

## Body-Worn Cameras

### 432.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of a body-worn camera (BWC) by members of this [department/office] and for the access, use, and retention of [department/office] BWC media.

The provisions of this policy, including notice, documentation, access, and retention, also apply to other portable audio/video recording devices used by members, where applicable.

This policy does not apply to undercover operations, wiretaps, or eavesdropping (concealed listening devices).

#### 432.1.1 DEFINITIONS

Definitions related to this policy include:

**Activate** - To place a BWC in active mode (also called event mode). In active mode, the BWC records both video and audio.

**BWC media** - The video, audio, and images captured by [department/office] BWCs and the associated metadata.

**BWC media systems** - Any software, including web-based programs and mobile applications, used by the [Department/Office] to upload/download, store, view, transfer, and otherwise maintain BWC media.

**Deactivate** - To place a BWC in buffering mode (also called ready or pre-event mode). In buffering mode, the BWC records video (without audio) in short, predetermined intervals that are retained only temporarily. However, when a BWC is activated, the interval recorded immediately prior to activation is then stored as part of the BWC media. Deactivate does not mean powering off the BWC.

**Event** - A general term referring to a set of circumstances that may, but does not necessarily, correlate directly to a single public safety incident.

### 432.2 POLICY

It is the policy of the [Department/Office] to use BWCs and BWC media for evidence collection and to accurately document events in a way that promotes member safety and [department/office] accountability and transparency while also protecting the privacy of members of the public.

A violation of this policy subjects the member to discipline (Penal Code § 132.18) (see the Personnel Complaints Policy).

### 432.3 RESPONSIBILITIES

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#### 432.3.1 BWC COORDINATOR RESPONSIBILITIES

The Chief of Police or the authorized designee should delegate certain responsibilities to a BWC coordinator.

The responsibilities of the coordinator include (Penal Code § 832.18):

- (a) Serving as a liaison between the [Department/Office] and the BWC manufacturer/distributor and any third-party media storage vendor.
- (b) Developing inventory procedures for issuing and tracking BWC equipment, including properly marking BWCs as property of the [Department/Office] and recording the date each BWC is placed into or taken out of service.
- (c) Assisting with troubleshooting and maintenance of BWC equipment and media systems and, when necessary, coordinating the repair or replacement of BWCs.
  - 1. All equipment and system malfunctions and their resolutions should be documented, and maintenance and repair records should be maintained for all BWCs.
- (d) Managing BWC media systems so that:
  - 1. Access is limited to the minimum necessary authorized users and user privileges are restricted to those necessary for the member to conduct assigned [department/office] duties.
  - 2. Security requirements, such as two-factor authentication and appropriate password parameters, are in place for user credentials.
- (e) Configuring BWC media systems, or developing manual procedures, so that media is appropriately categorized and retained according to the event type tagged by members.
- (f) Retaining audit logs or records of all access, alteration, and deletion of BWC media and media systems, and conducting periodic audits to ensure compliance with applicable laws, regulations, and [department/office] policy.
- (g) Developing and updating BWC training for members who are assigned a BWC or given access to BWC media systems.
- (h) Coordinating with the community relations coordinator to (see the Community Relations Policy):
  - 1. Provide the public with notice of the [department/office]'s use of BWCs (e.g., posting on the [department/office] website or social media pages).
  - 2. Gain insight into community expectations regarding BWC use.
- (i) Coordinating with the Records Supervisor to (see the Records Bureau and Records Maintenance and Release policies):
  - 1. Determine and apply proper retention periods to BWC media. Agency legal counsel should be consulted in determining retention periods.
  - 2. Develop procedures for the appropriate release of BWC media.

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- (j) Coordinating with the Property and Evidence Office to develop procedures for the transfer, storage, and backup of evidentiary BWC media (see the Property and Evidence Policy).
- (k) Establishing a system to prevent tampering with, deleting, or copying recordings, and to ensure chain of custody integrity.
- (l) Designating the persons responsible for downloading the recorded data from the BWC.

### 432.3.2 MEMBER RESPONSIBILITIES

Every member issued a BWC is responsible for its proper use, safekeeping, and maintenance (Penal Code § 832.18).

At the beginning of each shift or period of BWC use, the member should inspect their assigned BWC to confirm it is charged and in good working order. As part of the inspection, the member should perform a function test by activating the BWC and recording a brief video stating their name, identification number, assignment, and the date and time.

