

RPD Body Worn Camera (BWC) Project
Standard Operating Procedure: Testing and Evaluation of BWC technology
FINAL for Locust Club: August 26, 2015 (UPDATE: 9/30/2015)

1. Purpose
 - 1.1. To provide procedures for the use of Body Worn Cameras (BWC) during the Test and Evaluation (T&E) phase of technology selection portion of the RPD BWC project.
 - 1.2. To provide procedures for the collection and retention of digital evidence collected during the course of the T&E portion of the RPD BWC Project.
 - 1.3. Employees participating in the BWC T&E are volunteers who are interested in providing feedback that will assist in the selection of BWC technology for use by RPD.
2. Definitions
 - 2.1. Body Worn Camera Project: RPD is developing a Body Worn Camera program to include technology/system identification, policy development, and technology selection.
 - 2.2. Test Server: A server, or other computer medium such as an external hard drive, provided for the purpose of saving all digital information downloaded from a BWC.
 - 2.3. Digital Information: Refers to audio recordings, visual recordings, or digital stills and corresponding information captured by BWC technology.
 - 2.4. Digital media: for the purposes of this SOP is a DVD, CD, thumb drive, or other device that is encoded with digital information captured by a BWC device.
 - 2.5. Test and Evaluation (T&E): For the purposes of this SOP the T&E will be completed on a small number of Body Cameras provide by vendors who are proposing the delivery of BWC technology for RPD. This information gathered in the evaluation will be used to assist in the selection of BWC technology.
3. Operating Procedures
 - 3.1. Camera Activation
 - 3.1.1. There is no requirement that BWC's are activated during any type of call for service (CFS) or other police activity.
 - 3.1.2. BWC technology will be activated in accordance with manufactures directions.
 - 3.1.3. Activation of the BWC's will be for the sole purpose of testing the BWC technology.
 - 3.1.4. BWC's may be used to document any enforcement activity, dispatched call for service, self-initiated police activity, situation that becomes confrontational or adversarial, or at the discretion of the testing officer; however, BWC's will not be activated for situations addressed in 3.1.5 of this Standard Operating Procedure (SOP).
 - 3.1.5. BWC's will not be activated as follows:
 - 3.1.5.1. At the following locations
 - 3.1.5.1.1. Private residences unless the employee is engaged in law enforcement activity within
 - 3.1.5.1.2. Inside of Hospitals and medical facilities
 - 3.1.5.1.3. Juvenile facilities, to include Bivona, detention facilities, Hillside, etc.
 - 3.1.5.1.4. Courtrooms
 - 3.1.5.1.5. Jail facilities, to include Monroe County booking
 - 3.1.5.1.6. Sensitive Law Enforcement or Government Sites, to include SIS

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- 3.1.5.1.7. Public and Private Schools and Universities
 - 3.1.5.1.8. Locker rooms, dressing rooms, Restrooms, etc.
 - 3.1.5.2. During interactions with the following persons:
 - 3.1.5.2.1. Individuals known to be juveniles
 - 3.1.5.2.2. Victims of sexual offenses
 - 3.1.5.2.3. Witness if there is a concern BWC would impact their willingness to talk
 - 3.1.5.2.4. Confidential Informants/Sources
 - 3.1.5.2.5. Individuals in a state of undress
 - 3.1.5.3. In the following circumstances:
 - 3.1.5.3.1. When an individual request that the BWC is turned off.
 - 3.1.5.3.2. When a facility manager requests that the BWC is not used
 - 3.1.5.4. During private conversations between Department personnel when one employee is not aware that the BWC is activated.
 - 3.1.5.5. During confidential labor conversations between Department Personnel and Locust Club representatives
 - 3.1.5.6. During Locust Club sponsored events (e.g., monthly Locust Club meeting).
- 3.2. BWC digital information may be reviewed by employees before completing any Department reports.
- 3.2.1. When completing reports for incidents where BWC digital information is available the presence of digital information should be noted in the report; however, this notation will not replace the requirement that a narrative of the incident is completed (e.g., do not enter "see video" as a replacement for a narrative).
- 3.3. BWC digital information may be reviewed by employees prior to testifying or providing statements.
4. Retention
- 4.1. All digital information captured during a shift will be downloaded to a Test Server (e.g., computer with an external hard drive) at the completion of each shift and will be stored as follows:
 - 4.1.1. If Digital information captured by the BWC that would constitute evidence:
 - 4.1.1.1. The digital evidence will be downloaded from the Test Server to digital media (e.g., DVD);
 - 4.1.1.2. The digital media will be marked with the case incident number;
 - 4.1.1.3. The presence of digital evidence will be noted in the incident report and any other relevant documents (e.g., 710.30 notice);
 - 4.1.1.4. The digital media will be submitted to the property clerk for storage as evidence; and,
 - 4.1.1.5. The property clerk will reference the information entered on the property sheet and follow the appropriate retention guidelines in accordance with current procedures

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- 4.1.2.If Digital information capture by the BWC involved an SRR or PSS investigation:
 - 4.1.2.1. The digital information will be downloaded from the Test Server to digital media (e.g., DVD);
 - 4.1.2.2. The digital information will be marked with the case incident number; and
 - 4.1.2.3. The presence of digital evidence will be noted in the SRR, incident report, and any other relevant documents (e.g., 710.30 notice);
 - 4.1.2.4. In criminal cases a copy of the digital media will be made and submitted with the SRR or PSS case.
 - 4.1.2.5. If the case involves criminal charges the original digital media will be submitted to the property clerk for storage and it will be retained in accordance with the guidelines for evidence in accordance with current procedures;
 - 4.1.2.6. Original (for cases without criminal charges) or copies of the digital media submitted with the SRR or PSS case will be retained in accordance in accordance with PSS retention procedures
- 4.1.3.If the digital media does not contain evidence, an SRR, or information related to a PSS investigation, it will be remain on the Test Server, and:
 - 4.1.3.1. The Test Server will be used by Research and Evaluation Section as part of the T&E and Technology Selection process.
 - 4.1.3.2. At the completion of the BWC project technology selection, the Test Server, including any evidentiary files that were previously downloaded to digital media from that server, will be secured in the property clerk's office for the purpose of maintaining proper chain of custody.
- 5. Test and Evaluation
 - 5.1. Those using BWC's during the T&E will complete evaluation forms and return them the BWC project team for use in the evaluation of the equipment
 - 5.2. At the completion of the T&E all equipment will be returned to the BWC project team
- 6. Prohibitions
 - 6.1. The BWC will not be used for personal and/or non-law enforcement uses.
 - 6.2. No video or audio recording produced by the BWC will be copied, duplicated, downloaded, or retained for personal and/or non-law-enforcement reasons.
 - 6.3. The BWC digital information will not be downloaded for any purpose than as described in Section 4 of this SOP
 - 6.4. BWC digital information will not be posted or shared publicly (e.g., facebook, twitter, etc.) unless approved by the Chief or the BWC project manager.