



Town of Ashland

Center of the Universe

Ashland Police Department

Chief Douglas A. Goodman, Jr.
601 England Street
ASHLAND, VIRGINIA 23005-4600

TELEPHONE (804) 412-0600
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June 25, 2015

Mr. Frank Knaack
American Civil Liberties Union of Virginia
701 East Franklin Street, Suite 1412
Richmond, VA 23219

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SPAGNA, JR.
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CHARLES W.
HARTGROVE
TOWN MANAGER

ANDREA E.
ERARD
TOWN ATTORNEY

Dear Mr. Knaack:

Please find attached the documents you requested in your letter received by this agency on June 12, 2015. Pursuant to our conversation on June 15, 2015, I appreciate your patience as we utilized the additional seven days as allowed by code to be able to include our updated Officer Worn Camera policy that is still in draft form.

As we discussed on June 15th, since we developed our original policy in May of 2014, literature and guidance on this topic has grown exponentially. In addition to policy guidance available online via the International Association of Chiefs of Police, the Bureau of Justice Assistance, the Commission on Accreditation for Law Enforcement Agencies, Inc. and the Police Executive Research Forum, we also incorporated guidance from white papers issued by the American Civil Liberties Union.

If the documents attached do not answer all your questions, please do not hesitate to call on me and I will do my best to provide those answers.

Additionally, I would welcome feedback on our revised policy draft that we plan to issue July 15, 2015. It was our intent with this revision to ensure we were mirroring the best practices across the country and to provide clear guidance to our officers on camera activation to capture those instances that should be captured on video, and prevent unintended recordings to protect the privacy of our community in those instances where video capture is not necessary and even contrary to our mission.

As always, if you have any questions, please do not hesitate to call on me. I can be reached at (804) 412-0603.

Respectfully,


Douglas A. Goodman, Jr.
Chief of Police

Attachments

1. General Order 41-24 "Officer Worn Cameras" effective May 30, 2014
2. Training log
3. Training Powerpoint on Axon Flex Camera systems
4. Email from Captain Troy Aronhalt to Chief Doug Goodman detailing that GO 41-24 was reviewed in the training sessions.
5. Copy of page 1 of "Evidence.com Master Service Agreement" detailing items requested. (Evidence.com is our data storage provider, otherwise, there are no other sharing agreements)
6. DRAFT Revision of General Order 41-24, anticipated issue date of July 15, 2015

ATTACHMENT 1

GO 41-24 OFFICER WORN CAMERAS
(CURRENT VERSION)

General Order	Series: 41	No: 24
Officer Worn Cameras	Effective Date: 5/30/2014	Revised:
	Supersedes/ Amends ADM2-4	
CALEA Standard: Chapter 41	Approved by: Chief 	



Purpose

The purpose of this policy is to provide guideline for the use of the Officer Worn Cameras (OWC).

Policy

Officers of the Ashland Police Department shall activate the issued Officer Worn Cameras (OWC) when interviewing suspects of crimes, field sobriety tests, traffic stops, in any other instance where the emergency lights are activated, or the officer deems useful for later judicial proceedings.

Procedure:

- I. Officer Worn Camera taping/ recording policy
 - A. General guidelines
 1. The officer worn cameras are intended to supplement reports and investigations and ultimately aid in prosecuting traffic and related offenses, to improve officer performance through training, and promote officer safety. Aims of OWC include:
 - a. Documentation of events, actions, or statements made during arrests and critical incidents to enhance report preparation and investigation.
 - b. The enhancement of the Department's ability to review probable cause for arrest, searches and seizures, arrest procedures, officer and suspect interaction, and evidence for investigative purposes, as well as for officer evaluation and training.

II. Operational guidelines

- A. All OWC equipment is the responsibility of the officer assigned to that camera.
- B. Officers assigned an OWC shall be responsible for operating it according to the manufacturer's recommendations.
- C. Before assuming duty, officers shall test their OWC to ensure that all it is working. Problems or discrepancies shall be reported immediately to the supervisor. It is the officer's responsibility to ensure the battery pack is charged and functioning prior to duty.
- D. Officers will activate their OWC whenever the vehicle's emergency warning devices are in use.
- E. Officers shall use their OWC to record traffic stops, field interviews or other enforcement actions. The OWC is not deactivated until the enforcement action is completed.

Note: The officer has no obligation to inform a suspect that he or she is being video or audio recorded.

- F. Where possible, Officers shall use their OWC to record
 - 1. The actions of suspects during interviews where DUI stops are possible, or when placed in custody if the recording would prove useful in later judicial proceedings (i.e. domestic disturbances); and
 - 2. The circumstances at crime and accident scenes or other events such as the confiscation and documentation of evidence or contraband.
- G. At the end of the officer's shift, the OWC will be docked in the OWC docking station. The officer will ensure that all data stored on the OWC will be automatically uploaded daily to a secure server (TASER-evidence.com). Officers may access the files but they will be protected from allowing any changes to the media.
- H. Officers will note in incident, arrest and related reports when video/audio recordings were made during the incident in question.
- I. Officers are encouraged to inform their supervisor of any videotaped sequences that may be of value for training purposes.

III. Storage and Retention of Card Data.

- A. Non-evidentiary video will be:
 - 1. Kept on a secure server (TASER- evidence.com) for 45 days at which time it will be erased.
- B. OWC data containing information that may be of value for case prosecution or in any criminal proceeding shall be entered into evidence. As such, the data will:
 - 1. Be subject to the same security restrictions, chain of evidence safeguards, and retention schedules as detailed in GO 84-1 Property and Evidence Control.
 - 2. Data will not be released to another criminal justice agency for trial or other reasons without having a duplicate copy made and returned to safe storage; and
 - 3. Data will not be released to anyone other than bona fide criminal justice agencies without prior approval of the evidence custodian.
 - 4. Any data evidence that is stored on a CD shall be retained until the case is resolved or all legal requirements are met, whichever is longer, and then the CD shall be destroyed.
- C. All data shall be maintained in a manner that allows efficient identification and retrieval.

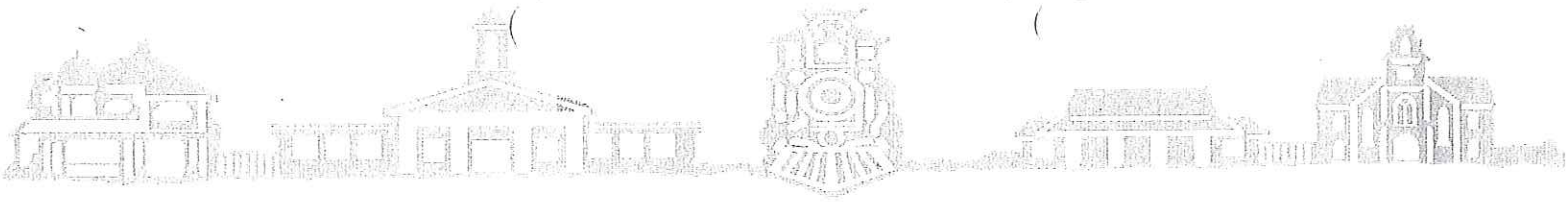
III. Supervisory responsibilities

- A. Supervisors and the Network Administrator who manage officers equipped with OWC equipment shall ensure that:
 - 1. All officers follow established manufacturer guidelines for the use and maintenance of their OWC equipment, handling of video/audio recordings and the completion of OWC documentation;
 - 2. Repairs and replacement of damaged or nonfunctional OWC equipment is performed.
 - 3. The OWC is inspected and documented on the officer's monthly inspection.
- B. At least monthly, supervisors shall randomly review OWC recordings to

assess officer performance and to determine whether OWC equipment has been used properly.