Members should wear their assigned BWC on their outermost garment positioned at or near chest level and as close to the center of their body as practicable. Members are responsible for ensuring there are no obstructions and that the BWC remains in a position suitable for recording.

When a BWC is not in the physical possession of the member to which it is assigned, it should be placed on the charging dock and stored in a secure location.

Members shall report any malfunction or damage to the BWC coordinator or on-duty supervisor as soon as practicable and, if possible, obtain a functioning BWC to use either temporarily while repairs are being made to the member's BWC or as a permanent replacement.

### 432.4 BWC USE

The following guidelines apply to the use of BWCs:

- (a) Only [department/office]-issued BWCs should be used without the express consent of the Chief of Police or the authorized designee.
- (b) BWCs should only be used by the member or members to whom it was issued unless otherwise authorized by a supervisor.
- (c) The use of [department/office]-issued BWCs shall be strictly limited to [department/office]-related activities (Penal Code § 832.18).
- (d) Members shall not use BWCs or BWC media systems for which they have not received prior authorization and appropriate training.
- (e) Members shall immediately report unauthorized access or use of BWCs or BWC media systems by another member to their supervisor or the Chief of Police.

#### 432.4.1 PROHIBITIONS

BWCs should not be used to record:

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- (a) Routine administrative activities of the [Department/Office] that do not involve interactions with the public. Care should be taken to avoid incidentally recording confidential documents that the [Department/Office] has a duty to keep secure (i.e., criminal justice information).
- (b) Areas within the [department/office] facilities where members have a reasonable expectation of privacy (e.g., locker rooms or dressing areas, breakrooms) unless responding to a call for service or conducting an investigation.
- (c) Conversations of other members without their knowledge.
- (d) When a member is taking an authorized break or otherwise engaged in personal activities.
- (e) In a courtroom unless responding to a call for service or emergency situation.
- (f) Interactions with undercover officers or confidential informants.
- (g) Strip searches.

BWCs shall not be used for the purpose of embarrassment, harassment, or ridicule of any individual or group.

#### **432.5 ACTIVATION OF BWC**

Members should activate their BWC during all calls for service and the performance of law enforcement-related functions. Members are not required to activate their BWC during casual or informal contacts with members of the public that are not part of or related to law enforcement functions. However, members should activate their BWC any time a contact with an individual becomes hostile or adversarial.

Unless otherwise authorized by this policy or approved by a supervisor, BWCs should remain activated until the call for service or law enforcement-related function has concluded. A member may cease recording if they are simply waiting for a tow truck or a family member to arrive, or in other similar situations.

At no time is a member expected to jeopardize their safety to activate their BWC. However, the BWC should be activated as soon as reasonably practicable in required situations.

If a member attempts to activate their BWC but the BWC fails to record an event, the member should notify their supervisor as soon as practicable.

Officers are expected to record interactions including but not limited to the following:

- (a) Arrests and detentions, or situations where an officer reasonably believes they will effect an arrest or detention (to include traffic stops and consensual encounters made with the intent to develop reasonable suspicion to detain)
- (b) Officers assisting in an arrest or detention situation
- (c) Confrontational interactions with citizens
- (d) Vehicle or foot pursuits
- (e) Forced entries, search warrants and warrantless searches (including vehicles)

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- (a) When entry is made with or without a warrant, all officers should activate their cameras prior to making entry and continue recording until the scene has been secured. Once the location is secure, and no other circumstances warrant recording, officers may deactivate their cameras.
- (f) Suspect interrogations (including the Miranda Advisement) and witness interviews
- (g) Interviews of victims and witnesses
  - (a) Officers have no obligation to advise a victim or witness that he or she is being recorded, but may do so at their discretion.
    - (a) Witnesses: in the event a crime witness or a member of the community wishes to report or discuss criminal activity anonymously, officers have the discretion to not record.
    - (b) Victims: Officers should record interviews with crime victims, unless otherwise requested by the victim. Upon request by the victim, officers have the discretion not to record the interview. Offers may offer to avert the camera to only capture audio during the interview when doing so would facilitate obtaining the victims recorded statement.
      - (a) Domestic Violence Victims: Officers should record interviews of domestic violence victims to facilitate future prosecution and to discourage recanting of statements. Officers should also record interviews with children who witness domestic violence to gain corroborating evidence when the child is willing.
      - (b) Child Abuse and Sexual Assault Victims: Officers should not record interviews of victims, witnesses, or parents of child abuse or sexual assault during field investigations.
  - (b) In cases where a victim or witness requests they not be recorded, and the officer agrees not to record, officers shall record the request prior to turning the camera off. If the recording has already started, he /she shall record their explanation for turn the camera off prior to doing so.

