


<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...honor, integrity, courage, respect, and compassion."</i>		<b>SUBJECT:</b> <b>"BODY WORN CAMERA RECORDING AND DIGITAL EVIDENCE STORAGE SYSTEMS"</b>		<b>ORDER NUMBER:</b> <b>69-03</b>	
		<b>PLEAC STANDARD:</b> <b>NONE</b>		<b>PAGE 1 OF 10</b>	
<b>RE-ISSUE DATE:</b> <b>4/26/2023</b>	<b>EFFECTIVE DATE:</b> <b>11/05/2015</b>	<b>REVIEW MONTH:</b> <b>NOVEMBER</b>	<b>RESCINDS:</b> <b>ALL PREVIOUS</b>	<b>REVIEW DATE:</b> <b>4/26/2023</b>	

## 1.0 POLICY

- 1.1 This policy establishes guidelines and procedures for the utilization of Body Worn Cameras (BWC) by members of the Pittsburgh Bureau of Police. Additionally, this policy establishes procedures for the retention, duplication, storage, and purging of recordings from the BWC equipment, and the procedures to be followed by the Digital Evidence Administrator for the retention, duplication, storage, and purging of recordings. All administrators and users of the Body Worn Camera systems and the Digital Evidence Storage System shall follow the procedures as set forth in the Body Worn camera and Digital Evidence policy.
- 1.2 Digital evidence captured by the BWC is not all inclusive. The system captures less broad and less detailed images than the totality of the human senses. BWC footage DOES NOT serve as a substitute for an officer's reasonable beliefs and perceptions and cannot account for an officer's physiological responses (i.e., visual tunneling or auditory exclusion) during a critical or use of force incidents. BWC footage SHOULD NOT be viewed as the only measure of truth because they may show more or less than what the officer sees, hears, or observes. BWC footage has an important, but limited, use as one of many policing tools.

## 2.0 PURPOSE

- 2.1 The purpose of the utilization of Body Worn Cameras (BWC) is to provide police officers who are equipped with BWCs a means to record events and after the fact, to afford authorized individuals the opportunity to review events as recorded by the BWC.
- 2.2 This order does not regulate the use and operation of mobile audio/video recording equipment that is permanently mounted inside of PBP-owned vehicles. Refer to General Order #69-01, "Mobile Video/Audio Recording Equipment (MVR)" in relation to MVR mounted inside of vehicles.

## 3.0 DEFINITIONS

- 3.1 Activation - Pressing the "event" button twice to begin recording audio and video with the BWC.
- 3.2 Agency Administrator - Member of the PBP identified in the Digital Evidence Storage system at the administrator level, with full access to user rights and responsible for inventory, control, and operation maintenance.
- 3.3 Authorized Individual - Authorized users are those who have been approved for access by the department and have been provided their own unique login and password.
- 3.4 Auto-Tagging/Labeling – The automatic process of uploading metadata (e.g., location, time, call type, and CCR number) from the CAD into Evidence.com, which occurred after the BWC is docked.
- 3.5 Body-Worn Camera (BWC) - Audio and/or video recording equipment that is affixed to an officer's uniform or equipment with the capability of capturing, recording, and storing information for later viewing.
- 3.6 Buffering Mode - When powered on, but not activated, the BWC captures video but not audio. The video is not stored into permanent memory until BWC activation. Once activated, the BWC will permanently store video captured prior to BWC Activation, and all audio and video captured until deactivation.

