

Mesa Police Administration Manual  Approved: <i>Chief Frank L. Milstead</i>	Subject:  <h2 style="text-align: center;">On-Officer Body Camera Program</h2>	
Effective: October 2, 2012	Chapter: Forensic Protocols	Page: 1

### PURPOSE

This order establishes the Mesa Police Department (MPD) operational and submission guidelines for the "On-Officer" Body Camera (OBC) Pilot Program, which will be implemented for one year ending October 01, 2013.

### DEFINITIONS

<b>On-Officer Body Camera</b>	<ul style="list-style-type: none"> <li>The only approved on-officer body camera authorized by the Mesa Police Department is the Taser AXON.</li> <li>The on-officer body camera is an audio/video recording system worn and used by officers to document police related incidents.</li> <li>Any other video cameras used by officers for law enforcement purposes will: <ul style="list-style-type: none"> <li>Be approved by the District Commander or affected Assistant Chief.</li> <li>Adhere to protocols outlined in <a href="#">ADM 1850</a> Evidentiary Recordings.</li> </ul> </li> </ul>
<b>Operation Mode Definitions</b>	<ul style="list-style-type: none"> <li><b>Normal (Buffering) Mode:</b> The on-officer body camera continuously loops video recording for up to 30 seconds before recording is started by officer. Records video only (no audio) while buffering.</li> <li><b>ATC:</b> Axon Tactical Computer. Mounted on a belt, holster or concealed on the officer's uniform.</li> <li><b>ETM:</b> Evidence Transfer Manager. Docking station that uploads data and recharges the ATC.</li> </ul>

### GENERAL GUIDELINES

<b>Operational Guidelines</b>	<ul style="list-style-type: none"> <li>The on-officer body camera and accessory kit will be assigned and maintained by the individual officer.</li> <li>Officers will inspect the on-officer body camera for any physical damage and ensure the device is in working order at the beginning of the shift.</li> <li>Prior to going into service with an on-officer body camera, officers will ensure they are wearing an authorized uniform, clearly identifying them as a Mesa Police Officer, unless otherwise authorized by Division Commander.</li> <li>Officers will make every effort to place the on-officer body camera in the Event Mode as soon as practical during a given situation.</li> <li>On-officer body camera recordings will be used for official Department purposes only.</li> </ul>
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<b>Use Guidelines</b>	<ul style="list-style-type: none"><li>• Officers will make every effort to activate the on-officer camera to record the following event(s), if practical:<ul style="list-style-type: none"><li>• Traffic Stops and citizen contacts.</li><li>• Impaired driver investigations.</li><li>• Vehicle pursuits and Failure to Yield incidents.</li><li>• Accident scenes.</li><li>• All calls for service.</li><li>• Transportation of any prisoner(s) or citizens for any reason.</li><li>• Any time an officer feels it is appropriate to record.</li><li>• All searches (Persons, Vehicles, Structures, etc.).</li><li>• Statements made by subjects, victims, and witnesses.</li><li>• Advising an individual of his/her Miranda rights.</li><li>• During interrogations.</li><li>• Other legitimate law enforcement contacts.</li></ul></li><li>• Once on, officers will continue to record until the completion of the event, or they have left the scene except for instances outlined in this order.</li><li>• Additional arriving units to a scene assigned an on-officer body camera will begin recording as soon as practical, and continue to record until the completion of the event, or they have left the scene (this includes recording of statements).<ul style="list-style-type: none"><li>• Consideration may be given when a victim requests not to be recorded. Contact an on-duty supervisor for resolution, if needed.</li></ul></li><li>• Officers may use media captured via the on-officer body camera to assist with the investigation and completion of reports.</li><li>• Officers may use media captured via the on-officer body camera for training purposes, with proper authorization from the investigative unit assigned the case.</li></ul>
<b>Restrictions</b>	<ul style="list-style-type: none"><li>• In accordance with <a href="#">ADM 431</a> Tape Recording Protocols, members <b>shall not</b> make surreptitious recordings of conversations with other Department members except:<ul style="list-style-type: none"><li>• When necessary in a criminal investigation; or</li><li>• Unless approved by Chief of Police.</li></ul></li><li>• The on-officer body camera will not be intentionally activated to record conversation(s) of fellow employees with or without their knowledge during routine, non-enforcement related activities.</li><li>• Members will advise other Department members and/or other criminal justice personnel (prosecutors, judges, or other law enforcement personnel) when an on-officer body camera is recording.</li><li>• Do not record:<ul style="list-style-type: none"><li>• While on employee breaks.</li><li>• Report writing.</li><li>• Discussing a case with other officers.</li><li>• During other administrative functions.</li><li>• During general discussions with employees.</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>• The on-officer body camera will not be activated in places where a reasonable expectation of privacy exists, such as dressing rooms or restrooms.</li> <li>• Members shall not record confidential informants or undercover officers.</li> <li>• Officers will not allow citizens to review the recordings.</li> <li>• Members accessing, copying or releasing of on-officer body camera recordings for other than official law enforcement purposes are prohibited and subject to discipline.</li> <li>• Dissemination of information will be: <ul style="list-style-type: none"> <li>• For criminal justice purposes only.</li> <li>• For training purposes only when approved by a Division Commander.</li> </ul> </li> <li>• Officers shall not make copies of any on-officer body camera recording for their personal use.</li> </ul>
<b>STORAGE, DOCUMENTATION &amp; RETENTION GUIDELINES</b>	
<b>Media Storage/ Evidentiary Value</b>	<ul style="list-style-type: none"> <li>• All on-officer body camera recordings shall be retained and considered as Evidence.</li> <li>• At the end of shift, officers shall place the Axon Tactical Computer (ATC) into the docking station called an Evidence Transfer Manager (ETM) to transfer the data into <a href="http://www.Evidence.com">www.Evidence.com</a>. <ul style="list-style-type: none"> <li>• Do not remove ATC from docking station (ETM) until data is uploaded and the battery is fully charged.</li> <li>• This clears the ATC memory from existing data.</li> <li>• The uploaded data is considered Evidence.</li> <li>• Once data is uploaded into <a href="http://www.Evidence.com">www.Evidence.com</a> in its entirety, officers will tag the segments of evidentiary value and label with DR or event number.</li> </ul> </li> <li>• Evidentiary copies of on-officer body camera digital media can be copied at <a href="http://www.Evidence.com">www.Evidence.com</a>.</li> <li>• Do not erase, alter or tamper with any ATC or collected data.</li> <li>• Members requesting a file to be deleted will submit a memo of explanation to their Division Commander. <ul style="list-style-type: none"> <li>• The affected Division Commander will make a determination and forward the memo to the Department Program Administrator to complete the request through <a href="http://www.Evidence.com">www.Evidence.com</a>.</li> <li>• The memos will be retained by the Department Program Administrator.</li> </ul> </li> </ul>
<b>Documentation &amp; Reporting</b>	<ul style="list-style-type: none"> <li>• When the on-officer body camera is used in any investigation or during a police contact, this fact will be documented on any citation and/or report prepared regarding the contact.</li> </ul>

