	HARTFORD POLICE DEPARTMENT POLICY AND PROCEDURE GENERAL ORDER	EFFECTIVE DATE: 07/15/12	ORDER NUMBER:
		ISSUANCE DATE: 07/15/12	PAGE: 1 of 5
Body Worn Audio/Video Recording System	REFERENCE:	RESCINDS:	
	CHIEF'S SIGNATURE James C. Rovella, Chief of Police		

I. PURPOSE:

The purpose of this policy is to establish guidelines and limitations for the use and management of body worn audio/video camera systems.

II. POLICY:

The Hartford Police Department shall utilize the TASER AXON FLEX, body worn audio/visual recording system, to videotape and audio-record incidents involving law enforcement activity.

The use of body worn audio/visual recording systems will accomplish several objectives to include:

- Enhance officer safety
- Document statements and events
- Affords the officer the ability to review statements and actions for documentation/reporting purposes and for courtroom preparation/presentation
- To preserve visual and audio information for use in current and future investigations
- To provide an impartial measurement for self-critique and evaluation for training purposes
- Enhance public trust by preserving factual representations of officer-citizen contacts in the form of audio/visual recordings
- Provide additional evidence for court and administrative proceedings
- Impact violent crime

III. DEFINITIONS:

TASER AXON FLEX: A body worn audio/video recording system primarily consisting of a camera and a controller/battery pack.



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Evidence.com: Online web-based digital media storage facility accessed at www.evidence.com. The virtual warehouse stores digitally encrypted data in a highly secure environment that is accessible to police personnel. Accessibility is limited based upon the level of security clearance assigned to the officer.

System Administrator: Evidence.com administrator with full access to website. Assigns and tracks equipment; controls passwords; conducts quality checks of uploaded data; coordinates data retention; provides copies of requested to data to requesting officer.

End User: TASER AXON FLEX user with individual account access to Evidence.com.

Evidence Transfer Manager (ETM): A docking station that simultaneously recharges the controller/battery pack and uploads all data captured by the TASER AXON FLEX. The ETM ensures that evidence handling is secured and that data is not altered.

Buffering Mode: The TASER AXON Flex continuously loops video recording for a 30 second period. No audio is recorded while buffering.

Event Mode: When placed in Event Mode, the TASER AXON FLEX records audio and visual data. The previous 30 seconds of buffered video is also saved.


IV. PROCEDURES:

A. Training

1. Only those officers who have completed a block of prescribed instruction are authorized to use the TASER AXON FLEX on body audio/visual recording system.

B. Administration

1. Prior to each shift the officer shall inspect the TASER AXON FLEX to ensure the system is fully charged and operational. Only fully operational systems shall be used.
2. Officers shall not attempt to make repairs to the TASER AXON Flex system.
3. Malfunctions, damage, loss or theft of TASER AXON FLEX equipment shall be immediately reported to a supervisor.

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C. Use

1. The TASER AXON FLEX body worn audio/visual recording system shall be operated in accordance with manufacturer's guidelines and Hartford Police Department training and policies.
2. The TASER AXON FLEX shall be worn at all times by the assigned officer.
3. The TASER AXON FLEX shall be placed in Event Mode as soon as practical once it has been determined in the officer's use of sound judgment that an incident is to be recorded in accordance with this order.
4. In public or private – While it is generally implied that words and/or actions performed in the presence of a police officer have no expectation of privacy, when feasible and safe under the circumstances to do so, officers shall verbally announce when in Event Mode. "Camera recording" should suffice (the announcement shall be noted in incident reports).
5. The Event Mode should generally be used during incidents which create reasonable suspicion in the mind of a reasonable police officer that a crime has been committed, is being committed or will be committed in the near future.
6. Once the TASER AXON FLEX Event Mode has been activated it shall remain on until the incident has reached a conclusion or the officer leaves the scene. The intention to stop recording shall be verbally announced by the officer prior to stopping any recording or noted within a written report.
7. In any incident, investigation, or traffic stop that results in a Case Incident Report, summons, infraction ticket, or other HPD document being generated **and** the TASER AXON FLEX body worn audio/visual recording system was used, the officer shall note its use on the appropriate document.
8. Whenever an officer records an incident or any portion of an incident, which that officer reasonably believes will likely lead to a citizen complaint, the officer shall immediately bring it to the attention of his/her supervisor.
9. The recording of confidential informants and undercover officers must be authorized by a supervisor.
10. Officers shall not allow citizens to review the recordings unless authorized by a supervisor.