- 3.7 Deactivation- Pressing and holding the "event" button for approximately four seconds to cease audio and video recording. Upon deactivation, the BWC will enter buffering mode.
- 3.8 Digital Evidence Administrators - Members of the Pittsburgh Bureau of Police who are specifically trained in the maintenance and care of the BWC equipment, and who are trained to maintain and administer the off-site storage of the recordings. This will include all other digital evidence to be stored in the Digital Evidence Storage System.
- 3.9 End User - Members of the PBP who have been issued or assigned a BWC, and who have been given individual account access rights to the Bureau's Digital Evidence Storage system.
- 3.10 Evidence Transfer Manager (ETM) - A computer server with built-in docking stations, physically installed at PBP duty locations. The ETM simultaneously recharges the BWC equipment while digitally encrypting and uploading all data captured by an officer during his/her shift. The ETM then digitally transfers the encrypted data to the Bureau's Digital Evidence Storage system.
- 3.11 Livestream – When a member's camera is activated and recording, an authorized user may view that BWC footage in real-time via Evidence.com. Members whose BWC footage is being livestreamed will be notified immediately on the BWC LCD display and through a vibration notification (unless stealth mode is enabled). Cameras that are not activated are unable to have their footage livestreamed.
- 3.12 Official Nature – Any duty, responsibility, or action taken under color of law.
- 3.13 Oral Communication - Defined as "any oral communication uttered by a person possessing an expectation that such communication is not subject to interception under circumstances justifying such expectation." This term does not include oral communications made in the presence of law enforcement
- 3.13.1 In order to meet the definition of Oral Communication for the purposes of the governing act, the following requirements must be met:
- The oral communication is made in the presence of a law enforcement officer
  - The law enforcement officer is on duty
  - The law enforcement officer is in uniform or otherwise clearly identifiable as a law enforcement officer
  - The law enforcement officer is using an approved recording device
  - The intercepted communication is done in the course of law enforcement duties

#### **4.0 GENERAL**

- 4.1 Members shall not use the BWC equipment until they have received the proper training.
- 4.1.1 The Training Academy will maintain a record of all trained personnel.
- 4.1.2 The Training Academy shall be responsible for providing initial BWC training.
- 4.1.3 Zone-level supervisors may conduct remedial training for BWC usage.
- 4.2 Operational problems with damage to the BWC equipment shall be immediately reported to the member's supervisor.
- 4.2.1 The member must note any BWC operational problems or damage on their running sheet.
- 4.2.2 Damage to BWC equipment must also be reported on PBP Form #81.0, "Lost/Stolen/Damaged Uniform or Equipment Claim".
- 4.3 The BWC shall be mounted in a position that enables it to capture as much video evidence as possible. The member shall test for proper location daily prior to use.
- 4.4 If the BWC equipment is damaged, it will be sent to the Digital Evidence Administrator. The Digital Evidence Administrator will ensure that the BWC equipment is repaired or replaced as necessary.

4.5 Lost, stolen, or damaged BWC equipment shall be reported on PBP Form # 81.0, "Lost/Stolen/Damaged Uniform or Equipment Claim."

## **5.0 LEGAL REQUIREMENTS**

5.1 Members shall abide by the following legal requirements governing the use of BWC equipment:

5.1.1 Members shall not use BWC equipment unless acting in the performance of their official duties, whether on-duty or working authorized secondary employment details.

5.1.2 Members shall only use Bureau issued BWC equipment, which has been approved for use in accordance with the Pennsylvania Bulletin.

5.1.3 Members shall ensure that they are clearly identifiable as a law enforcement officer. This requirement is satisfied if the member is in uniform and operating a marked patrol vehicle, or by other means approved under General Order #21-01 "Personal Appearance of Uniformed Personnel" and General Order #21-02, "Personal Appearance of Non-Uniformed Personnel," and as governed by Pennsylvania legal precedent.

5.1.4 Only oral communications occurring in close proximity to the member may be recorded. This legal requirement is satisfied by the current range settings of the wireless microphone.

5.1.5 Member shall inform all individuals identifiably present as soon as reasonably practical, that their oral/video communications will be or have been intercepted and recorded.

## **6.0 WEARING OF THE BWC**

6.1 The BWC is designed to be worn on the member's outermost garment, at chest level, which is the best position to maximize the BWC field of view and facilitate ease of BWC operation based on the clothing/equipment worn by the member.

6.2 Members shall not intentionally obscure the view of their BWC.

6.3 The BWC shall be powered on at all times while worn, unless otherwise stated in this policy.

6.4 The BWC shall not be utilized off-body as a surveillance tool.

6.5 All uniformed PBP members are required to wear the BWC.

## **7.0 BWC MAINTENANCE AND BATTERY LIFE**

7.1 Members shall perform a function and battery test of the BWC to ensure the BWC is in working order and the battery is fully charged in accordance with training prior to beginning each shift.

7.2 Members shall routinely monitor the battery level and status of the BWC through the LCD display on the top of the camera during their tour of duty.

7.2.1. If the status bar indicates that a battery is below 33%, members should charge the BWC immediately.

7.2.2. During extended periods where BWC Activation is not anticipated (e.g., arrest processing, report writing, etc.), members may charge their BWC.

7.3 Members are required to keep their issued BWC unit charged and ready to deploy.

7.4 Each member will ensure that the assigned BWC equipment is connected to an Evidence Transfer Manager docking station, provided at each duty location, at regular intervals.

