



Date: January 30, 2018
To: **WATCH REPORT**
From: Jason S. Campbell, Bureau Chief, Administration Bureau
Subject: **SPECIAL ORDER – BODY WORN CAMERA POLICY AMENDMENT**

This special order amends the existing Body Worn Camera (BWC) Policy and clarifies responsibilities and procedures for use and deployment of BWC.

Automatic video activation features **shall** be employed to automate BWC recording. Automatic features include, but are not limited to:

Active Zone Recording – Recording is triggered when an officer enters a predefined geographical area associated with a call for service.

Vehicle Sensor Recording – Recording is triggered when the radio car's light bar is activated and the officer's vehicle door is opened.

Accelerometer Recording – Recording is triggered by axis movement and acceleration, such as when an officer is running.

Pre-Event Recording – Pre-event BWC recording will be expanded from 10 to 30 seconds of available footage.

BWC equipped officers will remain responsible for BWC activation and **shall** activate their cameras during enforcement related contacts whether self-initiated or in response to a dispatched call. The BWC shall remain activated until the contact has reasonably concluded or the activity moves into an area restricted by LBPD Manual Section 7.8.5.5. If the enforcement contact resumes, the officer shall re-activate the BWC and continue recording.

If immediate activation of BWC is not feasible due to an immediate risk to officer safety, the officer shall activate it as soon as it is safe to do so. An officer shall document why a recording was not made if he or she does not activate the BWC, fails to record an enforcement related contact in totality, or interrupts or terminates the recording.

Effective immediately:

BWC PROGRAM ADMINISTRATOR RESPONSIBILITIES:

The BWC Program Administrator will be responsible for adding "triggers" for use and deployment in the field and **shall** advise all BWC officers prior to incorporating new automatic features. He or she will maintain responsibility for ongoing technical administration and maintenance of the body worn camera system and interfaces and will perform audits to ensure proper equipment functionality.

INFORMATION TECHNOLOGY LIEUTENANT:

The Information Technology (IT) Lieutenant will maintain responsibility for facilitating proper notification of system functionality issues to stakeholders. The IT Lieutenant will also be responsible for designing and implementing department approved training programs on the proper use and operation of BWC equipment. He or she will develop additional training as required to ensure continued effective use, calibration and performance of equipment and to incorporate changes, updates or other revisions in policy or equipment as needed.

SUPERVISOR RESPONSIBILITIES:

Sergeants who supervise BWC personnel shall conduct at least one random audit per week unless directed otherwise using either Avail Web or via CADs Unit History function to ensure equipment is operating properly; that participating BWC officers are taking the device into the field; and that equipment is worn, used and activated appropriately and according to policy. Audit results will be completed on a BWC Audit form provided by the Records Division. BWC Audit forms will be forwarded to the Patrol and Administration Bureaus for review following signature acknowledgement from Division.

BWC OFFICER RESPONSIBILITIES:

BWC equipment is the responsibility of officers and they shall inspect and test the BWC prior to each shift to confirm appropriate battery charge levels and proper functioning. Officers shall deploy their BWC equipment into the field during each work shift and wear/use according to policy. All enforcement related contacts recorded by a BWC shall be noted in reports if a report is taken and shall be additionally identified in ARS or CAD. The phrase "#BWC" shall be typed on the first line of an ARS narrative or as a miscellaneous note in the call history. If the contact results in a citation only, with no narrative, then the officer shall write "#BWC" in the notes section on the rear of the citation.

This order will remain in effect until LBPD Manual Section 7.8 BODY WORN CAMERA GUIDELINES and associated manual sections have been revised and approved.



Robert G. Luna, Chief of Police

1.30.18

Date