

CHESWOLD POLICE

Department of Public Safety

Body Worn/In-Car Cameras

<i>Effective Date:</i> October 1, 2018	<i>Directive Number:</i> 10-2-41	
<i>Special Instructions:</i> NONE		
<i>Distribution:</i> All Sworn & Civilian Personnel	<i>Last Re-Evaluation Date:</i> June 5, 2025	<i>Total Pages:</i> 15

I. PURPOSE

The use of body-worn cameras (BWCs) has been determined by the Cheswold Police Department to be a benefit in its law enforcement responsibility to promote and protect the safety of officers, citizens and property within the State of Delaware.

This policy is intended to provide officers with instructions on when and how to use BWC AND IN-CAR CAMERAS so that officers may reliably record their contacts with the public.

This policy applies to all sworn officers assigned a BWC AND IN-CAR CAMERAS by this department. The Cheswold Police Department has adopted the use of the BWC AND IN-CAR CAMERAS in recognition of the substantial benefits this technology provides to this department and to those it serves.

BWC AND IN-CAR CAMERAS allows for accurate documentation of police-public contacts, arrests, and critical incidents. (DPAC 2.6.2a)

They also serve to enhance the accuracy of officer reports and court testimony. BWC AND IN-CAR CAMERAS may also be used to resolve allegations of police misconduct. (DPAC 2.6.2b)

II. DEFINITIONS

Definitions related to this policy include:

Body Worn Camera: A body worn camera is a small body worn device with an integrated camera and audio system. BWC files, including photographs, audio recordings and video footage are stored digitally on the device until the device connects to the server.

In-Car Camera System: Any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, recorder and monitor.

III. POLICY

It is the policy of this department that officers shall activate their agency issued BWC consistent with this policy when such use is appropriate in the performance of his/her assigned duties. This policy does not govern the use of surreptitious recording devices used in undercover operations.

The department recognizes that audio and video recording of contacts between department personnel and the public provides an objective record of these events. The BWC and in-car camera systems complement field personnel in the performance of their duties by providing a digital record of enforcement and investigative field contacts. A recording of an event or contact also enables the delivery of timely, relevant, and appropriate training to maximize safety for our employees and improve the provision of services to the community.

While recordings obtained from a BWC and/or in-car camera provide an objective record of these events, it is understood that captured video recordings do not necessarily reflect the experience or state of mind of the individual employee(s) in a given incident. Moreover, the video recording has limitations and may depict events differently than the events recalled by the involved employee. Specifically, it is understood that the video systems may capture information that may not have been heard and/or observed by the involved employee(s), and may not capture information heard and/or observed by the employee(s). In addition, video captures two-dimensional images, which may be different from a person's three-dimensional observations about depth, distance, and positional location. Lighting as seen in a video may be different than what is seen by the human eye, and different angles of view may contribute to different perceptions. In addition, human visual acuity and perception are inferior to a camera, and human perception can be skewed or distorted by the presence of high stress.

BWC and in-car camera recording perspectives must be considered with all other available evidence, such as officer statements, witness and suspect statements, involved party statements, forensic analysis, and all other documentary evidence when evaluating the recorded incident.

As used in this Policy, the terms "data" and /or "recording(s)" shall both mean and include all video content, data, and metadata recorded using any BWC or in-car camera, as applicable.

The purposes and objectives of the department's BWC and in-car camera programs are as follows:

- Collect evidence for use in criminal investigations.
- Enhance the quality of cases submitted and evidence collected by the department for prosecution.
- Reduce officer case preparation and court time.
- Provide a resource to employees in completing reports and testifying in criminal proceedings.
- Enhance officer safety by reducing the incidents of criminal activity, violent public interactions, and interference with employees in the performance of their duties.
- Promote accountability and enhance public trust and confidence in the performance of employees.

- Deter and minimize the incidents of false complaints and false allegations of misconduct by members of the public against the department.
- Provide data to assist the department in evaluating and improving department practices, tactics, strategy, officer training and safety practices, and police-community relations.