## **8.0 MANDATORY RECORDING**

8.1 Unless unsafe or impractical to do so, all members (not just the primary unit) present, dispatched, or otherwise participating in any of the below-listed activities must activate their BWC:

8.1.1 Immediately following the dispatch of a call for service and/or en route for all calls for service all members shall activate their BWC.

8.1.2 Immediately when engaging in or encountering an activity that is investigative or enforcement-related in nature all members shall activate their BWC.

8.1.3 PBP members are required to record all citizen encounters of an official nature.

8.1.4 PBP members are required to record when operating their vehicle in emergency response mode.

8.1.5 Warrant services and barricaded subject situations.

8.1.5.1 Pursuant to the *Home Rule Charter*, members shall wear a body camera, keep the law enforcement officer's body camera on, and record video on the law enforcement officer's body camera:

- When the law enforcement officer conducts a search;
- For a minimum of five minutes before and after the execution of the warrant; and
- During any period that involves a subsequent arrest or search of a person or property.

8.1.6 Federal Task Force Officer and Undercover Officers

8.1.6.1 Members deputized as federal task force officers (TFOs) (e.g., ATF, FBI, DEA, etc.) shall follow this policy.

8.1.6.2 Members assigned to support federal agents who are on-scene assisting an operation involving agents from the ATF, FBI, DEA, etc. shall follow this policy

8.1.7 Members assigned to undercover units, while working in an undercover or plainclothes capacity, shall wear and activate their BWC in accordance with this policy unless they have the expressed approval of their supervisor.

*NOTE: If exigent circumstances prevent a member or supervisor from activating the BWC prior to responding to a call for service or an encounter with the public, the member shall activate the BWC as soon as the exigency subsides.*

*NOTE: Members conducting a strip search shall comply with General Order 45-01 "Strip and Body Cavity Searches" and, in addition to the provisions of that policy, will record these events for the protection of all parties. Strip searches will be documented in a stand-alone video, which will only be viewed for official purposes by the case investigators, and their respective supervisors.*

## **9.0 EXCEPTIONS TO RECORDING**

9.1 A member is not required to activate the BWC during contact with a confidential informant or undercover officer unless another member of the public is present.

9.2 When victims, witnesses, or other individuals wish to make a statement or share information during a voluntary interaction with police but refuse to do so while being recorded, members may deactivate the BWC in order to obtain the statement or information. If the encounter begins when the BWC is not actively recording, the member may, but is not required to, temporarily activate the BWC for the sole purpose of documenting the person's request they not be recorded.

9.3 A member who does not activate the BWC as directed by this policy shall be prepared to document the reason that the BWC was not activated on PBP Form #54.0, "Special Report" to their commander, if asked and as soon as possible after the incident concludes, and submit the report through the member's first-line supervisor by the end of the member's tour of duty.

- 9.4 A member who interrupts or terminates a BWC recording in progress shall be prepared to document the reason that the BWC was interrupted or terminated on PBP Form #54.0, "Special Report" to their commander, if asked and as soon as possible after the incident concludes, and submit the report through the member's first-line supervisor by the end of the member's tour of duty.
- 9.5 Inside a medical facility, members shall not activate the BWC until just prior to meeting with the complainant/victim on a call for service or when encountering an on-view incident which would require BWC activation under this policy.
- 9.5.1 Members shall be aware of patients' rights to privacy when in hospital settings. Members shall not record patients during medical or psychological evaluations or treatments. When recording in hospitals and other medical facilities, members shall avoid recording persons other than the person of interest or recording medical documents.
- 9.5.2 However, as in any setting, if confronting a violent or assaultive suspect, or in an anticipated use of force instance, the member shall activate the BWC in advance of the encounter or as soon as reasonably practicable.
- 9.6 Members are prohibited from recording in the intake area of the ACJ or any detention facility.
- 9.7 Members shall not activate the BWC to record any court proceedings unless confronting a violent or assaultive suspect, in an anticipated use of force instance, or when directed to take enforcement action by an agent of the court.
- 9.8 Members may power off their BWC when investigating bomb threats or suspicious packages due to concerns that radio transmissions or BWC Bluetooth transmissions could potentially cause a detonation.
- 9.9 PBP personnel shall not record during routine administrative activities or non-work-related personal activity.
- 9.10 Members will not record the preliminary statements taken from victims in sex assault investigations. Members shall ensure that their BWC is deactivated to taking any such statement and will narrate that this is the reason prior to deactivation.