ATTACHMENT 2

TRAINING LOG FOR OFFICER WORN
CAMERAS



ASHLAND POLICE DEPARTMENT

Training

Subject: OWC officer worn cameras

Date: 06/04/14

	Employee Name	Employee Signature
★	1. Aigner, Adam (Inv.)	
★	2. Aronhalt, Troy (Lt.-Investigations)	
	3. Bonistalli, Grant (OIC/Patrol)	<i>Grant Bonistalli</i> 4458 6/6/14
★	4. Callahan, Anthony (Cpt.)	
	5. Donovan, Wayne (Patrol Officer)	<i>Wayne Donovan</i> 4456 6/13/14
	6. Gatewood, Bill (Auxiliary Command Sgt.)	
★	7. Goodman, Doug (Chief)	
	8. Gray, Danny (OIC/Patrol)	<i>Danny Gray</i> 6/4/14
	9. Hanlon, Jaime (Patrol Officer)	<i>Jaime Hanlon</i> 6/13/14
	10. Hartman, Timothy (Patrol Officer)	<i>Timothy Hartman</i> 6/4/14
	11. Michael Helbig (Patrol Officer)	<i>Michael Helbig</i> 6/5/14
	12. Hicks, Ethan (Sgt./Patrol)	<i>Ethan Hicks</i> 6/17/14
★	13. Hileman, Matt (Inv.)	
★	14. Hollins, Sam (Auxiliary Officer)	
	15. Jenks, Doug (Sgt./Patrol)	<i>Doug Jenks</i> 6/4/14
	16. Kemp, Marie (Sgt./Patrol)	<i>Marie Kemp</i> 4448 6/6/14
	17. Marcussen, David (Patrol Officer)	<i>David Marcussen</i> 4450 06/04/2014
	18. McCullough, Stuart (OIC/Patrol)	<i>Stuart McCullough</i> 4460 6/5/14
	19. Menzies, Scott (Sgt./Patrol)	<i>Scott Menzies</i> 4447 06/04/14
	20. Nuessle, Scott (Patrol Officer)	<i>Scott Nuessle</i> 4459 6.12.14
	21. O'Dea, Thomas (Patrol Officer)	<i>Thomas O'Dea</i> 6/1/14 4476
	22. Smith, Bryan (Patrol Officer)	<i>Bryan Smith</i> 6/6/14 4471
★	23. Shelhorse, James (Lt.- Speical Operations)	
	24. Spada, James (Patrol Officer)	<i>James Spada</i> 4472 6/5/14
	25. Stirnaman, Paul (Patrol Officer)	<i>Paul Stirnaman</i> 4462 6/13/14
★	26. Street, John (OIC/Patrol)	
★	27. Watts, Chip (Crime Prevention Officer)	
	28.	

* not in a patrol position to be issued a OWC

ATTACHMENT 3

TRAINING POWERPOINT FOR OFFICER WORN CAMERAS

Officer Worn Cameras (OWC)

Taser Axon Flex

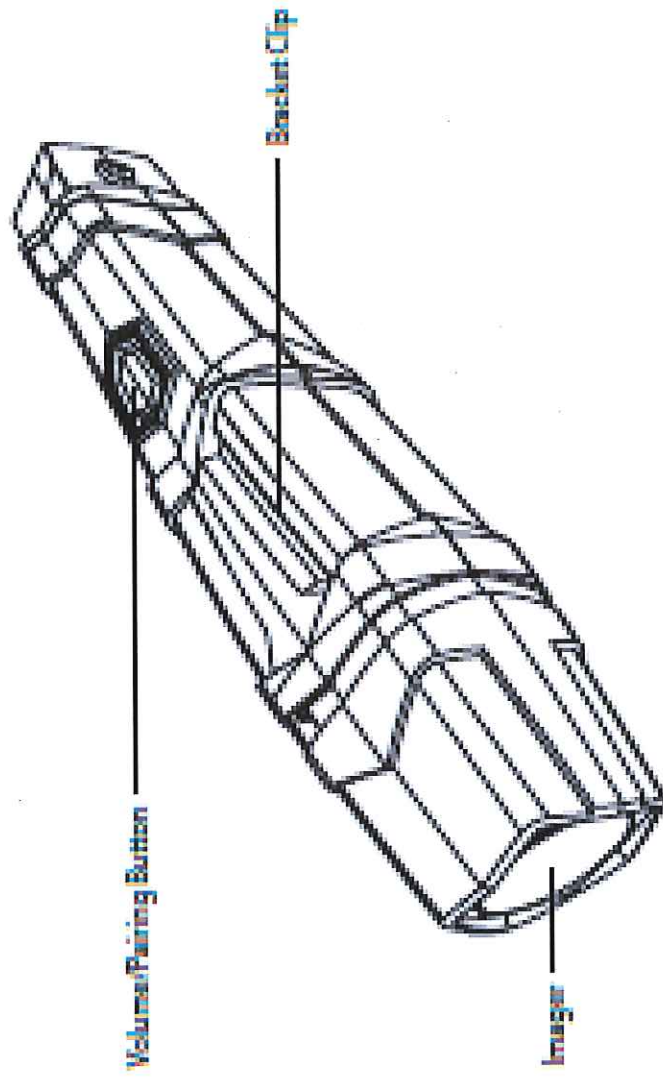


The camera is a digital video recorder (DVR) that offers high quality video and low-light gathering capabilities. The recorder is designed to store at least 4 hours of video (and up to 13 hours based on the video setting). If the camera is full (has reached its storage limit), the camera will not record over previous video but instead stops recording.

Full Shift Video Buffer-

Reach back 30 seconds into the past and retrieve the events leading up to the event. The AXON Flex controller has a 12+ hour battery that allows for full shift video buffer.