At no time is a member expected to jeopardize his/her safety in order to activate a Department owned Axon Body 3 body worn video camera system. However, the recorder should be activated in required situations as soon as practicable.

Officers should activate their camera system as soon as practical upon entering the above types of events. If this is not possible the reason for the delay shall be documented in their police report. Once started, recordings should continue without interruption until the contact ends. Should an arrestee become confrontational during transport, during processing or booking, offices should reactivate their camera, if they are able to do so without compromising their safety or the safety of others. If this situation occurs, the camera shall remain on until the officer no longer has contact with the subject.

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If the body worn camera is in use during an enforcement situation and it becomes necessary to discuss issues or concerns with another officer or supervisor in private, the body worn camera may be turned off. The intention and the reason to stop the recording will be noted verbally before the body worn camera is deactivated. When the private conversation has ended, the body worn camera will be reactivated for the duration of the contact.

Video recording of individuals who are picketing, engaged in peaceful protest or First Amendment protected speech will be avoided unless the officer believes a violation of criminal law is occurring, may occur, or if the officer interacts with a participant or third party to the event.

#### 432.5.1 NOTICE OF RECORDING

Unless otherwise approved based on unique circumstances, a member should wear the BWC in a manner that is conspicuous and shall answer truthfully if asked whether they are equipped with a BWC or if their BWC is activated.

Any sworn member contacting an individual suspected of violating any law or during the course of any law enforcement related activity shall be presumed to be engaged in a criminal investigation. This presumption shall not apply to contacts with other sworn members conducted for solely administrative purposes.

Any individual contacted by a sworn Department member wearing a conspicuously mounted recording device will be deemed to have knowledge that such a contact is being recorded. Members shall not surreptitiously record another department member without a court order or unless lawfully authorized by the Chief of Police or the authorized designee.

#### 432.5.2 PRIVACY CONSIDERATIONS

Members should remain sensitive to the dignity of individuals being recorded and should exercise sound discretion with respect to privacy concerns.

When responding to a place where individuals have an expectation of privacy (e.g., private residences, medical or mental health facilities, restrooms) or to a sensitive situation (e.g., individuals partially or fully unclothed), members are permitted to mute or deactivate their BWC if it reasonably appears that the privacy concern outweighs any legitimate [department/office] interest in recording the event. Members may also mute or deactivate their BWC:

- (a) To protect the privacy of a victim or witness.
- (b) When an individual wishes to provide information anonymously.
- (c) To avoid recording a confidential informant or undercover officer.
- (d) When discussing case tactics or strategy.
- (e) During private conversations with other members or emergency responders.

Members should choose to mute rather than deactivate BWCs when practicable. Deactivation should only be used when muting the BWC will not accomplish the level of privacy necessary for the situation.

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Before muting or deactivating their BWC, the member should verbally narrate the reason on the recording. As soon as possible once the privacy concern is no longer an issue, or when circumstances change so that the privacy concern no longer outweighs the [department/office]'s interest in recording the event (e.g., the individual becomes combative, the conversation ends), the member should unmute or reactivate their BWC and verbally note that recording has resumed.

#### 432.5.3 LIVESTREAMING

Livestreaming enables authorized individuals to remotely view the audio and video captured by a member's BWC in real time. Only supervisors and [dispatchers approved by the Chief of Police or the authorized designee shall have access to livestreaming capabilities.

Livestreaming should only be activated:

- (a) For purposes of member safety when the member is not responding to their radio or there is some other indication of distress.
- (b) To assist with situational awareness or tactical decisions during a significant incident.
- (c) When requested by the member.
- (d) Administration receives a gunshot notification
- (e) Administration receives a Taser deployment notification
- (f) Administration is advised of a Priority 1 or Priority 2 call for service/incident the officer(s) are involved in

#### 432.5.4 DOCUMENTATION

Members are encouraged to provide narration while using a BWC when it would be useful to provide context or clarification of the events being recorded. However, the use of a BWC is not a replacement for written reports and should not be referred to in a written report in place of detailing the event.