#### **10.0 ENDING A RECORDING**

- 10.1 Once recording with a BWC has been initiated (including instances of automatic Activation), members shall not end the recording unless:
- 10.1.1 The event or encounter has fully concluded, or approval has been given by a supervisor
- 10.1.2 The member has cleared the encounter
- 10.1.3 The member is expressly authorized under this policy to deactivate or Power Off the BWC
- 10.2 Prior to Deactivating the BWC, the member shall state orally into the BWC the reason for deactivation.
- 10.3 When in doubt, members shall continue to record the interaction if it is reasonable to do so.

#### **11.0 UPLOADING, CATEGORIZING, AND TITLING BWC DATA**

- 11.1 Members are responsible for uploading all BWC data by the conclusion of the member's tour of duty.
- 11.2 Prior to the end of the member's tour of duty, the member shall ensure that BWC data is categorized and titled with the following information:
- 11.2.1 The title of the video shall be the location or any other related information.
- 11.2.2 The category of the video shall be listed as the highest-grade offense charged, if applicable, or the call type.
- 11.2.3 The CCR number shall be entered in the "ID" block.

11.3 The AXON Body 3 is equipped with the auto-tagging/labeling feature which will automatically upload metadata from the CAD following BWC docking.

11.3.1 Auto-tagging/ labeling will only occur if a member is on a CAD call for service.

11.3.2 Auto-tagging/labeling information may be edited by using the AXON View application prior to BWC docking or within Evidence.com following upload.

## **12.0 AXON RESPOND AND LIVESTREAM CAPABILITIES**

12.1 A member's BWC may livestream a recording via Evidence.com in order to be viewed by assigned personnel in real-time. Only authorized users designated by the Computer Operations Unit shall utilize the livestream feature. The Computer Operations Unit shall assign livestream permissions to RTCC.

12.2 The Real-Time Crime Center (RTCC) may livestream BWC footage in order to assist a member, to deploy additional resources, etc. Instances where the RTCC may Livestream a BWC include, but are not limited to:

12.2.1 An ongoing critical incident

12.2.2 Active shooter situations where command requires multiple viewpoints to coordinate a safe response

12.2.3 A hostage/barricade situation

12.2.4 At a member's request

12.2.5 Anytime the livestreaming of a member's BWC could reasonably help facilitate the safe resolution of an encounter.

12.2.6 The details of all access to the Livestream feature are automatically recorded in the Audit Log of any corresponding BWC recording(s). However, the member shall be notified over the radio, as soon as reasonably possible, that their BWC is being livestreamed.

12.2.7 RTCC personnel shall not Livestream the BWC of another member for purposes not related to operational necessity and should be prepared to document said necessity when asked.

*NOTE: The use of Axon Respond functionality alone to initiate internal discipline is prohibited by this policy.*

## **13.0 GPS FUNCTIONALITY**

13.1 A member's BWC includes GPS functionality, which is only available upon BWC activation.

13.2 A member's location will be visible on a map and available for authorized users when the BWC is activated.

## **14.0 AUTOMATIC ACTIVATION: SIGNAL SIDEARM (APPLICABLE ONLY IF INSTALLED HOLSTER)**

14.1 BWCs are paired with a Signal Sidearm wireless device that is housed on the member's firearm holster and on the member's CEW. When the member's firearm drawn from their holster or the member's CEW switched on, the Signal Sidearm will automatically Activate the member's BWC.

14.2 The firearms section will install the Signal Sidearm to member's holsters to ensure that the integrity of the holster is not comprised and that the devices are properly paired. Depending on the type of holster the officer uses we may not be able to properly secure the Signal Sidearm to the holster.

14.3 The Signal Sidearm device may be deactivated prior to a member un-holstering their firearm and CEW for administrative purposes. Members shall reactivate the Signal Sidearm device if the administrative un-holstering occurs while the camera is still powered on.

14.4 BWC Activations triggered by the Signal Sidearm will be audited in Evidence.com. Members will deactivate their BWC manually following an automatic activation as directed in this policy.

14.5 Accidental activations (e.g., administrative un-holstering without deactivating the Signal Sidearm) shall be memorialized verbally in the member's BWC and associated footage shall be titled as an accidental activation. Members may seek deletion of that footage following the procedures found in this policy.

