


CBN/Regent Campus Police Department Directives Manual

	Subject: Body Worn Cameras	Number: D-1.9
	Approved by: C. A. Mitchell Sr. Chief of Police	Effective Date: July 1, 2014
	Amends:	Rescinds:
	Reference: CALEA STD.	

I. Purpose

The purpose of this policy is to provide police personnel with guidelines for the proper use of audio/video recording equipment to ensure the following results:

- A. Increased officer safety.
- B. Produce more effective materials for the training of police officers.
- C. Provide officers additional methods of collecting evidence to prosecute those who violate the law.
- D. Used as a tool for investigative processes.
- E. Support Police accountability and transparency.

II. Policy

It shall be the policy of the CBN/Regent Campus Police Department to utilize digital audio/video cameras to enhance the Department's mission. To ensure the efficient operation of the system and maintain evidentiary integrity, officers who are assigned as video camera operators will receive training in their use and capabilities.

All audio/video recordings are the property of the CBN/Regent Campus Police Department.

A body worn camera is an "on-the-body" video and audio recording system assigned to an officer as an additional means of documenting specific incidents in the field.

1. All non-casual interactions with the public in the performance of their duties shall be recorded using Department assigned body camera equipment and following the procedures prescribed within this policy.
2. Body worn camera recording equipment shall only be utilized by officers who have received the Department's training in its use.
3. In general, officers should not activate the body worn camera device or shall use caution when entering a public locker room, changing room, restroom, doctor's

office or other place(s) where an individual - unrelated to the investigation - would have a reasonable expectation of privacy.

- a. Use of the body worn camera device in a hospital setting shall be limited to investigative use only.
 - b. Officers will not record a patient's medical interaction and procedures with hospital personnel unless it directly relates to the investigation and hospital staff is made aware prior to the recording taking place. Officers will remain cognizant of HIPAA laws and guidelines.
4. Officers shall not intentionally record confidential informants or undercover officers unless the recording is conducted specifically for the purpose of documenting a sting, drug purchase/sale or other undercover operation in furtherance of a criminal investigation.
 5. Officers will not make surreptitious recordings of conversations with other Department members except when necessary in the course of a criminal investigation and/or for Department administrative investigations without the express consent of the Chief of Police.
 6. Body worn cameras shall not be used to record personal activities.
 7. Wearing body worn cameras into any courtroom is PROHIBITED.
 8. Officers are responsible for the proper care of body worn camera equipment assigned to them and will immediately report any loss of, or damage to, any part of the body worn camera equipment to their immediate supervisor.
 9. No officer shall attempt to erase, edit or otherwise alter any data captured by the body worn camera.
 10. All body worn camera recordings are only for official law enforcement purposes and shall be considered property of the CBN/Regent Campus Police Department. Accessing, copying or uploading to personal computers or other media storage devices is strictly **prohibited**.

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III. Procedure

1. The assigned Axon shall be worn at all times by the officer on duty. The approved location on the uniform is the front, left pocket with the clip inserted into the open pen slot.
2. At the beginning of each shift, the officer shall determine whether their recording equipment is working satisfactorily. If a problem is found, the officer shall arrange for repair or adjustment and immediately report this to his supervisor.
3. Supervisors shall assign and document one Axon camera to each on-coming officer at the beginning of the shift.
4. Officers shall turn in their issued Axon camera at the end of each shift.

NOTE: If the Axon malfunctions or becomes inoperable, the officer shall report to a supervisor immediately. This shall be noted in all written reports so that there is a consistent record. Officers should not utilize other Officers' assigned Axon equipment at any time.

EXCEPTION: A scene where the Officer does not have an assigned Axon and needs an audio and video recording for criminal investigative purposes. This equipment use is temporary, and upon conclusion of the video, the Axon will be returned to the assigned officer.

5. The Axon shall be utilized during all investigative or enforcement contacts. (e.g., pedestrian and vehicle stops, consensual encounters, calls for service, etc.)
 - a. Officers shall place the Axon in the "Event Mode" as soon as practical at the onset of a given situation.
 - b. Once in the Event Mode, officers shall continue to record until the completion of the event or until they have left the scene. This is to include the recording of associated statements.
 - c. Additional arriving units to a scene shall place their Axon cameras in the Event Mode as soon as possible as detailed in (b) above.

NOTE: If circumstances prevent an officer from recording a contact, then this must be noted - along with the explanation - in any subsequent report.

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6. Once activated, a recording should not be intentionally terminated until the conclusion of the encounter unless tactical, safety or practical reasons dictate otherwise.
 - a. In instances of response to an ongoing crime scene where extended waiting time takes place, recording may be terminated early with supervisor approval.
 - b. Anytime a recording is terminated early, the reasons shall be documented in any subsequent report or memorandum.

7. Nothing in this policy shall prohibit an officer from activating their Axon whenever they deem the use of the camera appropriate.

NOTE: Audio or video recordings of investigative or enforcement actions are evidence, and subject to rules of disclosure. The Department regulates and controls all forms of evidence collection and storage.

Effective Date:

This policy will become effective July 1, 2014

By order of:



C. A. Mitchell Sr.
Chief of Police