3XX.00 BODY WORN CAMERA PROGRAM

SCOPE AND PURPOSE

The Department has adopted the use of Body Worn Cameras (BWC) to enhance our citizen interactions and provide additional investigatory evidence. The department recognizes that BWC images have a limited field of view and cannot always show the full story, nor do video images capture an entire scene. The use of body worn cameras does not reduce the requirement to provide thorough written documentation of an incident.

3XX.01 Program Objectives

A. It is the intention of the Dallas Police Department to utilize body worn cameras in a manner that is fair and equitable toward employees and citizens.
B. The Dallas Police Department has adopted the use of body worn cameras in order to accomplish several objectives. These objectives include, but are not limited to:
   1. Enhance department transparency to the public.
   2. Enhancement of officer safety.
   4. Enhance officer training.
   5. Protection from false claims of impropriety.
   6. Provide accurate documentation of events, actions, conditions, and statements made during arrests and critical incidents.
   7. Document the quality of service provided by police officers.
C. Body worn camera recordings will be used for legitimate law enforcement purposes only and in accordance with applicable law and Departmental policies.

3XX.02 Definitions

A. The AXON Flex camera system - a wearable camera system with multiple mounting options on an officer’s uniform designed to record audio and video interactions by officers while in performance of their duties. The camera components are designed for use in tough environmental conditions encountered during day to day law enforcement activities. The Flex system is designed to record events in real-time for secure storage, retrieval, and analysis through the EVIDENCE.com website. The AXON Flex system is composed of three main parts:
   a. AXON Flex Camera - 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. If the camera is full (has reached its storage limit), the camera will not record over previous video but instead stops recording.
   b. AXON Flex Controller - enables you to turn the unit on, begin recording, stop recording, and turn the unit off. The controller features LEDs to indicate the operating mode and battery capacity.

<table>
<thead>
<tr>
<th>Operation LED</th>
<th>Operating Mode</th>
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<tbody>
<tr>
<td>Blinking Red</td>
<td>Recording</td>
</tr>
<tr>
<td>Blinking Green</td>
<td>Buffering</td>
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<tr>
<td>Solid Red</td>
<td>Booting Up</td>
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<tr>
<td>Blinking Yellow</td>
<td>The Cable is Disconnected</td>
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   c. AXON Evidence Transfer Manager (ETM) – also referred to as a docking station. When the AXON camera and controller units are placed into an ETM, video evidence is automatically downloaded to EVIDENCE.com.
B. The AXON body camera system – is a camera that is worn on the officer’s chest. This camera incorporates the DVR unit and Controller unit into one piece of equipment and has the same functions and capabilities as the AXON Flex camera system.
C. Division BWC Administrator – The supervisor assigned primary responsibility for the BWC program at the Division level.
D. BWC Coordinator – A supervisor on any watch trained to handle BWC responsibilities. Includes the Division BWC Administrator.
E. Department BWC Administrator- Individual or Unit with Department-wide responsibility for the BWC program.
F. Law Enforcement Activity- any activity that is in furtherance of a law enforcement goal. These can include traffic stops, pedestrian stops, call for service, follow up investigations, interviews, searches, crowd incidents, protests and arrests.

Each Division/Section/Unit utilizing BWCs will designate a supervisor as a Division BWC Administrator. The Division BWC Administrator is responsible for the overall operation of the BWC equipment/videos at their level. This supervisor has primary responsibility for video operations and training coordination at the Division level.

3XX.03 General Procedures

A. All audio/video captured during the scope of an officer’s duties are the property of the Dallas Police Department and are subject to departmental policies and applicable laws regarding viewing, release, retention, and destruction.
Dallas Police Department General Order
3XX.00 Body Worn Cameras

1. Prior to using a BWC, officers shall receive Department approved training on the proper operation and the Department’s policy with respect to its use. Additional training shall be provided at periodic intervals to ensure the continued effective use of the equipment and to incorporate changes, updates, or other revisions in policies and equipment.

2. BWC and related equipment is the responsibility of the individual officer and will be used with reasonable care to ensure proper functioning. Malfunctions shall be brought to the attention of the officer’s supervisor as soon as possible so that at a replacement unit may be assigned. Officers shall inspect and test their body worn camera prior to each watch to verify proper functioning and shall notify their supervisor of any problems.

3. In the event that a body worn camera is lost the officer shall immediately notify his/her supervisor.

4. Officers who wish to purchase their own body worn camera must purchase the same camera the city uses for purposes of compatibility. The purchase will be done through the city to ensure the video produced is properly segmented and stored. The department will purchase and maintain the license for the body worn camera.

5. Personnel will not remove, dismantle or tamper with any hardware and/or software component or part of a body worn camera.

6. Officers will not edit, alter, erase, duplicate, copy, or otherwise distribute in any manner body worn camera recordings without proper authorization.

7. Personnel will not make copies of any body worn camera file or screen shot for their personal use and are prohibited from using a recording device such as a phone camera or secondary video camera to record such.

8. Under no circumstances will audio/video evidence be converted for personal use. Accessing, copying, editing or releasing recordings or depictions of recordings without proper approval is strictly prohibited.