## **15.0 REVIEW OF RECORDINGS**

15.1 Video and audio captured via the BWC will be used for official purposes only.

15.2 Each event must be categorized, according to the procedures established within the Bureau's Digital Evidence Storage system, according to event type so that proper retention periods will be applied.

15.3 The use of the BWC shall be recorded in the appropriate section of PBP reports, and in the remarks section of citations.

15.4 Officers may use media captured via the BWC to assist with investigations and the completion of required reports.

15.5 Using the capabilities of the Bureau's Digital Evidence Storage system, officers may add markers and/or create clips in order to assist investigators and/or prosecutors.

15.6 Officers may use media captured on the BWC for training purposes, with proper authorization from the Chief of Police, or their designee. Additionally, Field Training Officers may use media captured via the BWC to provide immediate training to recruits and to assist with the completion of the Daily Observation Report (DOR).

15.7 For educational purposes or to evaluate a recruit performance while in a training environment and Officers-in-Training or while in the field in order to assist the Police Bureau in making an educated, data-driven decision with regards to continued employment.

15.8 Anytime an officer/supervisor views a BWC video on Evidence.com, he/she must list the reason for the viewing in the note section of the video page.

## **16.0 CRITICAL INCIDENTS**

16.1 Following the Public Safety Statement, a shift supervisor shall, when reasonable to do so, direct all involved and witness officers to cease recording and then physically collect the Body-worn Camera system(s) of said officers. These cameras will be turned over to the Major Crimes Commander or their designee

16.1.1 The Major Crimes Commander shall ensure all BWC footage is uploaded as soon as possible.

16.2 The PBP shall limit the viewing of Body Worn Camera (BWC) recordings by any officer at the scene unless there is a public safety need to identify or search for suspect(s) and/or involved vehicles that may have left the scene.

16.3 Involved officers will be afforded the opportunity to review any available BWC, MVR, or other audio or video in the presence of legal counsel and Investigators prior to giving a statement.

16.4 Following the upload of footage into Evidence.com, the BWC units may be returned to the involved and witness officers unless they have additional evidentiary value as determined by investigators.

16.4.1 Members should not be returned to duty until they have had either their BWC units returned, or a replacement unit issued.

## **17.0 SUPERVISORY RESPONSIBILITIES**

17.1 Supervisors shall review BWC footage under the following circumstances:

17.1.1 Police vehicle collisions

- 17.1.2 Subject resistance review
- 17.1.3 FCSSR review
- 17.1.4 Bureau injury investigation
- 17.1.5 In the investigation of an alleged or suspected violation of a General Order for the past 120-day period.

17.2 Supervisors may review BWC footage for reporting accuracy for the past 120-day period.

17.3 Any member who is monitoring or a performance improvement plan is subject to supervisory BWC review related to performance during that period.

## **18.0 DUPLICATION/RETENTION**

18.1 Any and all data and recordings collected by the BWC equipment are the exclusive property of the PBP and will be considered investigative materials. The recordings produced on the BWC equipment are property of the Pittsburgh Bureau of Police and will be subject to PBP policies regarding the viewing, release, retention and destruction of such evidence.

18.2 Members will not duplicate, copy, or otherwise possess any such data or recordings for any personal reason.

18.3 Members shall not allow non-sworn personnel to view the BWC recordings without permission from his/her immediate supervisor. Governmental employees who are directly involved in the investigation and/or prosecution of a criminal case related to the digital evidence, or who are previously authorized to interact with PBP evidence (example – OMI, Administration, Law Department, District Attorney) are exempted from this restriction.

18.4 Members will ensure that all care is taken to prevent unauthorized persons from viewing the digital recordings. Any unauthorized use of the recordings will subject the member to disciplinary action. This includes, but is not limited to, the uploading or converting of the digital evidence for posting to any type of social media without the express permission of the member's supervisor.

18.5 Mandatory Retention: The following types of incidents recorded on BWC equipment shall be retained and processed as evidence by the Digital Evidence Administrator in accordance with this regulation as soon as practical, using the capabilities of the Bureau's Digital Evidence Storage system.

18.5.1 Incidents which may result in the filing of any grading of charges.

18.5.2 Incidents which can foreseeably become the subject of civil litigation against the PBP or its personnel, including, but not limited to, patrol vehicle crashes, pursuits, critical incidents, incidents involving use of force, and incidents involving verbal complaint(s) against the PBP or its personnel.

