

POLICY 45. BODY WORN CAMERA

A. Introduction

1. To enhance the services provided to the community, the San Diego County Sheriff's Department authorizes the use of Body Worn Camera (BWC) technology. The goal of the BWC system is to provide an additional layer of documentation for events, actions, conditions and statements made during critical incidents and to improve reports, collection of evidence and testimony in court. The use of BWC technology is meant to assist and complement deputy sheriffs and community service officers in the performance of their duties and is not meant to replace or relieve the deputy or community service officer of his/her responsibility of submitting any and all required written reports.

B. BWC Limitations

1. Digital evidence captured by the BWC has limitations and is not all inclusive. The system captures a less broad and less detailed image than the totality of the human senses. A deputy/community service officer's recollection of specific details may be different than what is captured in digital evidence.

C. Deputy Safety

1. Deputy/officer safety takes precedence over recording events. Deputies shall follow existing deputy/officer safety policies and training when conducting law enforcement related contacts as outlined in department policies and procedures. Deputy/officer safety shall be the primary consideration when contacting citizens or conducting law enforcement related contacts, not the ability to record an event.
2. There are multiple situations when activating a BWC is needed; however, this manual is not intended to describe every possible circumstance. The safety of deputies and members of the public is the highest priority, and the department acknowledges there may be situations in which operation of the BWC is impractical or may be an impediment to deputy and public safety. Additionally, the department recognizes human performance limitations during particularly stressful and critical situations.

D. Definitions

1. Body-Worn Camera (BWC) - A camera worn on an individual's person that records and stores audio and video.
2. BWC Program Administrator - San Diego Sheriff's Department program administrator for the BWC platform will have full access to the website to assign

and track equipment; controls passwords; conduct quality checks of uploaded data; coordinate data retention/destruction; provide copies of requested data to requesting deputy. An end user cannot alter or delete video recordings.

3. End User – Individual deputy and community service officer with individual account access to BWC platform.
4. Digital Evidence - BWC files, including photographs, audio recordings and video footage that are captured by a BWC is considered investigative material and stored digitally.
5. Buffering Mode – When a BWC is in standby mode, but has not been activated to record both sound and video. While in the buffering mode, the camera will continuously record video only on a loop.
6. Evidence Transfer System (ETS) - A portable multi-ported docking station installed at the county facilities. The ETS simultaneously recharges the BWC while uploading all digitally encrypted data from the device.
7. Metadata - Case numbers, event/incident numbers, and other descriptors used to identify digital evidence.

E. Storage

1. When not in use, the BWC devices shall be stored in the designated docking module or in a secure storage location at each patrol station, court, or any detention facility. Deputies will ensure the BWC is properly seated into the docking station to allow for proper downloading and charging. Exception to this would be traffic, rural, and any deputy that is subject to call-outs and routinely transports camera to and from home. Those deputies will receive two BWC's to facilitate callouts from home.

F. Pre-shift inspection

1. Deputies/community service officers assigned to wear a BWC shall inspect their BWC device daily to ensure there is no visual damage and the device is in working order. Only fully charged and operational systems shall be used, unless otherwise approved by a supervisor.
2. Damaged and inoperable equipment shall be reported to a supervisor and returned to the Video Analysis Unit as soon as possible.

G. Extended use and overtime

1. Should a battery in a BWC become depleted due to extended shifts, deputies shall notify a supervisor immediately. As soon as practical, deputies will return the BWC to a docking station for downloading and charging.

2. When deputies are working a planned overtime shift at another station they should check out a BWC from the sergeant from that station. For special events such as, Del Mar Fair, CAC events, and DUI check points the deputy will contact the supervisor in charge to obtain a BWC to use.

H. Deletion of unintentional recordings

1. In the event of an unintentional activation of the BWC during non-enforcement or non- investigative activities, e.g. restroom or meal break, other areas where reasonable expectation of privacy exists, deputies may request the unintentional recording be deleted. A Body Worn Camera Video deletion form will be filled out and emailed to the Video Analysis Unit (VAU) sergeant. The form will include a gender sensitive review option to address any privacy concerns. Once the video has been reviewed and determined to be unintentional by the VAU sergeant or their designee, it will be forwarded to the VAU lieutenant. The VAU lieutenant or their designee will review the video and give the final approval for deletion.

I. Demonstrations

1. When there is reason to believe that a planned event has the potential for unlawful activity, deputies should record all law enforcement related contacts with demonstrators.

J. Entering metadata

1. Each recorded segment requires metadata be entered, even if the segments are of the same event. Metadata should be added at the conclusion of the event if not automatically done. In case of a delay, metadata should be added as soon as possible, and always prior to downloading the evidence off of the camera.
 - a. When entering the metadata case ID # deputies shall use the CAD incident number assigned.
 - b. Deputies shall assign a category to every video recorded. In the event more than one category is applicable, the category with the longer retention rate shall be selected.

K. Downloading/storage procedures

1. After verifying the required metadata has been added to all recorded events, deputies shall place the BWC into a slot on the Evidence Transfer System at the end of their shift. This will allow for the battery to recharge. The data will automatically be transferred from the BWC through the Evidence Transfer System and/or Sheriff's Data Services dedicated server. The data is considered entered into evidence at this point.

L. Documentation of recorded events

1. All recordings shall be documented, in NETRMS, field citation, field interview, CAD event history, etc.
 - a. NETRMS - "BWC Video" shall be recorded in the, "Special Studies" tab and in the Evidence section.
 - b. Field Interviews- "BWC Recording" shall be recorded in the narrative.
 - c. Traffic Citations - "Video" box shall be marked near the top of all citations.
 - d. Other Reports - "BWC Recording" shall be noted in the narrative.
 - e. Unless writing their own report, cover deputies shall notify the case agent BWC evidence exists and provide a short description of what the recording depicts.
 - f. Other recordings - non evidentiary recordings, such as inadvertent recordings, recordings initiated for training, or recordings with no associated report shall be documented in the CAD event history.
 - g. BWC recordings will be documented into NetRMS reports via the property section using #1306. The quantity is the total amount of BWC collected from all deputies on scene. For example, if three deputies including the case agent are on scene, the case agent would use the code #1306, quantity three.

M. Supplemental documentation

1. Injuries
 - a. BWCs may be used to document physical injuries to persons injured during an incident however; using a BWC to document an injury does not relieve any deputy of their responsibility to properly identify and describe the injury in a deputy's report. Deputies should still take digital photographs to document injuries.
2. Scene documentation
 - a. BWCs may be used to supplement the documentation of a crime scene. Using a BWC to document the scene of an incident does not relieve a deputy of the responsibility to properly identify and describe the scene in a deputy's report. In addition to collecting any digital photographs needed.
3. Transportation of arrestee
 - a. BWCs may be used to record during the transportation of an arrestee. Using the BWC to record during the transportation of an arrestee does not

relieve the deputy of a responsibility to document the recording in a deputy's report.