

**KILLEEN POLICE DEPARTMENT
GENERAL ORDERS, POLICIES AND PROCEDURES
Part A – General Policies and Procedures**

Title: **In-Car and Body Worn Camera Systems**

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.01 Purpose

The purpose of this policy is to establish procedures for use, review, copy, inspection and evaluation of the in-car and body worn camera systems. Only camera systems purchased by the department and approved by the Chief of Police may be utilized. **41.3.8a**

.02 Use of in-car and body worn camera systems

- A. The in-car and body worn camera systems are valuable tools that allows each officer to gather video evidence of crimes in progress, crime scenes, suspect information, field contacts, pursuits, and intoxicated or impaired drivers. The camera systems can also help protect the officer, the department, and the City from unsubstantiated claims. **41.3.8a**
- B. This policy establishes mandatory use of both the in-car and body worn camera systems by every police officer so equipped. Willful failure to comply with the standards set forth in this policy is a violation of policy and will subject the officer to disciplinary action. **41.3.8a**
- C. As required by law, officers shall record (audio and video) all traffic and pedestrian stops. If any camera system is not activated, the officer shall document in their incident report the reason for not activating the camera system, any malfunctions or any time a recording is started and must be stopped prior to the incident conclusion. Use of cameras is for Law Enforcement purposes only. **41.3.8b**
- D. All citizen contacts will be recorded utilizing the in-car video or body worn camera systems by uniformed personnel so equipped. **41.3.8b**
- E. Vehicles that do not have operational video equipment will NOT be used for enforcement or other marked unit functions until the equipment is repaired.
- F. All officers will ensure that music from the factory installed commercial radio is set to a volume low enough so as not to interfere with the recording of sound for the in-car or body worn camera systems. Officers should check to ensure the radio speaker system has been set to the front speakers and the volume reduced to preclude interference with recorded contacts.
- G. All data, images, video and metadata captured, recorded, or otherwise produced by the equipment is the property of the Killeen Police Department.
- H. At a minimum, videos shall be retained for at least 90 days. **41.3.8d**
- I. Body worn cameras will not be used in place of a digital camera for photographs for evidence.

.03 Officer Responsibilities: The following responsibilities rest with any commissioned officer who operates a camera system:

- A. Each officer shall familiarize themselves with the operation of the in-car and body worn camera systems they are assigned. Each officer may request clarification of any aspect of operation not understood from a field supervisor or Technical Unit employee.
- B. At the beginning of each tour, each officer will ensure that the wireless microphone for the in-car camera system is functioning properly by recording themselves (or another officer using the unit's dedicated microphone), rewinding and viewing the recording for video, audio and correct date and time. Each officer will wear the microphone during their tour of duty and the officer shall record the microphone serial number on the vehicle inspection sheet. **41.3.8e**
- C. If the microphone is missing, the officer shall immediately report the missing microphone to the supervisor and select another police unit. The officer shall not remove a microphone from another unit and utilize it in the unit with the missing microphone, unless authorized by a Watch Commander or above. **41.3.8e**
- D. Each officer will power up the in-car and body worn camera systems and ensure that they are

- functioning properly. The in-car camera system power will remain on for the entire tour of duty.
- E. Each officer will report any malfunction or failure of any system to a supervisor immediately. The officer will then complete a Tech Unit service request form turn it in to the Tech Unit immediately.
 - F. At the end of each tour, the officer will ensure that the in-car and body worn camera videos are uploaded. If an arrest is made, the officer shall record the entire incident to a disk and submit it to EPU. If an arrest is made and the person is charged with both misdemeanor and felony charges, the officer shall make two recordings of the arrest; one shall be marked for the misdemeanor case and one for the felony case; both shall be submitted to EPU. **41.3.8c**
 - G. Any time an officer operating an in-car camera system returns to the police department, and expects to remain at the police department for a period in excess of fifteen minutes, it is imperative that the officer program his camera system to upload any existing video segments that they have recorded while on duty. This is designed to prevent an excessive number of video segments from accumulating on the system hard drive or disk, which would require the unit to be placed out of service for video upload.
 - H. For each event recorded, the officers shall annotate, at a minimum, the following information prior to their end of the tour of duty:
 - 1. Full name of person contacted (violation, suspect, etc.). If the officer swipes the magnetic strip on the DL, this should be entered automatically; however, the officer should verify the data.
 - 2. Event type (DWI, domestic, traffic stop, etc.).
 - 3. Appropriate number (case number, event number or citation number). Case numbers shall be entered in the format: 19-000001).
 - I. After any arrest by an officer, the officer shall record the entire incident to a disk and submit it properly into EPU.
 - J. Supervisor notification: Officers shall immediately notify a supervisor in reference to recordings related to the certain types of incidents. The supervisor will record and/or enter the segment to EPU. These incidents include:
 - 1. A traumatic incident involving an officer,
 - 2. A fleet accident,
 - 3. An officer involved shooting,
 - 4. An allegation of excessive use of force or misconduct,
 - 5. When a citizen complaint is anticipated,
 - 6. Significant event.
 - K. A "private space" is defined as a location in which a person has a reasonable expectation of privacy, including a person's home. Officers may record video in a private space for legitimate law enforcement purposes - areas such as bathrooms, lockers rooms and other discrete locations, discretion should be used. However, the department may not release any portion of a body worn camera video recording made in a private space, or a recording involving the investigation of conduct that constitutes a misdemeanor punishable by a fine only and does not result in arrest without written authorization from the person who is the subject of that portion of the recording or, if the person is deceased, from the person's authorized representative.

