

**Title: GFPD 3 - Body Worn Camera**

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GFPD3 Body Worn Camera System	03/05/2022:

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**Policy:**

It is the policy of the Glens Falls Police Department to utilize the Body Worn Camera System to document enforcement activities by the members of the agency. Only the Body Worn Camera System purchased and provided by the department and identified as authorized equipment shall be used to record on duty activities.

**Purpose:**

The purpose of the Body Worn video recording system is to provide an accurate, unbiased audio/visual record of enforcement related, and non-criminal incidents that will enhance criminal prosecutions and limit civil liabilities. And also to ensure the proper utilization of the Body Worn video recording system by members of the agency, in regards to the recording of civilians, witnesses, violators or suspects, as well as the custody and control of such recordings.

The intended use of this system is to provide the following:

- a. Enhanced officer safety
- b. Documented video recordings of enforcement actions for evidentiary purposes
- c. Enhancing officer performance and professionalism
- d. Simplifying incident review
- e. Improving agency accountability
- f. Reduced agency liability

**Procedure:**

A. Training

1. Members will not utilize the Body Worn system until they have completed training in the proper use of the system. This training will be provided by an authorized agency trainer, and will consist of the following:
  - i. A review of the agency policy on the use of the Body Worn Camera.
  - ii. A review of the Body Worn Camera and its functions, and recommended activations.
  - iii. A hands on review of the system and associated components.

**Title: GFPD 3 - Body Worn Camera**

- iv. A practical application by the trainee to demonstrate competency of use. A written record of the training will be documented in the records management system and maintained in the members training file.

**B. Activation of the Recorder**

1. Members are to activate and record “face to face” interactions with the public as they occur, of which the following would require mandatory recording;
  - i. At the scene of any emergency call for service having the potential for loss of life or injury.
  - ii. At the scene of any incident where a member may be required to use force to prevent a crime, subdue a suspect or physically take a person into custody.
  - iii. Complaints involving disorderly conduct, fights, unruly persons, or in any case where a physical altercation is imminent or already in progress.
  - iv. All traffic stops and Motor Vehicle Crashes
  - v. Domestic violence complaints
  - vi. Property disputes
  - vii. Field interviews, suspicious persons or pedestrian stops
  - viii. Combative persons in custody at a scene, in the patrol car, or at the station who have injured, or may attempt to injure themselves.
  - ix. Any activities when, in the members judgement, it would be beneficial to do so.
2. If the member activates the recorder during an unassigned call for service, such as a field interview, dispatch will be notified as soon as practical to assign a blotter number.
3. Members are to be aware of the instances when recordings are mandatory per this policy. Repeated failures to record, or activate or passive refusals to record activities, shall be deemed a violation of this policy.
4. Officers are not required to notify an individual that they are being recorded, however, officers must acknowledge that they are recording an incident if they are asked by a civilian.
5. Officers shall make a property entry of the audio/video recording in the case module of the Records Management System to document that the recording has been saved as evidence.

**Title: GFPD 3 - Body Worn Camera**

6. A CPL 710.30 notice shall be served upon the defendant when the audio/video recording is intended to be used against them in court.

**C. Stopping the Recording**

1. Once the video recorder has been activated, it shall remain in record mode until the incident has reached a conclusion, or the member leaves the scene.
2. While at the scene, after the event has stabilized, and only if it becomes necessary to discuss issues surrounding the investigation with a supervisor, or another officer in private, members may stop the recorder, to prevent recording the conversation.
3. Officers may stop the recording of a victim or witness when:
  - a. It is requested and the situation is non-confrontational
  - b. As a condition of cooperation and the interests of justice require such cooperation
  - c. A potential witness requests to speak to an officer confidentially or desires anonymity.

**D. Prohibited Recording**

1. The body worn camera will not be used for personal activity.
2. In order to respect the dignities of others and unless it serves a legitimate law enforcement purpose, officers will attempt to avoid recording videos of persons who are nude or when sensitive human areas are exposed.
3. The body worn camera shall not be activated in places where a reasonable expectation of privacy exists, such as locker rooms, dressing rooms and restrooms.
4. The body worn camera shall not be intentionally activated to record conversations of fellow employees without their knowledge during routine, non-enforcement activities.
5. Officers shall not record confidential informants or undercover officers.

**E. Integrity of Video Recordings**

1. Members shall not attempt in any manner to copy, modify, alter, erase or tamper with any video recording on the system.

**Title: GFPD 3 - Body Worn Camera**

2. Members shall not connect the body worn camera to any personally owned computer, or any other device.
3. In felony cases, high profile cases, serious incidents such as fatalities, or any other case, which would require review for court or investigative purposes, the video recording may be transferred to a CD or other suitable media. A case supplemental will be completed whenever a copy is made.
4. Recordings may only be reviewed by command staff or investigators participating in an official departmental investigation, such as a personnel complaint, administrative inquiry, or criminal investigation.

F. Downloading and Accessing Data

1. At the conclusion of the shift, members are to return the body worn camera to the “docking station” to allow the data to be transferred from the camera through the “docking station” to the Coban Command Center.
2. The body worn camera cannot be removed from the “docking station” until the data has been uploaded.
3. Uploaded videos can be accessed by using the Coban Command Center software.
4. Each officer will be assigned a username and password to access the Coban Command Center software.

G. Supervisor Responsibilities

1. Supervisory personnel shall ensure that officers are equipped with a body worn camera at the beginning of their shift and utilizing them in accordance with the policies and procedures defined herein.
2. Supervisors may not issue a body worn camera to a specific officer for the sole purpose of monitoring the officer’s performance.

H. Retention of Recordings

1. Recordings of non-arrest or minor events will be kept on the agency computer system for a period of ninety (90) days.

**Title: GFPD 3 - Body Worn Camera**

2. Recordings from incidents where an arrest was made, or from other cases deemed worthy of a longer retention period, will be held on the system for the same duration as other case files or evidence related to the incident are kept.

I. Department Review

1. The audio/video recordings may be routinely and randomly reviewed by the Chief of Police or designee to monitor officer performance and conformance to policy.
2. The Chief of Police or designee shall document any remedial training or other corrective action taken regarding the improper use of the body worn camera.

Authority:

A handwritten signature in black ink, appearing to read 'J Boisclair', written in a cursive style.

Joseph Boisclair  
Chief of Police