IV. AGENCY RIGHTS

The rights of the department include:

1. Except as otherwise provided by law, including the Delaware Law, subpoenas, and/or other civil and criminal discovery process, BWC and in-car camera equipment and all data collected using these systems is considered property of the department and a confidential investigative record.
2. BWC and in-car camera equipment and all data files and recordings are for official use only and shall not be utilized for personal use.
3. Data shall not be copied, released, or disseminated in any form or manner outside the requirements of this policy.
4. Only authorized employees shall use or be in possession of a BWC device, data, or files.
5. Employees have no expectation of privacy or ownership interest related to any BWC or in-car camera recordings.

III. GENERAL PROCEDURES

1. Employee and citizen safety shall be an employee's primary consideration. Safety should not be compromised for the sake of being able to record events.
2. The following general procedures shall apply to use of the BWC and in-car camera systems:
These systems are to be used for official law enforcement purposes.
 - Other than System Administrators, employees shall not copy, edit, alter, erase or otherwise modify in any manner BWC or in-car camera data, except as authorized by law or department policy. System Administrators have the authority to do this, but only in compliance with law and department policy. Any alteration shall be documented.
 - Employees shall not remove, dismantle or tamper with any hardware or software components of the system unless specifically directed to do so by a System Administrator.
 - Accessing, copying, forwarding or releasing any data for any purpose other than for release to the District Attorney's Office or official law enforcement use, or in response to a CPRA request, subpoena, and/or other civil or criminal discovery process is strictly prohibited.

- Release of data to any person outside the department by any means or public release by any means is prohibited, unless prior written approval is given by the Chief of Police or a designee, except as stated otherwise in department policy.
- Personal computer equipment and software programs shall not be utilized when making copies of BWC or in-car camera data or recordings. Using a secondary recording device such as video camera, cell phone or any other electronic device to record or capture BWC or in-car camera data or files is strictly prohibited, except for authorized work-related purposes.
- The use of any personal recording device for the same purpose as a BWC or in-car camera is prohibited.

IV. SYSTEM ADMINISTRATION

System Administrators shall be sworn members of the department, and nonsworn members of the department working in Property and Evidence and Police Administration. System Administrations may also be members of the Information Technology Department approved by the Chief of Police, but only for purposes of providing technical expertise related to the operation and maintenance of BWCs and in-car camera equipment. System Administrators are responsible for performing the following duties:

- Maintain, troubleshoot, and conduct minor repairs on the BWC and in-car camera units.
- Conduct system evaluations.
- Maintain a record of assigned BWC and related equipment and maintenance records.
- Arrange the warranty and non-warranty repair for the BWC and in-car camera units
- Repair and replace BWC and in-car camera components.
- Ensure the software and system settings are updated as necessary.
- Train officers on current policy and proper use of the BWC units.
- Provide technical assistance and subject matter expertise related to investigations.
- Non-sworn members in the Information Technology Department may assist the System Administrator with technical issues as it relates to the BWCs and in-car cameras and applicable hardware.

V. TRAINING

The department shall ensure personnel assigned a BWC, in-car cameras, and related equipment are trained before use in the field. The training shall include:

- Policy overview
- Operation, placement, activation, deactivation, maintenance, and care of devices
- Mandatory, discretionary, and non-permissible uses of BWC devices
- Current laws and significant changes in the law pertaining to BWC usage
- GPS function incorporated in each BWC and in-car camera device
- Reviewing BWC and in-car camera footage for purposes of report writing
- Procedures for marking, categorizing, and tagging video recordings
- Additional training at periodic intervals to ensure continued effective use of the BWC equipment, performance, and to incorporate change, updates, or other revisions in policies and equipment

VI. OPERATIONAL PROCEDURES

A. Use of BWC and IN-Car Cameras (DPAC 2.6.2c)

1. Officers shall activate the BWC and In-Car Cameras to record prior to their arrival at the scene to any call for service or crime-related interactions with individuals.
 - a) All instances where a criminal arrest or detention is likely;
 - b) All instances where the use of force is likely;
 - c) Any other incident where the safety of people and property in Delaware is promoted.
 - d) Prior to conducting enforcement or investigative stops, including voluntary contacts and investigatory detentions.
 - e) When contacting a victim, witness, suspect, or when transporting a prisoner.
 - f) When it is reasonably likely that law enforcement action will be taken (making an arrest; issuing a summons or citation; use of force).
 - g) Prior to any search, including but not limited to executing a consent search; searches or inventories of vehicles; searches (including search warrants or exigent

searches) of residences, buildings, and other places; and canine tracks and building searches.