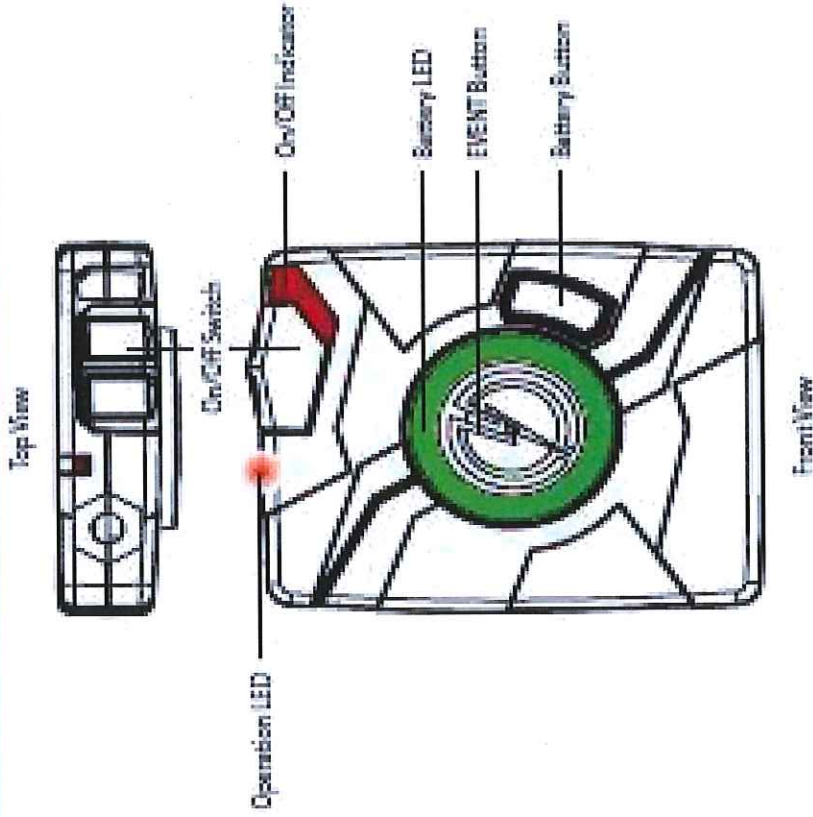
Retina Low Light -With Retina Low-Light technology to increase the camera's light sensitivity, allowing each pixel to capture light comparable to the human retina.



- 1 **Volume/Pairing Button** – This button is used to adjust the volume of audio prompts coming from the camera. It also is used to pair the AXON Flex system with a smart phone; see *Pairing AXON Flex Hardware With Your Smart Device*. This button does not control the volume of recorded audio.
- 2 **Bracket Clip** – A clamp attaches to this part of the camera, and the clamp can be attached to a variety of mounting tools.
- 3 **Imager** – This is the camera lens. Avoid touching the lens. For cleaning information, see *Chapter 10: Care and Maintenance*.

The controller enables you to turn the unit on, begin recording of an event, stop recording, and turn the unit off. The controller features LEDs to indicate the operating mode and battery capacity.

NOTE: You can turn off the controller LEDs, if necessary. See *Turning off the Controller LEDs* for instructions.



Operation LED - Shows the controller's current operating mode:

Operation LED	Operating Mode
Blinking Red	Recording
Blinking Green	Buffering
Solid Red	Booting Up
Blinking Yellow	The Cable is Disconnected

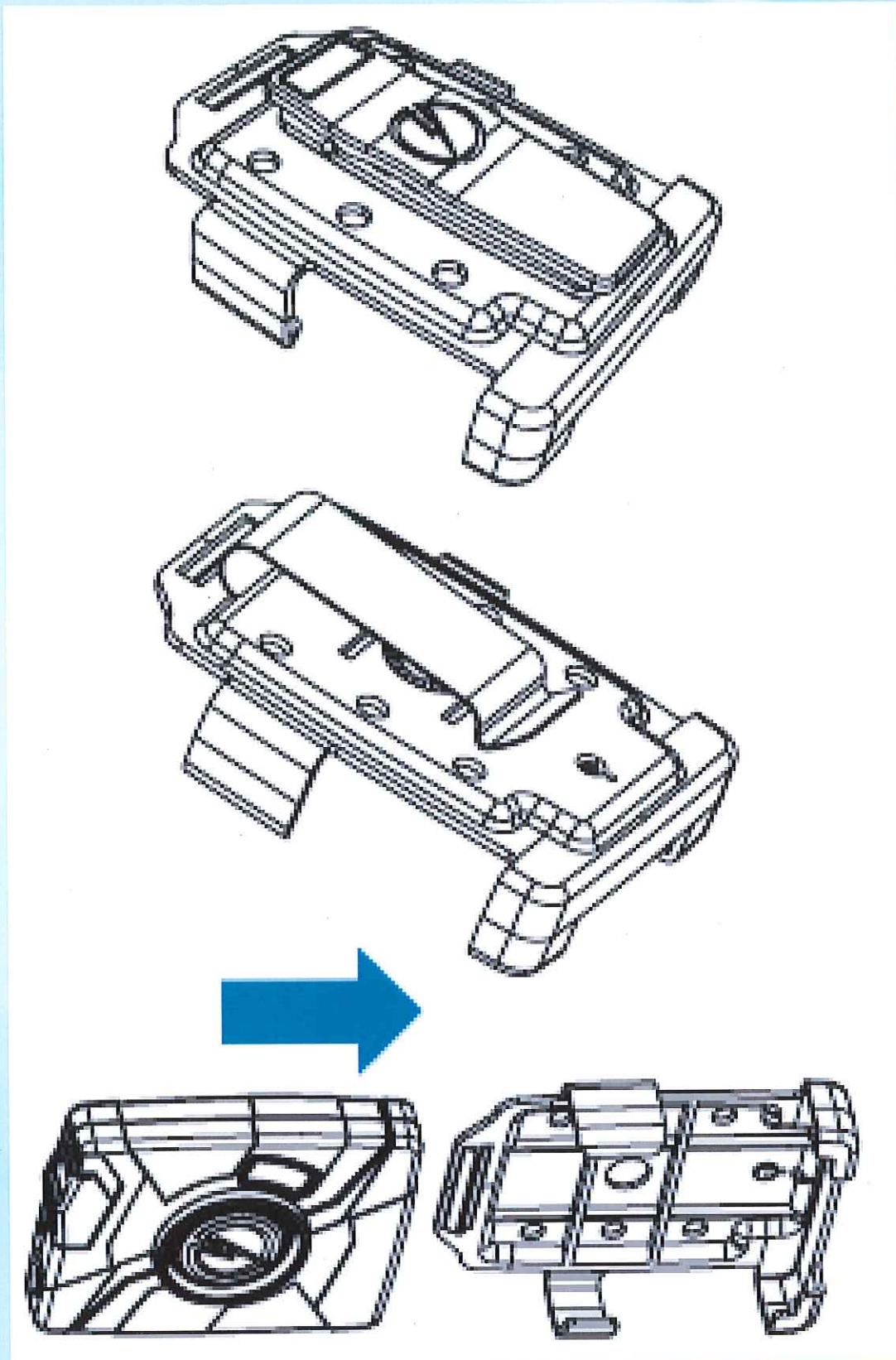
On/Off Switch - Turns the controller on or off.