18.5.3 Recordings shall be retained pursuant to a Litigation Hold directive issued by the City Law Department and continue to be retained until such directive is lifted by the Law Department.

18.6 Requests for Retention: Any member who believes that the retention of a recording not specifically required by this regulation is advisable, shall notify the Digital Evidence Administrator as soon as possible. Digital Evidence Administrator shall evaluate each request in accordance with this regulation.

18.6.1 All requests for duplication/retention are to be requested on PBP Form #69.10, "Mobile Video/Audio Recording Request Form" found in the Police Officer's Toolkit on the "I" drive. The completed form must be sent to the Digital Evidence Administrator.

18.6.2 When properly requested and approved, the Digital Evidence Administrator will duplicate the recording of the incident from the Bureau's Digital Evidence Storage system and ensure its delivery to the requesting officer in a timely manner. PBP Form #69.10 will specify the reason that the recording is requested (example – court), and the date that the recording is needed.

## **19.0 DIGITAL EVIDENCE ADMINISTRATOR**



- 19.1 The Digital Evidence Administrator shall be responsible for the retention, duplication and purging of video recordings. The Digital Evidence Administrator shall also ensure recordings of incidents are maintained in accordance with this policy and General Order #36-01, "Evidence Procedures".
- 19.2 The Digital Evidence Administrator shall ensure that the below-listed recordings are identified and retained in accordance with this policy. Electronically retained recordings shall be retained until the case is adjudicated or there is a court order, unless otherwise indicated below:
- 19.2.1 Recordings requested to be preserved by a member on the recording, a supervisor, or the Office of Municipal Investigations (OMI), where the recording may be necessary for use in any criminal or forfeiture proceeding.
- 19.2.2 Recordings requested to be preserved by a supervisor, the OMI, or the City Law Department, where the recording may be necessary for use in any civil, administrative, or disciplinary proceeding. The recording shall be retained until destruction is authorized by the requester.
- 19.2.3 Recordings requested to be preserved by any individual who is a participant on the recording for use in any criminal proceeding. Such requests must be in writing to the Chief of Police, and should contain the date, time, and location of the recording and the names of the parties involved.
- 19.2.4 Recordings requested to be preserved by any individual who is a participant on the recording for use in any civil proceeding in which the City and/or its personnel are a party. Such requests must be in writing, and should contain the date, time, location of the recording, and the names of the parties involved. Notice of the request shall be immediately provided to the City Law Department and the recordings shall be retained for a minimum of two (2) years from the date of the incident and shall not be destroyed without the permission of the City Law Department.
- 19.2.5 If recordings are the subject of a subpoena, court order, or request for pretrial discovery or inspection, copies of the recording shall be furnished to the requester in accordance with existing PBP policies.
- 19.2.5.1 In criminal cases, notice shall be provided to the prosecuting attorney.
- 19.2.5.2 In civil cases in which the City and/or its personnel are a party, notice shall be immediately provided to the City Law Department. The recordings shall be retained for a minimum of two and one-half years from the date of the incident and may not be destroyed without the permission of the City Law Department.
- 19.3 All non-law enforcement related requests must be described in writing via a letter as per the standards set forth in Title 42, Ch. 67A, (Recordings by Law Enforcement officers) to the ~~office of the Deputy Chief~~ Office of Open Records where it will be reviewed.

## **20.0 DELETION OF UNINTENTIONAL RECORDINGS**

- 20.1 In the event of an unintentional activation of the BWC system during non-enforcement or non-investigative activities, (example – restroom or meal break), or in other areas where a reasonable expectation of privacy exists, officers may request that the Digital Evidence Administrator delete the recording. A memorandum detailing the circumstances of the unintentional recording will be forwarded via the chain of command to the Chief of Police by means of a PBP Form #69.30, "Body Worn Camera – Recording Deletion Form".
- 20.2 Any video recorded by the Agency Administrator while diagnosing problems with a BWC will be marked test and can be deleted by the Administrator without a memo to the Chief of Police or their designee.

## **21.0 FACIAL RECOGNITION**

- 21.1 The PBP does not use facial recognition software or programs that integrate with the BWC system.

## **22.0 ADHERENCE TO POLICY**

- 22.1 Failure to adhere to this policy may result in disciplinary action.

Approved By:



Thomas A. Stangrecki  
Acting Chief of Police