- a. Officers will use their BWC to record all consent searches in their entirety.
- b. During a consent search officers shall also record themselves asking the person for consent and the person's response to that request.
- h) When assisting other law enforcement agencies that are engaged in official law enforcement activities.
- i) Prior to the discharge of a firearm euthanizing an injured non-domesticated animal.
- j) When, at the officer's discretion, the BWC recording may have evidentiary or administrative value, including parking enforcement or the towing of vehicles.
- k) When interacting with an individual who requests that the camera be turned on or with a person behaving in an erratic manner.
- l) When directed to activate the BWC by a supervisor.

NOTE: This includes additional responding officers to a scene, regardless of whether they were dispatched. They shall activate their BWC prior to their arrival at the scene.

2. Whenever possible, officers should inform individuals that they are being recorded unless doing so would be unsafe, impractical, or impossible. An officer may consider, where appropriate, the expressed desire of a victim or witness.

The BWC and In-Car Cameras shall 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 (see items E.1-3).

- a.) If interruption occurs, the officer shall document the reason for the interruption or termination of recording in a report. If an officer feels it is necessary to stop recording (e.g., talking to victim of a sexual assault, or a confidential informant) within constraints of policy, the officer shall verbally indicate his or her intent to stop recording before stopping the BWC and In-Car Cameras, and upon reactivation, state that the BWC and In-Car Cameras was restarted.
3. If an officer fails to activate the BWC and In-Car Cameras, fails to record an entire incident, or interrupts a recording, the officer shall document why a recording was not made, was interrupted, or was terminated.
4. Civilians shall not be permitted to review any BWC and In-Car Cameras recordings at the scene of an incident, unless authorized for law enforcement purposes.
5. Personal use of the BWC and In-Car Cameras equipment on or off duty is prohibited.

B. Procedures for BWC and In-Car Cameras Use

1. BWC AND IN-CAR CAMERAS equipment is issued primarily to uniformed officers as authorized by their Chief of Police or his/her designee. Officers assigned BWC AND IN-CAR CAMERAS equipment must use the equipment while performing uniformed law enforcement duties unless otherwise authorized by supervisory personnel.
2. Officers shall use only BWC AND IN-CAR CAMERASs issued by their respective agency. The BWC AND IN-CAR CAMERAS equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the issuing agency. BWC AND IN-CAR CAMERAS data shall not be converted for personal use. Accessing, copying, editing or releasing recordings or depictions of recordings without prior written authorization from the Chief of Police or his/her authorized designee is strictly prohibited and subject to disciplinary actions. This will include all data collected for both law enforcement and training purposes, as well as, any other use. Any uploading or converting BWC AND IN-CAR CAMERAS recordings for use on any type of social media is strictly prohibited.
3. Officers assigned BWC AND IN-CAR CAMERASs and their supervisors must complete an agency approved and/or provided training program to ensure proper BWC AND IN-CAR CAMERAS use, as well as procedures for storage and retention of BWC AND IN-CAR CAMERAS data. 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. All officers who utilize BWC AND IN-CAR CAMERASs must undergo training on standard operating procedures, policy, and the law such as *Brady, Giglio, and Deberry/Lolly*, etc. obligations.
4. BWC AND IN-CAR CAMERAS equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible.
5. Officers shall inspect and test the BWC AND IN-CAR CAMERAS prior to each shift to verify proper recording functionality and battery life sufficiency. Any identified problems shall be immediately communicated to the officer's supervisor for proper documentation and notification. Once the supervisor is notified, he/she will direct that the unit be removed from service.
6. Officers shall not duplicate, copy, share, or otherwise distribute in any manner BWC AND IN-CAR CAMERAS recordings without prior written authorization and approval from their Chief of Police or his/her authorized designee.
7. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes. The decision to utilize any recording for training purposes will be determined by the Chief of Police or his/her authorized designee.