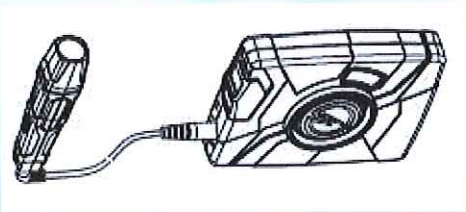
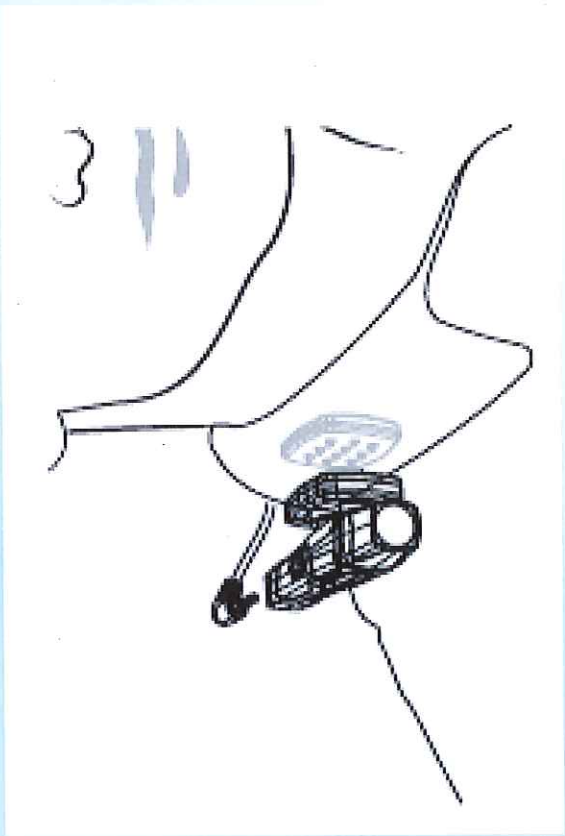
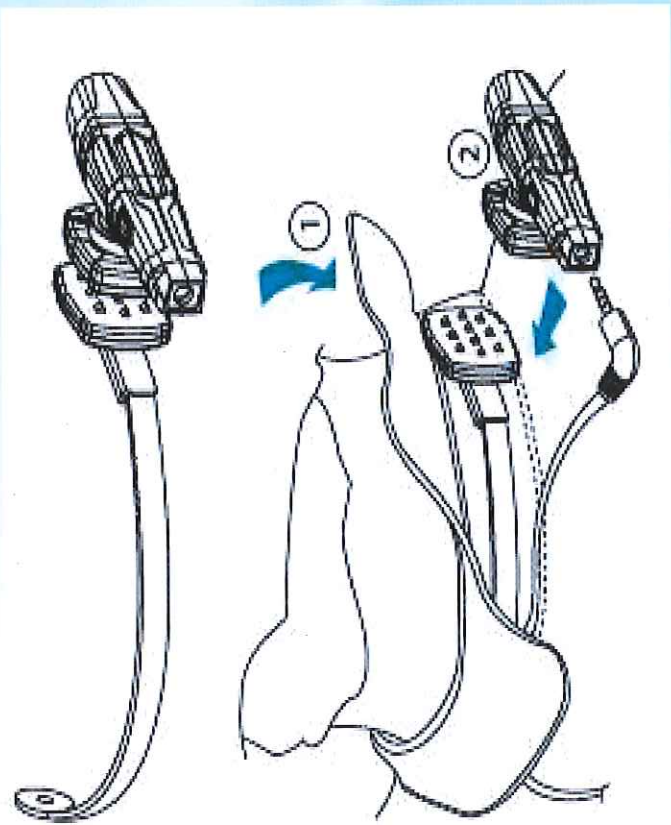
On/Off Indicator - When the controller is turned on, the red portion of the controller is exposed. When the controller is turned off, the red portion is covered from view.

EVENT Button - A double-press (quickly press twice) on the EVENT button takes the Flex system into EVENT mode and begins recording video and audio (the Flex system can be configured without the audio recording capability for locations where audio recording is restricted). A 3-second press of the EVENT button takes the Flex system out of EVENT mode. The controller might take several additional seconds to close out of the event video when it is taken out of EVENT mode.

Battery LED - When pressed, momentarily indicates the remaining battery capacity only (it does not indicate the operating mode).

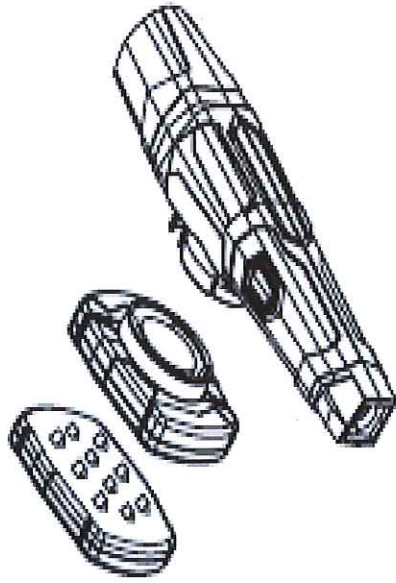
Battery LED	Controller Status
Green	The Battery is Fully Charged.
Yellow	The Battery Capacity is 20-40 Percent.
Red	The Battery Capacity is less than 20 Percent.



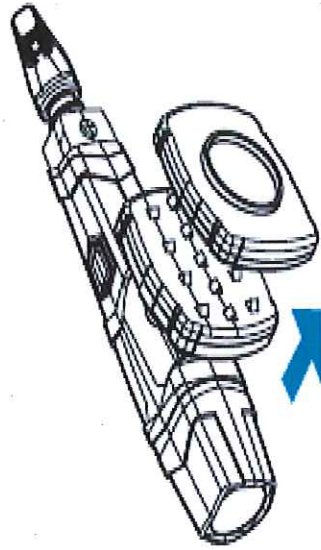


Preparing the Magnetic Clip Assembly

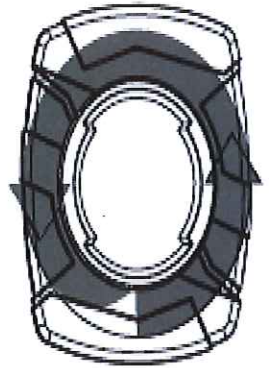
The most basic way to mount the Flex camera to clothing involves two magnetic pieces. The two magnetic clips pictured below are the foundation for many Flex camera mounting options. Each clip features a set of teeth on one side and a ring on the other. The sides with teeth are magnetically attracted to each other.



The other clip can be placed inside a shirt collar or cap to hold the camera in place.

