

MESA POLICE Department Policy Manual	<h1>On-Officer Body Camera Program</h1>	DPM 3.4.35 Effective Date 02/20/2013
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1. PURPOSE

This order establishes the Mesa Police Department (MPD) operational and submission guidelines for the "On-Officer" Body Camera (OBC) Pilot Program, which will be implemented for one year ending October 01, 2013.

2. DEFINITIONS

On-Officer Body Camera

- The only approved on-officer body camera authorized by the Mesa Police Department is the Taser **Axon**.
- The on-officer body camera is an audio/video recording system worn and used by officers to document police related incidents.
- Any other video cameras used by officers for law enforcement activity:
 - Will be approved by the Division Commander or affected Assistant Chief.
 - Will adhere to protocols outlined in **DPM 3.4.15** Evidentiary Recordings.
 - Irrespective of the source, the video or audio recordings remain the property of the Mesa Police Department.

Operation Mode Definitions

- **Normal (Buffering) Mode:** The on-officer body camera continuously loops video recording for up to 30 seconds before recording is started by officer. Records video only (no audio) while buffering.
- **Event Mode:** The mode which activates the on-officer body camera.
- **ATC:** Axon Tactical Computer. Mounted on a belt, holster or concealed on the officer's uniform.
- **ETM:** Evidence Transfer Manager. The docking station that uploads data and recharges the ATC.

3. GENERAL GUIDELINES

Operational Guidelines

- The on-officer body camera and accessory kit will be assigned by the Department Program Administrator and maintained by the individual officer.
- Officers will inspect the on-officer body camera for any physical damage and ensure the device is in working order at the beginning of the shift. Any damage will be reported and documented as outlined in **DPM 1.8.5 MPD Buildings and Property**.
- Prior to going into service with an on-officer body camera, officers will ensure they are wearing an authorized uniform, clearly identifying them as a Mesa Police Officer, unless otherwise authorized by Division Commander.

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- Officers will make every effort to place the on-officer body camera in the Event Mode as soon as practical during a given situation.
- On-officer body camera recordings will be used for official Department purposes only.

Use Guidelines

Activation:

- When practical, officers will make every effort to activate the on-officer body camera when responding to a call or have any contact with the public. This may include, but is not limited to, the following event(s):
 - Traffic Stops and citizen contacts.
 - Impaired driver investigations.
 - Vehicle pursuits and Failure to Yield incidents.
 - Accident scenes.
 - All calls for service.
 - Transportation of any prisoner(s) or citizens for any reason.
 - Any time an officer deems it is appropriate to record.
 - All searches (Persons, Vehicles, Structures, etc.).
 - Statements made by subjects, victims, and witnesses.
 - Advising an individual of his/her Miranda rights.
 - During interrogations.
 - Other legitimate law enforcement activity.
- Once on, officers will continue to record until the completion of the event, or they have left the scene except for instances outlined in this order.
- Additional arriving units to a scene assigned an on-officer body camera will begin recording as soon as practical, and continue to record until the completion of the event, or they have left the scene (this includes recording of statements).
- Consideration may be given when a victim requests not to be recorded or when circumstances warrant.
 - Contact an on-duty supervisor for resolution, if needed.

Review:

- Officers may use media captured via the on-officer body camera to assist with the investigation and completion of reports.
- Officers involved in an officer involved shooting incident may review media captured from an on-officer body camera before making any statements.
- Officers may review media captured from an on-officer body camera before making any statements in an Internal Affairs investigation.

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- Officers may use media captured via the on-officer body camera for training purposes, with proper authorization from the investigative unit assigned the case.

Restrictions

- In accordance with **DPM 1.4.30** Tape Recording Protocols, members **shall not** make surreptitious recordings of conversations with other Department members except:
 - When necessary in a criminal investigation; or
 - Unless approved by Chief of Police.
- The on-officer body camera will not be intentionally activated to record conversation(s) of fellow employees with or without their knowledge during routine, non-enforcement related activities.
- Members will advise other Department members and/or other criminal justice personnel (prosecutors, judges, or other law enforcement personnel) when an on-officer body camera is recording.
- Do not record:
 - While on employee breaks.
 - Report writing.
 - Discussing a case with other officers.
 - During other administrative functions.
 - During general discussions with employees.
 - During personal activities.
- The on-officer body camera will not be activated in places where a reasonable expectation of privacy exists, such as dressing rooms or restrooms.
- Members shall not record confidential informants or undercover officers.
- Accessing, copying, posting or releasing on-officer body camera recordings for other than official law enforcement purposes are prohibited and subject to discipline.
- Dissemination of information will be:
 - For criminal justice purposes only.
 - For training purposes only when approved by a Division Commander.
- Officers shall not make copies of any on-officer body camera recording for their personal use.
- Recording copies can be requested through public records request as outlined in **DPM 3.3.70 Public Records Request Protocols.**