8. If an officer is suspected of wrongdoing or involved in an officer-involved shooting or other serious use of force, the issuing agency reserves the right to limit or restrict an officer from viewing the video file. However, this does not overrule the officer's rights under *Delaware Law Enforcement Officers Bill of Rights (DELEOBR)* or *Title 11, Chapter 92 of the Delaware Code*.
9. Requests for deletion of portions of the recordings (e.g., in the event of a personal recording) must be submitted in writing and approved by the Chief of Police or his/her authorized designee in accordance with Delaware record retention laws. All requests and final decisions shall be kept on file. In criminal cases, authorization to delete portions of recordings must be obtained from the Delaware Department of Justice State Prosecutor, Chief County Prosecutor, or their respective designee.
10. Officers shall note in all LEISS, arrest, and related reports when recordings were made during the incident in question. However, BWC AND IN-CAR CAMERAS recordings are not a replacement for written reports.

C. Tagging of BWC AND IN-CAR CAMERAS Recordings

1. Definition: Tagging – The act of adding a specific textual identification marker to a particular portion of a BWC AND IN-CAR CAMERAS recording so as to characterize certain video/audio data as essential and therefore required to be retained for future access.
2. Tagging of BWC AND IN-CAR CAMERAS Recordings, including any complaint number, will automatically occur in any incident involving:
 - a) Response to Resistance
 - b) Detention or Arrest
 - c) A formal or informal complaint has been registered
 - d) Complainant/victim/witness requesting non-disclosure
 - e) Complainant/victim/witness not requesting nondisclosure but disclosure would endanger life, physical safety, or property
 - f) Information that if disclosed, would be highly offensive to a reasonable individual and of no legitimate interest to the public
 - g) Medical information or treatment
 - h) Mental Health information or treatment
 - i) Any identifiable juveniles
 - j) Confidential informants

D. Restrictions on use of BWC (DPAC 2.6.2f)

Activation is not required or recording is not permitted under the following circumstances:

- Employees are not required to activate the BWC or in-car camera systems during routine, incidental contact with a citizen, to include but not limited to, giving directions, casual conversation during lunch breaks, etc.
- Employees shall not record audio while they are conferring on a call, during tactical briefing and debriefings of events requiring BWC activation, or during safety and security procedures. Employees should consider muting audio recordings or deactivating the BWC during these interactions.
- BWCs shall not be activated anywhere within the department where a reasonable expectation of privacy exists, including, but not limited to, locker rooms, dressing rooms, sleep room, restrooms, briefings, lunchrooms, etc. unless such presence is directly relevant to a criminal investigation.
- BWCs shall not be activated during non-work-related activity.
- BWCs shall not be activated to surreptitiously record any department member without their consent, a court order, a reasonable belief that a crime is in progress, or unless lawfully authorized by the Chief of Police or designee for the purposes of an investigation.

E. Discretionary Video Recording

1. Employees shall remain sensitive to the dignity of all individuals being video recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the employee that such privacy outweighs any legitimate law enforcement interest in recording.
2. Employees should also be mindful of Health Insurance Portability and Accountability Act of 1996 (HIPAA) laws related to privacy of medical information. Requests to stop recording by the public should be considered using the same criterion. Recording should start or resume when privacy is no longer an issue unless the circumstances no longer fit the criteria for recording.
3. Discretionary Video Recording is Authorized When:
 - a) A witness or victim verbally or in any manner unequivocally refuses to provide a statement if recorded with the BWC or requests confidentiality and the encounter is a non-confrontational one.
 - b) Being a victim of a domestic violence or sexual assault or similar act does not alone exempt an employee from being required to activate a BWC. In general, these cases should be recorded and an exigency must be present and memorialized if the BWC is not activated.
 - c) Recording is found to be inappropriate because of a victim or witness age, physical condition, emotional state, or other sensitive circumstances.

- d) Recording would risk the safety of a confidential informant, citizen informant, or an undercover officer.
- e) Recording would violate federal HIPAA laws, such as when the recording would occur at an in-patient care area of a hospital, mental health facility, emergency rooms or other health care facility, or medical or psychological evaluations are taking place, unless an enforcement action is taking place simultaneously.
- f) If a BWC is activated, care should be taken to record only the person to whom the officer is speaking.
- g) Avoid recording exposed areas of the body that could cause embarrassment or humiliation unless such condition is relevant to the criminal investigation.