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11. For report writing purposes officers may review their own video recording. Officers shall not review another officer's video recording for report writing purposes unless authorized by a supervisor.
12. Officers shall not make copies of any recording for their personal use and are prohibited from using a recording device (such as a camera phone or secondary video camera) to record media from Evidence.com or any device utilized to view recorded data directly from the TASER AXON FLEX.

D. Audio/Visual Recording

1. In keeping with the Department's value of respecting the dignity of all persons, officers will use sound judgment in when and how the TASER AXON FLEX will be used. Officers shall record the following types of incidents:
 - a. Pedestrian and vehicular investigative detentions and stops;
 - b. Observed unlawful conduct;
 - c. Use of force;
 - d. High-risk situations;
 - e. Advising an individual of Miranda rights;
 - f. Statements made by suspects, victims, or witnesses;
 - g. Motor vehicle searches;
 - h. Area canvasses or K-9 Unit searches;
 - i. Physical arrest of persons;
 - j. Serious or fatal motor vehicle accidents;
 - k. Property damage regarding motor vehicle accidents;
 - l. Observed items of evidentiary value; and
 - m. Any other legitimate law enforcement activities.

E. Prohibited Recordings

The TASER AXON FLEX shall not be used in Event Mode to capture:

1. Whenever possible, officers will avoid capturing video media or sensitive exposures of private body parts;
2. Events which occur in Departmental locker or dressing rooms, restrooms or any other place where there would be a reasonable expectation of privacy;
3. To record conversations of fellow employees without their knowledge during routine, non-law enforcement related activities;
4. Non-work related personal activity shall not be recorded;



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5. Individuals who are lawfully engaged in a protest or other First Amendment-protected right of speech or demonstration, unless there is at least reasonable suspicion of criminal activity, or to serve any other legitimate law enforcement purposes.

F. Data download/Media Storage

1. The TASER AXON FLEX shall be placed in the ETM docking station at the end of shift for re-charging and downloading captured data to Evidence.com. The TASER AXON FLEX shall not be removed from the ETM docking station until all data has been downloaded and the battery has been fully re-charged.
2. Data shall only be downloaded to Evidence.com.
3. Officers may view downloaded data at www.evidence.com.
4. Downloaded data shall be maintained at Evidence.com for a minimum of 30 days in accordance with HPD Policy and Procedures and the State of Connecticut municipal Records Retention Schedule M7. Data that has evidentiary value in criminal cases and/or citizen complaints against officers shall be retained in accordance with existing policy and procedures.
5. Requests for copies of any data from Evidence.com shall be made to the System Administrator.

V. AGENCY REVIEW OF RECORDED DATA:

- A. Recordings shall not be randomly reviewed to monitor officer performance.
- B. Supervisors may review a specific incident recording for the purpose of training, critique, early intervention inquiries or for investigative purposes.
- C. The Chief of Police or his designee may review specific incidents recorded by the TASER AXON FLEX on body audio/visual recording system when participating in an official departmental investigation of agency personnel.
- D. Under no circumstances shall any recordings be used or shown for the sole purpose of bringing ridicule or embarrassment upon any person.
- E. The release of recordings to any person shall be made in accordance with HPD Policy and Procedures, and pursuant to requirements as established by operation of applicable law, including but not limited to, the Freedom of Information Act ("F.O.I.A").