


Grand Forks Police Department Directives			
	SUBJECT:		POLICY NUMBER
	BODY-WORN CAMERA RECORDING EQUIPMENT		41.13
			EFFECTIVE DATE
CALEA STANDARDS: 41.3.8		APPROVED BY: Chief Michael Kirby	REVISED 11-26-14

POLICY: It shall be the policy of the Grand Forks Police Department to use Body-Worn Camera Recording Equipment (BWC), when available, for the purposes of documenting violations of law, ensuring accountability and making training opportunities available to officers. Officers shall follow the procedures for BWC equipment use as set forth in this directive. This policy does not govern the use of recording devices used in undercover operations.

I BWC RECORDING SYSTEMS

- A) The Grand Forks Police Department utilizes the VIEVU LE3 mobile visual-audio recording equipment system.

II OPERATING PROCEDURES

- A) BWC equipment is issued, if available, primarily to authorized uniformed personnel. Officers who are assigned BWC equipment must carry it in such a fashion that the BWC equipment can be used effectively. The chest area of an officer's uniform is deemed the most effective placement for the VIEVU LE3 body worn camera equipment used by the Grand Forks Police Department.
- B) Police personnel shall use only BWC equipment issued by this department. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the department.
- C) Police personnel who are assigned BWC equipment must complete an agency approved and/or provided training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.
- D) BWC equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Prior to each shift, officers should determine whether their BWC equipment is working satisfactorily. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that a replacement unit may be procured. If deemed appropriate by officer's supervisor, damage to BWC should be documented in the department's maintenance database.
- E) Officers should, if practical and time and safety allow, activate the BWC equipment to record:
 - 1) All traffic and pedestrian contacts.
 - 2) All crimes in progress or other enforcement action.
 - 3) Any situation or event that the officer through their training and experience believes should be recorded.
- F) The BWC equipment should remain activated until the event is completed in order to ensure the integrity of the recording unless the contact moves into an area restricted by this policy. (Paragraphs H,I)
- G) Unless deemed necessary for evidentiary reasons by the officer, the BWC **will** be deactivated for the following reasons:
 - 1) To respect the dignity of others, officers will try to avoid recording videos of persons who are nude or when sensitive human areas are exposed.

- 2) During non-work related personal activity such as employee break periods and where a reasonable expectation of privacy exists such as locker rooms, dressing rooms or restrooms.
 - 3) So not to record private conversations of fellow employees without their knowledge during times when they are not performing official duties as listed in paragraph E.
- H) Unless deemed necessary for evidentiary reasons by the officer, the BWC may be deactivated to prevent the recording of:
- 1) Victims of sex offenses.
 - 2) Confidential Informants.
 - 3) Undercover Officers.
 - 4) Innocent bystanders.
 - 5) Places where a reasonable expectation of privacy exists.
- I) If an officer interrupts or deactivates a BWC recording once it has been initiated, the officer shall document why the recording was interrupted or terminated. The approved method for this type of documentation may be one or more of any of the following:
- 1) Incident Report;
 - 2) BWC Equipment Recording;
 - 3) Mobile CAD entry; and/or
 - 4) PSAP log entry.
- J) Officers shall not unnecessarily place themselves or others in harm's way in order to record an incident.
- K) Officers should inform their supervisor or the training sergeant of any recorded events that may be of value for training purposes.
- L) Officers will note in incident, arrest, and other related reports when BWC recordings were made during an incident.

III RECORDING CONTROL AND MANAGEMENT

- A) All BWC recordings may be evidence and are deemed property of the Grand Forks Police Department.
- B) All BWC recordings will be downloaded into the Grand Forks Police Department's Digital Information Management System (DIMS) or the Digital Information Repository by using the preset entry fields. Officers are encouraged to download recordings at the end of each tour of duty or whenever practical shortly thereafter; Officers will download all video by the end of their work week.
- C) BWC recordings containing information that may be of value for criminal or civil proceedings shall be subject to procedural safeguards.
 - 1) Recordings will be subject to user profiles which limit viewing, copying, deleting in accordance with the capabilities of the respective systems in use by the department.
- D) Property/Evidence shall be responsible for the overall management of all video/audio recordings archived through the use of the BWC equipment.
- E) It is the responsibility of each officer to ensure all video and audio recordings obtained through the use of BWC equipment are properly labeled within the DIMS.
 - 1) BWC equipment recordings that do not result in the following should be labeled as Trash:
 - (a) Enforcement action such as the issuance of a citation and/or an arrest.
 - (b) Use of force incident.

- (c) Any situation or event that the officer through their training and experience believes should be retained for longer than fourteen (14) days.
- 2) Recordings labeled as Trash may be deleted by the DIMS system after fourteen (14) days.
- F) Retention categories and parameters for BWC recordings not classified as trash within the DIMS system will be established in accordance with the capabilities of the systems currently in use by the Grand Forks Police Department and identified in a Department Special Order.
- G) If any employee is aware of information of alleged police misconduct that has been recorded they will notify the Office of Professional Standards of the existence of such a recording.
- H) Within the Grand Forks Police Department, only Property Officers are authorized to duplicate, copy, or delete recordings.
 - 1) Requests for deletion of portions or all of the recordings (e.g., in the event of a personal recording) shall be made and approved through that officer's supervisor. The approving supervisor shall coordinate the deletion of requested recordings with a Grand Forks Police Department's property officer.
 - I) Except as stated below, requests for video/audio recordings from any other law enforcement agency and/or outside entity must be made through Property/Evidence.
 - 1) The Grand Forks County States Attorney Office, the City of Grand Forks Prosecutor's Office, and the Office of the City of Grand Forks Attorney is authorized to view and copy recordings.
 - 2) BWC recordings are authorized to be viewed as necessary during court proceedings.

IV AUTHORITY FOR VIEWING RECORDINGS

- A) Officers should only view their own videos. The viewing of another officer's recording shall only be done with that officer's permission or presence unless the viewing officer was also involved in the incident.
- B) Officers are encouraged to review their own recordings:
 - 1) When preparing written documentation of events in order to ensure accuracy and consistency of events; and/or
 - 2) As a training aid in order to critique their own performance.
- C) If an officer is suspected of wrongdoing or involved in an officer-involved shooting or other serious use of force, the department reserves the right to limit or restrict an officer from viewing the video file.
- D) Property Officers may view officer's recordings for the purpose of duplicating the recording.
- E) Officer's recordings may be reviewed by a supervisor for training purposes and as a means of monitoring officer performance.