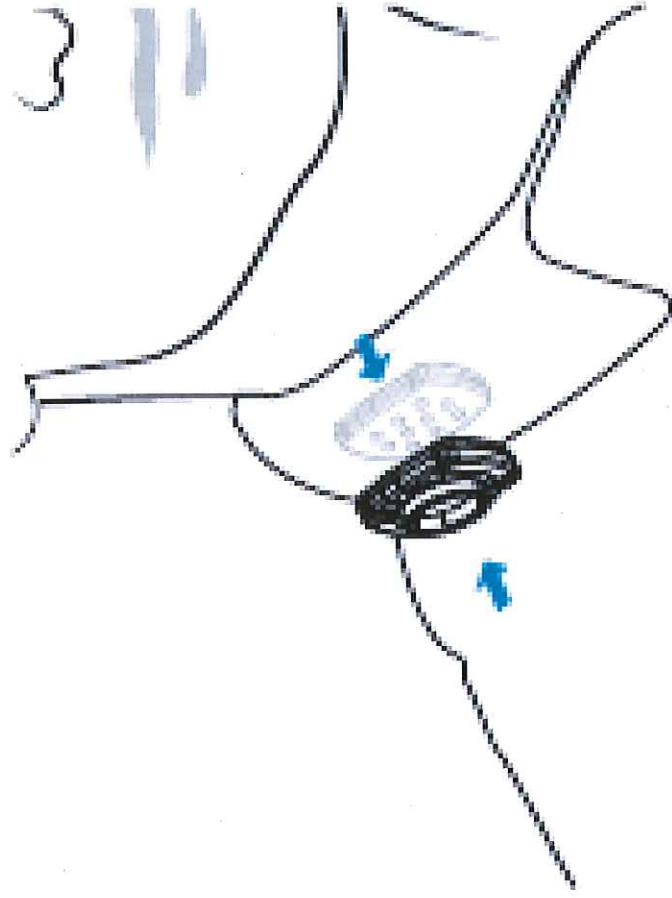


The magnetic clip is designed to allow some rotation up or down, so you can adjust the camera's angle after it is mounted on your shirt or cap.



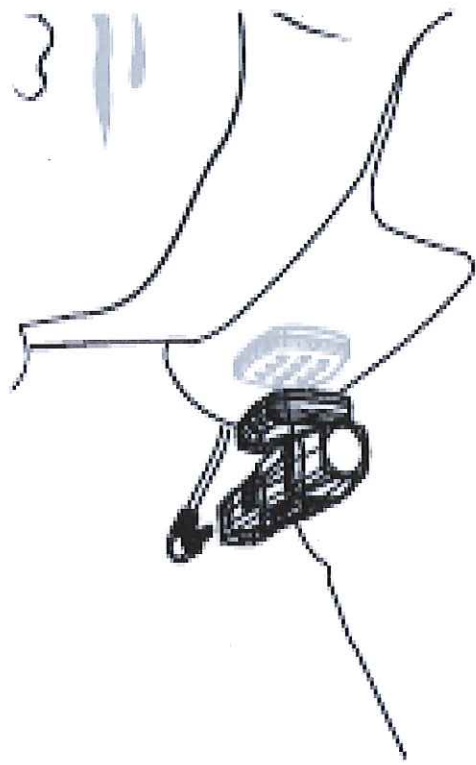
Mounting the Flex Camera to Your Shirt Collar

1 Push the two parts of the universal magnetic clip together on each side of your collar.

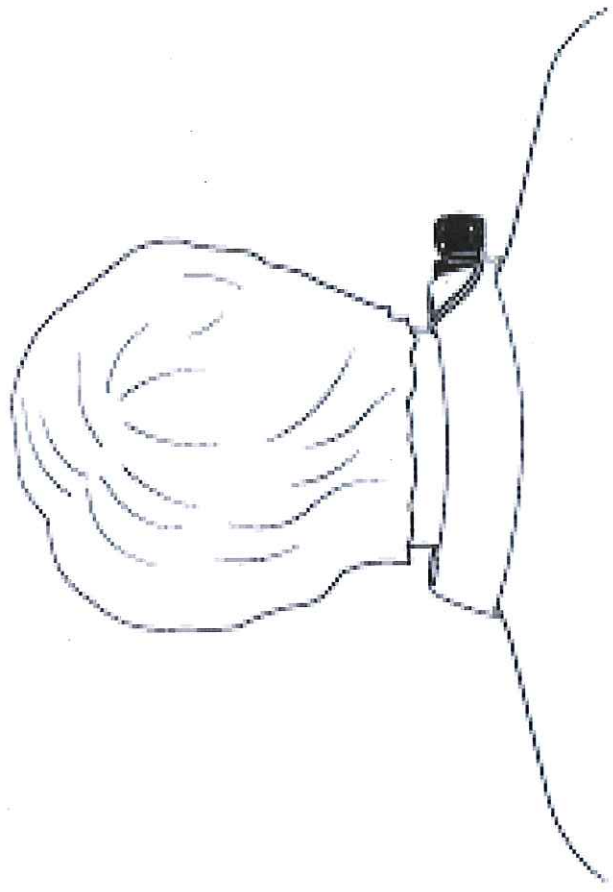


2 Tug on the parts slightly to confirm the connection is secure.

3 Attach the camera assembly to the magnetic clip on the outside of your shirt.

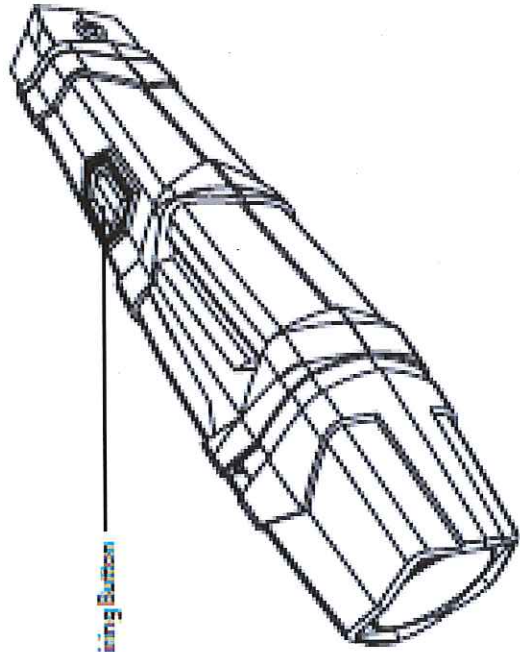


- 4 Tug on the parts slightly to confirm the connection is secure.
- 5 Route the cable to your controller. Ensure that the cable does not obstruct the motion of your head.



Adjusting the Volume

Press the volume/pairing button on the camera to adjust the volume of the audio prompts.



Volume/Pairing Button

The volume has four settings. At each level, the camera beeps, providing you with a sample of the volume:

- Low
- Medium
- High
- Off

Pressing the volume escalates the system from lowest to highest, and then off.

The AXON Flex system emits beeping sounds called audio prompts to notify you of the system status. These audio prompts usually occur after you perform an action with the AXON Flex system.