9. Officers assigned a body worn camera may use the camera at approved off-duty employment, but only in compliance with Department duties. Officers will download all evidence recorded during their off-duty employment no later than during theirnext regularly assigned on-duty shift or when directed by a supervisor.

10. Non-department personnel shall not be allowed to review recordings unless pursuant to written consent of the Chief of Police. Recordings may be reviewed by other law enforcement agencies with supervisor approval.

11. Officers are encouraged to inform their supervisor of any recording that may be of value for training purposes.

B. Officer Responsibilities

1. Officers will request additional instruction as needed from a supervisor if they have questions relating to the correct operation of the equipment.

2. At the beginning of each shift officers will ensure:
   a. That the BWC is fully charged and operational.
   b. That the BWC is secured to their uniform as trained.

3. Prior to the end of each shift officers will ensure:
   a. Video evidence is properly categorized for retention on the server. (Arrest, Pursuit, Citation, Offense, etc.)
   b. That the camera is synced and docked for downloading video.
   c. Indicate in their offense/arrest reports and citations the existence of any body worn camera video.

4. Officers will inform their supervisor of any video that has significant evidentiary value or that may be utilized for training purposes.

C. Supervisory Responsibilities

1. Supervisors shall ensure that officers assigned a body worn camera utilize them in accordance with policy and procedure.

2. Supervisors will ensure videos related to critical incidents are uploaded to corresponding digital files and tagged for retention as soon as practical.

3. Supervisors may have the ability to resolve citizen complaints by reviewing video captured by an officer’s body worn camera. In those circumstances where a complaint is resolved with no further action needed, the supervisor shall document their review.

4. Supervisors, when reviewing video should look for training opportunities to enhance officer performance. In addition, any video believed to benefit recruit and/or in-service training should be forwarded through the chain of command to the police academy.

5. Minor infractions of policy or procedure will be handled as a training issue and supervisors should use the opportunity to counsel with employees to ensure no future violations occur.

3XX.04 When and How to Use the Body Worn Camera

A. Officers will utilize the BWC in the following circumstances:

1. Officers will activate their body worn camera to record all contacts that are conducted within the scope of an official law enforcement capacity, including but not limited to:
   a. Before any enforcement stop, pedestrian or vehicle, officers will activate the body camera upon exiting the police vehicle. An officer may activate the camera any time prior to exiting the vehicle. If the BWC cannot be activated upon exiting the police vehicle, it will be activated as soon as practical and safe to do so.
   b. Upon arrival when on any call for service. Officers may activate the camera while enroute to a call destination if they deem it necessary.
   c. During non vehicle pursuits (foot, bike, T3, etc.) as soon as the officer can do so safely.
   d. During vehicle pursuits in vehicles without in-car DVR systems, as soon as the officer can do so safely.
   e. Upon arriving to all crime in progress calls as soon as the officer can do so safely.
   f. During the execution of a warrant or “knock and talk” operation.
Dallas Police Department General Order
3XX.00 Body Worn Cameras
Revised

3XX.00 Body Worn Cameras

3XX.05 Prohibited use of BWC Equipment

A. In any situation where individuals have an expectation of privacy such as bathrooms and locker rooms, unless it is required to capture evidence for criminal investigation.

B. The use of BWCs in a hospital or doctor’s office setting will be limited to investigative use only. Officers will not record a patient’s medical interaction and procedures with hospital or medical personnel unless all parties are aware that a recording is taking place and it is needed as evidence.

C. When on break or otherwise engaged in personal activity.

D. During administrative investigations.

E. Images of undercover officers or confidential informants will not be recorded, unless requested by the undercover officer or their supervisor in the furtherance of an investigation.

F. During any work related meetings, details or conversations of fellow employees without their knowledge during non-enforcement related activities.

G. Any personal conversations of or between another department member or employee without the recorded members/employee’s knowledge or permission.

H. Officers will use only the department issued body worn camera.

3XX.06 Retention, Storage and Handling of Videos

A. Public Information Act requests for videos will be handled in accordance with Chapter 552 of the Texas Government Code and departmental procedures.

B. All video will be maintained for a minimum of 90 days. If the video has not been categorized as one which is to be retained it will automatically be deleted after 90 days.

C. Video recording hardcopies will only be created for official reasons, to include:
   1. Criminal evidence.
   2. Public Information Act (Open Records) requests.
   3. Internal Affairs Division requests.
   4. Approved Training Section requests.
   5. Other if approved by the Division Commander.

D. BWC recordings will not be provided to anyone outside of the Dallas Police Department unless the recording is requested through the proper Public Information Act request process or through a Criminal Justice request received on a completed and approved request form.
Dallas Police Department General Order
3XX.00 Body Worn Cameras

E. The Open Records/Records Management Unit will set charges for duplications of videos for Public Information Act requests.
F. During any administrative or criminal investigation the person conducting the investigation shall allow the involved officer to review video involving the incident captured by BWC equipment worn by the officer or another officer.
G. Copies of recordings not involving pending criminal action, civil litigation, or internal investigations may be used for training purposes with the approval of the Training Division Commander.

This order is effective ________________ and will be incorporated into the General Orders as a change by section insert.

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David O. Brown
Chief of Police