F. Storage (DPAC 2.6.2d)

- 1. All data files shall be securely downloaded periodically, and no longer than 96 hours following recording. Each file shall contain information related to the complaint number, date, BWC AND IN-CAR CAMERAS identifier, and assigned officer.
- 2. All images and sounds recorded by the BWC AND IN-CAR CAMERAS are the exclusive property of the issuing agency. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited. All access to BWC AND IN-CAR CAMERAS data must be specifically authorized by the Chief of Police or his/her authorized designee and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.
- 3. BWC AND IN-CAR CAMERAS Data shall be securely stored in an agency approved storage location, server, website, or other location authorized by the Chief of Police and in accordance with Delaware records retention laws. BWC AND IN-CAR CAMERAS data shall be kept for such time as is necessary for purposes of training or for investigative prosecution.

G. ACCESSING, REVIEWING & RELEASING BWC AND IN-CAR CAMERA RECORDINGS

Employees authorized by this policy may review BWC and in-car camera recordings on authorized equipment. All access to the system is automatically logged, subject to an audit, and is for official use only. Authorization levels vary dependent upon rank/assignment and are assigned by the System Administrator

1. Employee Review

An employee may review his or her own BWC recordings at any time, including in connection with an administrative inquiry. In addition:

- An employee may review recordings with other employees as it relates to their involvement in an incident or to continue the investigation
- Review may be permitted in other situations not addressed by this policy, but approved by the Chief of Police or his designee. In each such situation, the reason shall be documented.
- Employees involved in a critical incident are permitted to review their own BWC and in-car camera footage, and all other relevant footage. This review should occur prior to any investigative interviews.
- In preparation for a civil deposition or responding to an interrogatory where the incident arises from an employee's official duties.
- When preparing to testify in a criminal, civil, or administrative proceeding arising from employee's official duties.

2. Supervisor Review

BWC recordings may be viewed by a supervisor at the rank of sergeant and above or an employee designated by the Chief of Police, or their designee for the following limited administration purposes:

- a. any incident in which a member of the department is injured or killed during the performance of their duties.
- b. Any incident involving the use of force by a member of the department
- c. Any in-custody death
- d. Any police pursuit
- e. When any member of the department, not involved in training, intentionally or unintentionally discharges a firearm.
- f. When any member of the department, not involved in training, intentionally or unintentionally discharges a Conductive Energy Weapon.
- g. Employee-involved traffic collisions
- h. Prior to the release of recordings in response to a proper legal request (e.g., in response to a subpoena or other court order).
- i. In preparation for a civil deposition or responding to an interrogatory where the incident arises from an employee's official duties.

- j. When preparing to testify in a criminal, civil, or administrative proceeding arising from employee's official duties.
- k. For investigations undertaken by the department, for the purpose of proving or disproving specific allegations of misconduct.
 - i. For administrative proceedings, when digital evidence is used by the department for the purpose of proving or disproving allegations of misconduct, only recordings relevant to the particular incident shall be reviewed and retained by investigators.
 - ii. Information relevant to the recordings viewed and seized as evidence by the investigators shall be documented as part of the chronological summary of any investigation undertaken by the department.

3. Reviews for Employee Performance

BWC recordings may be audited at various points during the employee's annual evaluation period by their direct supervisor. These audits shall occur at intervals and frequencies as specified in the Evaluation of Employees policy. Each performance review audit will consist of random samplings to ensure compliance with the purpose, scope, and adherence to this policy. Additional audits may occur if a policy violation is noted.

4. Reviewing Prohibited

Review by non-department personnel is prohibited unless at the direction of the Chief of Police or the Chief's designee, with the exception of the District Attorney's Office, Town Attorney's Office, or criminal court proceedings. Confidentiality shall be considered when an employee is reviewing digital files.

5. Release Outside of Department (DPAC 2.6.2d)

- a. BWC and in-car camera data shall be treated as official records and handled pursuant to existing department policies and procedures for release.
- b. Except as otherwise provided by law, subpoenas, and/or other civil and criminal discovery process, BWC and in-car camera recordings will be considered investigative records, exempt from disclosure.
- c. The department will comply fully with the Freedom of Information Act as it applies to BWC and in-car camera footage, but considers all footage exempt from disclosure, except as is determined otherwise by department officials or a court of law.