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4. STORAGE, DOCUMENTATION & RETENTION PROTOCOLS

Storage/ Evidentiary Guidelines

- All on-officer body camera recordings shall be retained and stored in **www.Evidence.com**.
- At the end of shift, officers shall place the Axon Tactical Computer (ATC) into the docking station called an Evidence Transfer Manager (ETM) to transfer the data into **www.Evidence.com**.
 - Do not remove ATC from docking station (ETM) until data is uploaded and the battery is fully charged.
 - This clears the ATC memory from existing data.
- Do not erase, alter or tamper with any ATC or collected data.
- Once the data is uploaded into **www.Evidence.com** in its entirety, the officers assigned the body camera (Axon Users) will tag the segments of **evidentiary value** with:
 - The applicable category type; and
 - The DR or event number.
- All other on-officer body camera data of **non-evidentiary** value will be:
 - Tagged in **www.Evidence.com** by the Axon User with the applicable category type.
 - Disposed of in accordance with **DPM 3.4.15 Evidentiary Recordings**.
- Evidentiary copies of on-officer body camera digital recordings can be copied at **www.Evidence.com**.

Deleting Body Camera Recordings

- Members requesting a file to be deleted will submit a memo of explanation to their Division Commander.
- The affected Division Commander will make a determination and forward the memo to the Department Program Administrator to complete the request through **www.Evidence.com**.
- The memos will be retained by the Department Program Administrator.

Documentation & Reporting

General Guidelines:

- On-officer body camera recordings are intended to supplement Department reports. Submitted reports are still required to capture the totality of the event.
- When the on-officer body camera is used in any investigation or during a police contact:

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- Its use will be documented on any citation and/or report prepared regarding the contact.
- The primary officer (whether assigned a camera or not) will document the presence of the camera anytime a Department Report (DR#) is generated from that contact (Incident or Accident Report).

Primary Officer (Non-Axon and Axon Users):

- When preparing an RMS Incident Report, Supplemental Report, Citation Report, or Field Interview (FI) Card, in connection with an investigation or police event, the following details of the on-officer body camera recording should be included in that report/contact card:
- Check "On-Body Camera" in the RMS module.
- Indicate that an on-officer body camera recording was made in first line of the narrative, and include:
 - The date and time of the recording.
 - The person(s) recorded.
 - The reason for the recording. (i.e.: traffic stop, criminal investigation, field contact, etc.).
- Create an Evidence Voucher in RMS for **notification purposes only** to alert Department members of the existence of an evidentiary on-officer body camera recording in www.Evidence.com.
 - Print and submit the RMS Evidence Voucher in Evidence drop box.
 - The evidentiary on-officer body camera recording will not be physically submitted into the Evidence Section but digitally stored in **www.Evidence.com**.
 - The Axon user (whether the primary or backup officer) will be responsible for tagging the video recording in **www.Evidence.com**.

Backup Officer (Axon User):

- When an investigation or police contact, resulting in an Incident Report, Accident or Supplemental Report by the primary officer, is recorded by a backup officer with an on-officer body camera, the backup officer will:
 - Be responsible for transferring the data from the camera into www.Evidence.com.
 - Tag the video recording with the DR# and select the proper category in **www.Evidence.com**.
- The backup officer will notify the primary officer of the existence of the on-officer body camera recording and its storage in **www.Evidence.com**.

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Communications:

- At the end of **any** call where an on-officer body camera was activated, the Axon user will notify Communications to tag the call.
- Communications will enter the appropriate Axon case comments into CAD. Refer to **DPM 3.4.35A1**, On-Officer Body Camera Evidence Reporting & Disposition for further details.

Retention & Public Release

- On-officer body camera recordings captured as part of a Department member's duties shall be the property of the Mesa Police Department.
- The release of information requested through a public records request will be subject to the same statutory exemptions from disclosure as any other departmental records.
- Prior to releasing any on-officer body camera recordings, officers and affected members will ensure proper redaction is completed.
- Retention of evidentiary on-officer body camera recordings will be handled in accordance with **DPM 3.4.15 Evidentiary Recordings**.

Care and Equipment

- On-officer body cameras will be issued to individual officers by the Department Program Administrator or designee.
- A record of the inventory will be maintained by the Department Program Administrator.
- Only officers who have completed the approved training will be assigned an on-officer body camera.
- Officers are responsible for the proper care of all Department property and/or equipment assigned to them as outlined in **DPM 1.8.5 MPD Buildings and Property**.
- Officers will immediately report any loss of, or damage to, any part of the on-officer body camera equipment to their chain of command.

Inspection and Audit

- During the one year pilot period, supervisors will conduct random reviews of on-officer body camera recordings, with the affected Division Commander approval.
- At the conclusion of the one year pilot program, the assigned Division Commander or Department Program Administrator will provide an evaluation report to the Chief of Police or designee of the on-officer body camera program.

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References:

- [DPM 1.4.30 Tape Recording Protocol](#)
- [DPM 1.4.10 Disciplinary Process](#)
- [DPM 1.8.5 MPD Buildings & Property](#)
- [DPM 3.3.70 Public Records Requests](#)
- [DPM 3.4.15 Evidentiary Recordings](#)
- [DPM 3.4.35A1 On-Officer Body Camera Procedures Checklist](#)
- www.Evidence.com