NOTE: The camera must be connected to the controller for audio prompts to be heard. If the camera and controller are connected and you still do not hear the audio prompts, check the camera's volume

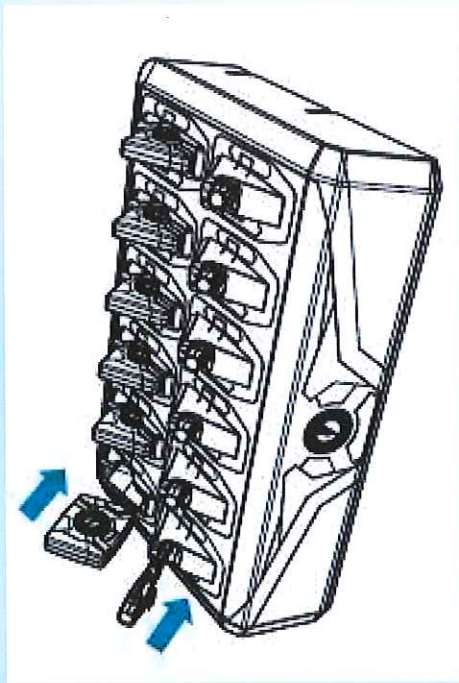
Action	Audio Prompt
Turn the Controller On.	One Beep
Double-Press the Event Button to Start the Event Mode.	Two Beeps
The System Is Recording.	Two Beeps Sound Every Two Minutes
Press the Battery Button while the Camera Is Recording.	Two Beeps
Press and Hold the Event Button to Stop Recording.	One Beep
Turn the Controller Off.	One Beep
The Battery Is at 20 Percent Capacity or Lower.	Four Quick Beeps
The System Is in Buffering Mode.	No Beeps
Cable Disconnect (The Camera Will Shut Down).	One Beep.

Turning off the Controller LEDs

For some situations, you may wish to turn off the lights on your controller.

- 1 Press and hold the Battery button for 10 seconds. The Operation LED flashes red, yellow, and then green before shutting down the lights. Pressing the Battery button will momentarily light both the Operation LED and the Battery LED, displaying the current operating mode and battery level.
- 2 To turn the lights back on, press and hold the Battery button for 10 seconds.

When you dock your AXON Flex camera to the ETM, all videos on the camera will automatically begin to upload to EVIDENCE.com sequentially based on file size (smallest to largest). An LED on the camera will display the status. At first, the LED will display red, but the color will change to indicate the camera's stage in the uploading process.



Camera Action	Camera LED Indication
Device Ready (All Videos Uploaded Successfully to Evidence.com) and Fully Charged.	Solid Green
In Queue Awaiting Upload.	Solid Yellow
Initial Connection (Momentary).	Solid Red
ETM has No Communication with Camera.	LED Off
Uploading Data.	Blinking Yellow
Firmware Update/Internal Battery Charging/Memory Full.	Blinking Red and Yellow DO NOT Remove the Camera from the ETM.
ETM or Network Error.	Blinking Red, Yellow, and then Green

When you dock your AXON Flex controller in the ETM, the controller will begin to charge. The controller LED will indicate the controller's status:

Controller Battery Status	LED Indication
Full Charge.	Solid Green
Changing In Progress.	Solid Yellow
20 Percent Charge or Less.	Solid Red

The ETM automatically uploads the data to EVIDENCE.com. When a video has uploaded successfully to EVIDENCE.com, that video is removed from the camera.

Cleaning the AXON Flex System Components

Use a soft, damp cloth to clean the surface of the Flex system components. Do not use harsh cleaners or solvents. Do not immerse the Flex system components in water or cleaning solutions.

If the Flex imager becomes dirty, use a lens blower brush to clean it and then wipe it with a soft cloth if necessary. You may moisten the cloth with isopropyl alcohol.

Do not use Windex® or similar type cleaners on the camera lens.

Do not place the lens under running water or apply jets of water to the camera lens.

When the cable contacts show signs of contamination (e.g., with dirt or debris), clean them gently with a white or red pencil eraser.

Charging the Flex Controller Battery

A fully charged Flex controller battery should provide enough power for approximately 12 hours of normal operation. Recharging a battery after a 12-hour use can take up to 6 hours.

If the battery depletes significantly during the shift, you will hear 4 quick tones repeating every 20 seconds. This message indicates that less than approximately 20 percent of the battery capacity remains.

Always recharge a depleted battery as soon as reasonably possible. You can use an ETM, wall charger, or computer to charge the battery. Using a non-TASER approved wall charger may degrade device performance

ATTACHMENT 4

EMAIL DETAILING POLICY REVIEW DURING
TRAINING FOR OFFICER WORN CAMERAS

Douglas Goodman

From: Troy Aronhalt
Sent: Wednesday, June 17, 2015 4:40 PM
To: Douglas Goodman
Subject: FW: Officer Worm Cameras

Please see the below information regarding the body cameras.

-----Original Message-----

From: Scott Menzies
Sent: Wednesday, June 17, 2015 10:11 AM
To: Troy Aronhalt
Subject: Officer Worm Cameras

Sir,

During the initial Officer Worn Camera training (in June of 2014), all officers were given the policy and I reviewed it with them. They may have also signed off (electronically) on the OWC policy on PowerDMS. Thank you sir.

Sgt. Scott Menzies
Ashland Police Department
Ashland, VA 23005
(804) 412-0613

ATTACHMENT 5

Evidence.com Master Service Agreement
(page 1)



EVIDENCE.com Master Service Agreement

By clicking the "I Agree" button or using the Service Offerings you agree that you have read and understand this Agreement and you accept and agree to be bound by the following terms and conditions. You represent to us that you are lawfully able to enter into contracts and if you are entering into this Agreement for an entity, such as the company, municipality, or government agency you work for, you represent to us that you have legal authority to bind that entity. If you do not have this authority, do not use the Service Offerings. If you disagree with any of the terms below, we do not grant you the right to use the Service Offerings and you should click "Cancel" to exit the installer and immediately discontinue all use of the Service Offerings.

TASER International, Inc. (TASER, we, us, or our) and you or the entity you represent (Agency or you) agree to all terms of the Agreement effective on the date you first agreed to this Agreement or first began using the Service Offerings ("Effective Date").

1. **Access Rights.** Upon the purchase or granting of a subscription from TASER and your opening of an Evidence.com account you will have access and use of the Evidence.com Services and Your Content during the subscription term ("Term"). You and each of your end users agree to adhere to this Agreement and all laws, rules, regulations and policies applicable to your use of the Evidence.com Services. If you become aware of any violation of this Agreement by an end user, you will immediately terminate that end user's access to Your Content and the Evidence.com Services.

2. **You Own Your Content.** You control and own all right, title, and interest in and to Your Content and we obtain no rights to Your Content. You consent to our limited access to Your Content solely for the purpose of providing and supporting the Evidence.com Services to you and your end users. You represent that you own Your Content; and that none of Your Content or your end users' use of Your Content or the Evidence.com Services will violate this Agreement or applicable laws.