Every report prepared by a member who is issued a BWC should state "BWC available" or "BWC unavailable," as applicable, and should document:

- (a) To the extent practicable and relevant, the identity of individuals appearing in the BWC media.
- (b) An explanation of why BWC media is unavailable including any malfunction, damage, or battery issue that resulted in the failure of the BWC to capture all or part of the event.
- (c) Any exigency or other circumstances that prevented the member from immediately activating the recording at the beginning of the event.
- (d) Any period of the event in which the member deactivated or muted their BWC and the reason for such action.
- (e) If livestreaming was activated during the event, the reason for livestreaming and the members who communicated or participated in the event through BWC livestreaming.

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### **432.6 DOWNLOADING BWC MEDIA**

Unless otherwise authorized by a supervisor, all media from a member's BWC should be properly downloaded and tagged before the end of their shift. BWC media related to a serious or high-profile event (e.g., search for a missing child, active shooter situation) should be downloaded and tagged as soon as practicable upon returning to the [Department/Office] (Penal Code § 832.18).

Following an officer involved shooting or death or other event deemed necessary, a supervisor should take possession of the BWC for each member present and download and tag the BWC media if the storage system does not have automatic downloading capacity (Penal Code § 832.18).

#### **432.6.1 TAGGING BWC MEDIA**

Members should tag all media captured by their BWC with their name and/or identification number, the case or incident number, and the event type. BWC media should be tagged upon downloading or, if capabilities permit tagging in the field, as close to the time of the event as possible. If more than one event type applies to BWC media, it should be tagged with each event type. If BWC media can only be tagged with a single event type, the media should be tagged using the event type with the longest retention period.

BWC media depicting sensitive circumstances or events should be tagged as restricted. BWC media should be flagged for supervisor review when it pertains to a significant event such as:

- (a) An incident that is the basis of a formal or informal complaint or is likely to result in a complaint.
- (b) When a member has sustained a serious injury or a line-of-duty death has occurred.
- (c) When a firearm discharge or use of force incident has occurred.
- (d) An event that has attracted or is likely to attract significant media attention.

Supervisors should conduct audits at regular intervals to confirm BWC media is being properly downloaded and tagged by their subordinates.

### **432.7 BWC MEDIA**

All BWC media is the sole property of the [Department/Office] (Penal Code § 832.18). Members shall have no expectation of privacy or ownership interest in the content of BWC media.

All BWC media shall be stored and transferred in a manner that is physically and digitally secure with appropriate safeguards to prevent unauthorized modification, use, release, or transfer. Contracts with any third-party vendors for the storage of BWC media should include provisions specifying that all BWC media remains the property of the [Department/Office] and shall not be used by the vendor for any purpose without explicit approval of the Chief of Police or the authorized designee (Penal Code § 832.18).

Members shall not alter, copy, delete, release, or permit access to BWC media other than as permitted in this policy without the express consent of the Chief of Police or the authorized designee (Penal Code § 832.18).

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BWC media systems should not be accessed using personal devices unless authorized by the Chief of Police or the authorized designee.

#### 432.7.1 ACCESS AND USE OF BWC MEDIA

BWC media systems shall only be accessed by authorized members using the member's own login credentials and in accordance with the Information Technology Use Policy.

BWC media shall only be accessed and viewed for legitimate [department/office]-related purposes in accordance with the following guidelines:

- (a) BWC media tagged as restricted should only be accessible by those designated by the Chief of Police or the authorized designee.
- (b) Members may review their own BWC media for [department/office]-related purposes. Members should document in their report if they reviewed BWC media before completing the report.
- (c) Investigators may review BWC media pertaining to their assigned cases.
- (d) A member testifying regarding a [department/office]-related event may review the pertinent BWC media before testifying.
- (e) Supervisors are permitted to access and view BWC media of their subordinates.
  - 1. Supervisors should review BWC media that is tagged as a significant event or that the supervisor is aware pertains to a significant event.
  - 2. Supervisors should conduct documented reviews of their subordinate's BWC media at least annually to evaluate the member's performance, verify compliance with [department/office] procedures, and determine the need for additional training. The review should include a variety of event types when possible. Supervisors should review BWC media with the recording member when it would be beneficial to provide guidance or to conduct one-on-one informal training for the member.
  - 3. Supervisors should conduct periodic reviews of a sample of each subordinate's BWC media to evaluate BWC use and ensure compliance with this policy.
- (f) The Training Manager is permitted to access and view BWC media for training purposes.
  - 1. The Training Manager should conduct a quarterly review of a random sampling of BWC media to evaluate [department/office] performance and effectiveness and to identify specific areas where additional training or changes to protocols would be beneficial. Training Committee members may review BWC media as part of their review to identify training needs.
  - 2. The Training Manager may use BWC media for training purposes with the approval of the Chief of Police or the authorized designee. The Training Manager should use caution to avoid embarrassing or singling out a member and, to the extent practicable, should seek consent from the members appearing in the BWC media before its use for training. When practicable, sensitive issues depicted in BWC media should be redacted before being used for training.

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- (g) The Records Supervisor may access BWC media when necessary to conduct [department/office]-related duties.
- (h) The BWC coordinator may access BWC media and the BWC media system as needed to ensure the system is functioning properly, provide troubleshooting assistance, conduct audits, and fulfill other responsibilities related to their role.
- (i) Recorded files may also be reviewed:
  1. Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.
  2. Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
  3. Critical Incidents: The Coalinga Police Department acknowledges that recordings taken during critical incidents from video recorders do not necessarily reflect the full extent of the nature of the event or the experience, training, analysis, threat assessment or state of mind of the individual officer's in a given incident. The images captured by the body worn camera system have limitations and may depict events differently that the events recalled by the involved officer. The device may capture images and sounds not heard or perceived by the officer. Also the officer may obtain information and sensory input not captured by the camera.
    - Officers involved in critical incidents shall notify the responding supervisor of any related recordings. If the critical incident is captured by recording and immediate retrieval of a recording is required, a supervisor shall secure all involved recording devices as soon as possible and maintain chain of custody. Investigations personnel shall coordinate the download, minimizing chain of custody exposure.
    - Officers, either as a subject or witness, who are involved in a critical incident, significant use of force, traffic collision causing injuries will be permitted to review their incident videos prior to giving a statement or writing a report. In these cases the officer will provided the following admonishment:
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  4. By media personnel with permission of the Chief of Police or the authorized designee.
  5. In compliance with a public records request, if permitted, and in accordance with the Release of Records and Information Policy.
  6. Training: Any video used for official training purposes requires the approval of the Chief of Police or authorized designee. In no event will video recordings be used for training if it would result in ridicule or embarrassment of the officer. The only exception to the previous is when required by a formal investigation or legal proceeding. In the event that video is intended to be used as training material, the involved officer (s) will be consulted. If the officer objects to the use

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of the video, the officer must do so by memo to the Chief of Police. The Chief of Police shall review the video, consider the officer's objection, and make the final determination of whether the training value of the video outweighs the officer reasons to object.

7. Field Debriefings: Supervisors intending to use body worn camera video as part of informal briefings or critiques shall first consult with the involved officer(s). In the event that an officer objects, the video shall not be used.
8. Administrative Investigations: Body Worn Camera will be administratively reviewed and may be used during investigations related to use of force, officer involved shootings, citizen complaints, and pursuits. When recordings are reviewed in this instance, the use of profanity by officers will be considered within the overall context of the incident, as well as accepted training and practices. However officers remain prohibited from engaging in discourteous, disrespectful or discriminatory treatment of the public.

Members are prohibited from using department-issued body worn cameras for personal use and are prohibited from making personal copies of recordings created while on-duty, deleting video captured on-duty, tampering/altering video captured on-duty or while acting in their official capacity.

The following are specific prohibited uses for body worn camera videos:

- (a) Rerecording of videos using other devices
- (b) Positing of official video and/or audio to any non-department sponsored social networking or other web/internet portal
- (c) Posting of body worn camera recordings on any department sponsored site without the EXPRESSED PERMISSION of the Chief of Police or his/her designee. (any video posted on a Department sponsored internet portal of any kind will therefore be considered public information)

Members are also prohibited from retaining recordings of activities or information obtained while on-duty. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording body worn cameras while on-duty.

Recordings shall not be used by any member for the purpose of embarrassment or ridicule of any employee.

