings may be reviewed by any officer, at any time, who may wish to view those recordings made by them. Recordings serve to enhance accuracy of officer reports. Department allowed to restrict access to an officer suspected of wrongdoing or involved in an officer-involved shooting or other serious use of force.