3. **Evidence.com Data Security.** We will implement reasonable and appropriate measures designed to secure Your Content against accidental or unlawful loss, access or disclosure. We will maintain a comprehensive Information Security Program ("ISP") that includes logical and physical access management, vulnerability management, configuration management, incident monitoring and response, security education, risk management and data protection. You are responsible for maintaining the security of the your end user names and passwords and taking steps to maintain appropriate security and access by your end users to Your Content. Log-in credentials are for your internal use only and you may not sell, transfer or sublicense them to any other entity or person. You agree to be responsible for all activities undertaken by you, your employees, your contractors or agents, and your end users which result in unauthorized access to your account or Your Content. You will contact us immediately if you believe an unauthorized third party may be using your account or Your Content or if your account information is lost or stolen.

4. **Our Support.** We will make available to you updates as released by us to the Evidence.com Services. Updates may be provided electronically via the Internet or via media (e.g., CD-ROM) as determined solely by us. It is your responsibility to establish and maintain adequate access to the Internet in order to receive the updates. We will use reasonable efforts to continue supporting the previous version of any API or software for 6 months after the change (except if doing so (a) would pose a security or intellectual property issue, (b) is economically or technically burdensome, or (c) is needed to comply with the law or requests of governmental entities). You are responsible for maintaining the computer equipment and Internet connections necessary for your use of the Evidence.com Services.

5. **Data Privacy.** We will not disclose Your Content or any information about you except as compelled by a court or administrative body or required by any law or regulation. We will give you notice if any disclosure request is received for Your Content so you may file an objection with the court or administrative body. You agree to allow us access to certain information from you in order to: (a) perform troubleshooting services for your account at your request or as part of our regular diagnostic screenings; (b) enforce our agreements or policies governing your use of Evidence.com Services; or (c) perform analytic and diagnostic evaluations of the systems. Our privacy policy is currently referenced at <http://www.taser.com/privacy-policy>, as it may be updated by us from time to time.

6. **Data Storage.** We will determine the locations of the data centers in which Your Content will be stored and accessible by your end users. For United States customers, we will ensure that all of Your Content stored in the Evidence.com Services remains within the United States including any backup data, replication sites, and disaster recovery sites. You consent to the transfer of Your Content to third parties for the purpose of storage of Your Content. Third parties responsible for storage of Your Content are contracted by us for data storage services. Ownership of Your Content remains with you.


7. **Fees and Payment.** Additional end users may be added during the Term at the pricing in effect at the time of purchase of additional end users, prorated for the duration of the Term. Additional end user accounts will terminate on the same date as the pre-existing subscriptions. You are responsible for paying all subscription fees and applicable taxes and duties for Evidence.com Services. Unless otherwise specified by us, all fees for Evidence.com Services are due and payable net 30 days for approved credit. Payment obligations are non-cancelable and fees paid are non-refundable and all amounts payable will be made without setoff, deduction, or withholding. We reserve the right to charge additional fees for you exceeding your purchased storage amounts or for TASER's assistance in the downloading or exporting of Your Content. We may charge you interest at the rate of 1.5% per month (or the highest rate permitted by law, if less) on all late payments. If a delinquent account is sent to collections, you are responsible for all collection and attorneys' fees.

8. **Suspension of Evidence.com Services.** We may suspend your or any end user's right to access or use any portion or all of the Evidence.com Services immediately upon notice to you if we determine:

- a. Your or an end user's use of or registration for the Evidence.com Services (i) poses a security risk to the Evidence.com Services

ATTACHMENT 6

GO 41-24 OFFICER WORN CAMERAS
(DRAFT REVISION)

General Order	Series: 41	No: 24
Officer Worn Cameras	Effective Date: 5/30/2014	Revised: 7/15/2015
	Supersedes/ Amends ADM2-4	
CALEA Standard: Chapter 41	Approved by: Chief 	



Purpose

The purpose of this policy is to provide guideline for the use of the Officer Worn Cameras (OWC).

Policy

The Ashland Police Department has adopted the use of Taser's OWC, captured media management, and storage system to provide for supplemental documentation of events, actions, conditions, and statements made during officer-involved events, including but not limited to arrests, uses of force, and other critical incidents; presentation in court as evidence; protection of officers against false or inaccurate complaints, accusations, or claims; and as a training and evaluation aid. OWCs have been demonstrated to be of significant value in the prosecution of criminal offenders and reducing violent confrontation, officer's use of force, and complaints against officers.

Definitions

OWC: Officer Worn Camera

Taser AXON Camera: An OWC with secured internal memory for storage of recorded video and audio. This camera system operates in two modes (Buffering and Event).

Buffering Mode: After the OWC is powered on, it continuously loops 30 seconds of VIDEO ONLY. Once placed into EVENT Mode, only 30 seconds of pre-event video (no audio) recording will be captured along with the video and audio captured after entering Event Mode.

Event Mode: Activated when the OWC is in Buffering Mode and the event button is pressed two times within one second. The indicator light will begin blinking red giving users a visible indicator that the OWC is not actively recording video and audio. An audible tone will also alert members that the OWC is activated.

Evidence.com: The online web-based digital storage medium facility. This virtual warehouse stores the digitally encrypted data in a highly secure environment accessible to personnel based on their security clearance.

Evidence Transfer Manager (ETM): The docking unit used to recharge the OWC and upload encrypted captured media (video and audio). The ETM then transfers the encrypted data digitally to Evidence.com

Procedures:

- I. All captured media is an official record of the Ashland Police Department. Accessing, copying, or releasing any captured media for any purpose other than law enforcement related is strictly prohibited.
- II. Members shall not edit, delete, or alter captured media. The security features of Evidence.com ensure compliance and track all access to captured media.
- III. The existence of captured media shall not replace a thorough, accurate, and complete IBR form.
- IV. Officers shall be full trained prior to operating any portion of the OWC equipment with initial training being one hour provided by a department assigned trainer. Officers will be retrained when new equipment is issued.
- V. Operational guidelines
 - A. All OWC equipment is the responsibility of the officer assigned to that camera.
 - B. Sworn members assigned to Patrol Operations will be issued an OWC. Officers assigned an OWC shall be responsible for operating it according to the manufacturer's recommendations.
 - C. Before assuming duty, officers shall:
 1. Inspect the OWC and related equipment to ensure there are no visible or obvious signs of damage.
 2. Place the OWC in a location that will most closely capture the officer's field of view.
 3. Turn on the OWC, press the activation button twice, and listen for the audible signal to verify the unit is receiving power and functioning properly.
 4. Problems or discrepancies shall be reported immediately to a supervisor. It is the officer's responsibility to ensure the battery pack is charged and functioning prior to duty.