Any member who may have questions regarding the application of this policy is encouraged to seek clarification from supervisory personnel.

#### 432.7.2 PUBLIC ACCESS

Unless disclosure is required by law or a court order, BWC media should not be released to the public if it unreasonably violates a person's privacy or sense of dignity or depicts the interior of:

- (a) A private residence.

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- (b) A facility that offers health care, mental health or substance abuse treatment, or social services.
- (c) A school building.
- (d) Any other building in which public access is restricted or which implicates heightened security concerns.

Requests for the release of BWC media shall be processed in accordance with the Records Maintenance and Release Policy, State Law, or for authorized legitimate department business purposes. The Records Supervisor should review BWC media before public release.

#### **432.8 RETENTION OF BWC MEDIA**

Non-evidentiary BWC media should be retained for a minimum of 60 days, after which it may be erased, destroyed, or recycled. Non-evidentiary media may be kept for more than 60 days for availability in case of a civilian complaint and to preserve transparency (Penal Code § 832.18).

Unless circumstances justify continued retention, BWC media should be permanently deleted upon the expiration of the retention period in a way that it cannot be retrieved. BWC media shall not otherwise be deleted by any person without the authorization of the Chief of Police or the authorized designee.

Records or logs of access and deletion of recordings should be retained permanently (Penal Code § 832.18).

All recordings shall be retained for a period consistent with the requirements of the organization's records and evidence retention schedule/policy, but in no event for a period less than 366 days. Specific event classifications will be held pursuant to the following schedule:

<b><u>CATEGORY</u></b>	<b><u>RETENTION DURATION</u></b>
Uncategorized	366 days
Training	366 days
Citizen Contact	366 days
Suspicious Contact, Detention, or FI	366 days
Traffic Stop	366 Days
DUI	2 years
Misdemeanor Arrest	2 years
Investigation/Evidence non UCR part 1	3 years
UCR part 1 crime (arrest or non arrest)	6 years
Critical Incident (OIS/ in custody death)	Until Manually Deleted
Internal Affairs Investigation related	Until Manually Deleted

**In the event of an accidental or sensitive personal recording using the body worn camera system, where the resulting recording is of no evidentiary value, the recording employee may request the file be deleted by submitting an email with a detailed reason for the request**

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**to the Police Commander. If the request is denied, the employee can appeal to the Chief of Police. A decision on deletion requests will be made in seven (7) calendar days from the request.**

### **432.8.1 EVIDENTIARY BWC MEDIA**

BWC media relevant to a criminal prosecution should be exported from the BWC media system and securely transferred to digital evidence storage according to established [department/office] procedures. Evidentiary BWC media is subject to the same laws, policies, and procedures as all other evidence, including chain of custody, accessibility, and retention periods (see the Property and Evidence Policy).

Evidentiary BWC media should be retained for a minimum of two years under the following circumstances (Penal Code § 832.18):

- (a) The recording is of an incident involving the use of force by an officer or an officer-involved shooting.
- (b) The recording is of an incident that leads to the detention or arrest of an individual.
- (c) The recording is relevant to a formal or informal complaint against an officer or the Coalinga Police Department.

Recordings containing evidence that may be relevant to a criminal prosecution should be retained for any additional period required by law for other evidence relevant to a criminal prosecution (Penal Code § 832.18).

### **432.9 TRAINING**

The BWC coordinator should ensure that each member issued a BWC receives initial training before use, and periodic refresher training thereafter. Training should include:

- (a) Proper use of the BWC device and accessories.
- (b) When BWC activation is required, permitted, and prohibited.
- (c) How to respond to an individual's request to stop recording.
- (d) Proper use of the BWC media systems, including downloading and tagging procedures.
- (e) Security procedures for BWC media, including appropriate access and use.

Members who are not issued a BWC but who have access to BWC media systems shall receive training on the BWC media system, including appropriate access, use, and security procedures.

### **432.10 AUDIT RESPONSIBILITIES**

The system coordinator will conduct periodic, random, audits to ensure that the body worn system is operating properly and the system is being utilized in accordance with this procedure. A CPOA representative may be appointed to monitor such audits.

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Minor infractions of this policy should be used as training opportunities rather than means to take disciplinary action. Repeated infractions of a similar nature can be used as a justification for disciplinary action.