.04 Supervisor responsibilities

- A. Supervisors shall ensure that clarification on the operation of the video systems is provided to any officer when requested.
- B. Supervisors will ensure that any video recordings on any camera system is uploaded to the servers that contain a recording of any traumatic incident involving an officer, fleet accident, allegation of excessive use of force, misconduct, officer involved shooting, or when a citizen complaint is anticipated and will personally submit the recording to EPU or Internal Affairs., as appropriate. If necessary, the supervisor will record the incident to a disc.
- C. Each month, a Lieutenant that has officers in their chain of command that utilize any camera system shall have a review completed of at least one randomly selected video of each employee.
 - 1. Videos of the following nature shall not be included in the selection:
 - a. Pursuits,

- b. Use of Force incidents that require a Use of Force Reports,
 - c. Fleet Incidents,
 - d. Any incident that is under review by the Internal Affairs Unit,
 - e. Videos less than 60 seconds in duration,
 - f. Videos older than 30 days.
- D. Minor infractions (not criminal in nature) discovered during the routine monthly review should be used as training opportunities and not as routine disciplinary actions. Should the behavior or action become or has been habitual, appropriate disciplinary or corrective action shall be taken. Any major infractions shall be addressed by the supervisor as appropriate based on the circumstances found.
- E. No later than the 15 day of the month, the Lieutenant shall complete a written report to their commander of the findings of the video review. It shall include:
- 1. The name of the officers reviewed,
 - 2. The incident and/or case number that was reviewed,
 - 3. Date and Time of incident,
 - 4. Any action taken.

.05 Video release and viewing

- A. Citizen Requests for video (Open Records)
- 1. As a rule, citizens are not allowed to view a video that records them (or a relative) during a police contact. The legal advisor may allow an exception on a case by case basis.
 - 2. Because the in-car or body worn camera systems may be evidence of charges being filed or to be filed, the videos shall be handled in compliance with existing department policy concerning evidence and open records requests.
 - 3. Citizens wishing to obtain department video from any source shall be directed to file an open records request via records section or the City of Killeen legal department. Requests from other Law Enforcement agencies are generally accepted. Refer to Legal Advisor for any questions or concerns.
 - 4. When the Legal Advisor or the City Legal Department requests a copy of video in reference to an Open Records request, the Video Evidence Technician shall provide a copy of the video segment to the Legal Advisor within five business days (Monday – Friday, excluding holidays) for review.
- B. Internal Requests
- 1. Any police department employee who requests to review a video must contact the on-duty supervisor. Officers can view their own videos at any time prior to completing a report or statement.
 - 2. The supervisor will review the request and determine if immediate access will be granted, or if a formal request is necessary.
 - 3. Requests will generally be for one of three purposes:
 - a. Immediate law enforcement needs (court, complaints), investigation or review of liability.
 - b. Requests for duplication for law enforcement related purposes.
 - c. Formal requests for duplication for public or personal use. These requests must be made by memorandum through the department Legal Advisor to the Chief of Police and may require an “Open Records” process. The Chief of Police shall be the final approval authority.

.06 Required Training

- A. All employees who are authorized to use, view or handle body-worn camera systems or video recordings must complete mandatory training provided by the department to familiar themselves with the system, the department procedures and the state law prior to its use.
- B. Refresher training will be conducted as needed due to software, equipment or legal updates.

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