- D. Maintain the OWC in the Buffering Mode so that it can easily be placed into Event Mode for the capture of video and audio evidence.
- E. Officers will activate their OWC whenever the vehicle's emergency warning devices are in use.

Note: The officer has no obligation to inform a suspect that he or she is being video or audio recorded. However, in an effort to deescalate any situation, it is suggested to advise a subject that the encounter is being recorded.

- F. Where possible, Officers shall use their OWC in Event Mode to record:
 - 1. Traffic stop and any other enforcement actions.
 - 2. Field Interviews
 - 3. Encounters with subjects that involve or may involve a stop or investigation based on reasonable suspicion or probable cause.
 - 4. All calls for service or self-initiated activity where a high probability exists for detention, arrest and/or use of force.
 - 5. All searches including, but not limited to, people, vehicles, items, buildings, and places.
 - 6. All domestic violence calls including suspect/victim interviews.
 - 7. All interactions with persons known or suspected of having mental illness or in crisis.
 - 8. Assisting other members engaged in a police related action, whether or not the other member has a OWC in event mode.
 - 9. Pursuits (vehicle and foot) and emergency response driving.
 - 10. When asked by a citizen during the interaction.
 - 11. While en route to crimes in progress or just occurred where fleeing suspects or vehicles may be captured on video leaving the crime scene.
 - 12. Crime or accident scenes where captured media can help document, enhance and support members: written reports, evidence collection, investigations, and court testimony.

13. Any situation that an officer believes captured media may be in the interest of public safety. When in doubt, the officer should err on the side of activating the OWC in Event Mode.

G. The OWC shall not be used in Event Mode to capture the following:

1. Calls for service where a high probability of detention, enforcement or use of force does not appear to exist based on the call dispatched. This would include, but not limited to: crimes that occurred in the past and the suspect is not present (i.e. larceny of a bike from a residence, vandalism to a mailbox, etc), requests for advice, non-hostile civil matters, keys calls, etc. At any time that this type of call involves hostility or confrontation, the officer shall activate the OWC in Event Mode.
2. Agency administrative investigations without the express consent of the commanding officer involved.
3. Agency, non-investigative staff meetings, hearings, and casual encounters with other members, supervisors, command staff, or town-employed civilians.
4. Conversations with fellow agency members, town employees, or citizens without their knowledge during casual, non-enforcement related activities.
5. Protected health information and treatment when requested by the patient, or on-scene Emergency Medical Services and/or Fire personnel; unless the situation becomes hostile and rises to the levels described in Section F.
6. Any place where there is a reasonable expectation of privacy to include, but not limited to, private residences/businesses, dormitories, dressing rooms, restrooms, etc., and the interaction does not rise to the levels described in Section F.
7. Images of confidential informants or undercover members, unless requested by the undercover member, their supervisor, or commanding officer.
8. Casual conversations with citizens and/or members (i.e. administrative duties, court, community meetings, etc.)
9. Sporting events, entertainment venues, or similar venues. Venues or organizations may have prohibitions against recording the event or within the facility.

- H. Officers may place their OWC back into Buffering Mode:
 - 1. Upon ending a non-custodial encounter, and physical separation of the officer and person(s) involved. (i.e. self-initiated interaction or traffic stop.)
 - 2. An arrested subject is compliant and secured in a patrol car. If the arrestee is hostile or combative, the OWC shall remain in Event Mode up to arrival at the PRJ sally port or other facility where the facility camera will continue to record the interaction.
- I. Document any use of OWCs in the narrative of reports. This will help better assist officer's investigations and with necessary prosecution guidelines held by the Commonwealth Attorney's Office.

VI. Supervisor Operational Guidelines:

- A. Supervisors will follow all officer operational guidelines for the use of the OWC.
- B. Supervisors and the Network Administrator who manage officers equipped with OWC equipment shall ensure that:
 - 1. Members assigned an OWC are using them in compliance with this order.
 - 2. All officers follow established manufacturer guidelines for the use and maintenance of their OWC equipment, handling of video/audio recordings and the completion of OWC documentation.
 - 3. Repair or replacement of damaged or nonfunctional OWC equipment is properly addressed to the Network Administrator.
 - 4. Review all captured media related to a complaint or incidents resulting in a supervisory investigation.
 - 5. The OWC is inspected and documented on the officer's monthly inspection. Supervisors will review a sampling of video footage (3-5 videos) for each officer under his/her command each month. The review of the video footage will be documented by the supervisor on the officer's monthly inspection sheet.

VII. Network Administrator shall:

- A. Assist supervisors with investigations into damage, lost, or stolen OWC.
- B. Assist members with any questions about the OWC and related orders.
- C. Make copies of captured media as required for law enforcement purposes, public information requests, and the Chief of Police.
- D. Be the point of contact with the OWC vendor.
- E. Ensure new accounts are created as needed into Evidence.com, existing accounts are kept up to date and proper account authority is maintained.
- F. Maintaining spare OWC units as needed.

VIII. Officers shall surrender their OWC at the request of any supervisor or IA investigation.

IX. Media Storage

- A. At the end of the officer's shift, the OWC will be docked in the ETM for data upload and charging of the battery.
- B. Non-evidentiary video will be kept on a secure server (TASER-evidence.com) for 45 days at which time it will be erased.
- C. All data shall be maintained in a manner that allows efficient identification and retrieval.
- D. Members may access OWC captured media via Evidence.com to assist with investigations or reports. Any OWC data containing information that may be of value for criminal proceeding shall be entered into evidence. As such, the data will:
 - 1. Be subject to the same security restrictions, chain of evidence safeguards, and retention schedules as detailed in GO 84-1 Property and Evidence Control.
 - 2. Data will not be released to another criminal justice agency for trial or other bonafide criminal justice purposes without having a duplicate copy made and returned to safe storage; and

3. Data will not be released to anyone other than bona fide criminal justice agencies without prior approval of the Chief of Police.
 4. Any data evidence that is stored on a CD shall be retained until the case is resolved or all legal requirements are met, whichever is longer, and then the CD shall be destroyed.
- E. Members shall not use any recording device to record captured media from Evidence.com
- X. Non-Departmental related requests to receive copies or captured media
- A. Unusual or exceptional incidents related to law enforcement activities are often the subject of heightened public curiosity and interest. However, members are strictly prohibited from allowing persons outside of law enforcement to view or listen to any media captured by the OWC without the prior authorization from the Chief of Police.
 - B. Unless otherwise directed by the Chief of Police, all video and/or audio recordings (including personal) recorded on duty shall not be disseminated outside of law enforcement.
 - C. Requests for media by the public will be handled through the procedures outlined in the Freedom of Information Act.
- XI. All requests to exhibit, display or demonstrate the OWC to outside parties shall be directed to the Chief's Office.
- XII. Successful court challenges to the use or appropriateness of captured media shall be detailed in an interoffice memorandum and forwarded to the Chief of Police or his designee. This should include a summary of the ruling as well as a description of any restriction or sanction resulting from the ruling.