- d. All FOIA requests will be processed pursuant to Department Policy pertaining to Records Maintenance and Release. Any release of recordings is at the discretion of the Chief of Police and must be authorized by the Chief of Police prior to release.
- e. In the interest of transparency, the Chief of Police may, at his or her discretion, proactively release portions of BWC and in-car recordings and other pertinent incident details related to critical incidents that generate significant community interest, significant media interest, have the potential to create controversy, or may have impact police-community relations. In such cases, the Chief of Police or his or her designee shall redact images of uninvolved individuals prior to release.
- f. Prior to release, notification shall be made to the family of the involved citizens and to the involved officers. It is the intention of the Chief of Police to release this information within sixty days of such incidents

6. Judicial Proceedings

- 1. Criminal Cases (DPAC 2.6.2e)
 - a. Officers shall notify the Chief of Police, or their designee, of any requests from the Delaware DOJ of BWC and/or In-Car Video Recordings.
 - b. All BWC footage shared with authorized users at Delaware DOJ through evidence.com.
 - c. Any in-car audio/video evidence that is to large to share with the Delaware DOJ via evidence.com will be shared with the Delaware DOJ via CD/DVD.
- 2. Other Court Proceedings
 - a. No video (BWC or in-car) will be shared unless expressly authorized by law and upon the approval of the Chief of Police, or their designee.

7. Periodic Reviews

Officers and supervisors may find it useful and are encouraged to review recordings of incidents when beneficial to assist the department in determining if BWC and in-car camera use is consistent with this policy. (DPAC 2.6.2g)

These reviews are also useful in evaluating and improving tactics, strategy, officer training and safety, conducting a tactical debrief, and/or other training.

When a recorded incident is found to be of value as a training aid for employees of the department, the recording officer's supervisor may view or allow viewing by the involved officers or other department employees who may benefit. Employees depicted in these recordings shall be notified prior to the recordings being used for training purposes.

Supervisors may review BWC and in-car camera footage at any time to monitor the performance of probationary police officers.

Reviews may be conducted on BWC footage of officers who are on a Performance Improvement Plan (PIP), although the review shall be limited to only the specific performance issues outlined in the PIP.

H. Redaction and Deleting of Recordings

In the event of an accidental activation of a BWC or in-car camera where the resulting recording is of no investigative or evidentiary value, the recording employee may request that a portion of the recordings be redacted or the entire recording be deleted by contacting their direct supervisor and then requesting this action through the System Administrator.

The supervisor will submit a request in writing to their Division Commander via the chain of command requesting the deletion/redaction of the video. If approved, the Division Commander will forward the request to a System Administrator requesting the deletion/redaction.

Final authority on deletion or redaction of videos rests with the Chief of Police.

I. Buffering Periods and Passive Recording

BWC and in-car camera systems have an optional pre-recording buffering function, where a specified period of time preceding the activation of the systems will automatically get added to each recording. The purpose is to capture events that preceded and led up to the activation. The buffering period shall be set to one minute. In general, this buffering period will contain video only and no sound.

Both BWC and in-car cameras systems have a passive recording feature. The devices record video constantly and store video recordings until the device memories becomes full, at which time the recordings are written over. The feature allows creation of videos from these passive recordings. In general, the passive recording will contain video only and no sound. Re-creation of videos shall not be used on a routine basis, and are only to be used for specific incidents or significant investigations, such as critical incidents or allegations of misconduct.

Requests for creation of video from passive recordings shall be made in writing to the Chief of Police. The request shall contain the specific date and time, identity of the BWC device, and specific justification for creating the video. Requests may be made by employees or supervisors. Upon approval, the Chief of Police will direct a System Administrator to create the video.

To avoid having the passive recordings overwritten, the device containing the footage should be taken out of service until the requested video has been preserved and re-created.

J. System Audit

The BWC and in-car camera programs, in their entirety, shall be audited annually to ensure fulfillment of the purpose and objectives of the program, compliance with operational procedures, retention policy, storage, data security, access, use, and release of recordings, data and files specified in this policy and applicable laws and ordinances.

ORDERED and EXECUTED this 5th day of June, 2025

Christopher Workman
Chief of Police