	<ul style="list-style-type: none"> <li>When preparing an Incident Report, Supplemental Report, Citation Report, or Field Interview (FI) Card, in connection with an investigation or police event, the following details of the recording should be included in that report/contact card: <ul style="list-style-type: none"> <li>An indication that a recording was made.</li> <li>The date and time of the recording.</li> <li>The persons(s) recorded.</li> <li>The reason for the recording. (i.e.: traffic stop, criminal investigation, field contact, etc.).</li> </ul> </li> <li>Video recordings are intended to supplement Departmental reports. Submitted reports are still required to comprehensively capture the totality of the event.</li> </ul>
<b>Retention &amp; Public Release</b>	<ul style="list-style-type: none"> <li>On-officer body camera recordings captured as part of a Department member's duties shall be the property of the Mesa Police Department and be considered a record of the Mesa Police Department.</li> <li>The release of information requested through a public records request will be subject to the same statutory exemptions from disclosure as any other Departmental records.</li> <li>Prior to releasing any on-officer body camera recordings, officers and affected members will ensure proper redaction is completed.</li> <li>Recordings not attached to a case or investigation will be purged per schedule determined by Arizona Retention Laws.</li> </ul> <p>Officers are responsible for the proper care of all Department property and/or equipment assigned to them as per <a href="#">ADM 1220</a>. Officers will immediately report any loss of, or damage to, any part of the on-officer body camera equipment to their chain of command.</p>
<b>Care and Equipment</b>	<ul style="list-style-type: none"> <li>On-officer body cameras will be issued to individual officers by the Department Program Administrator or designee.</li> <li>A record of the inventory will be maintained by the Department Program Administrator.</li> <li>Only officers who have completed the approved training will be assigned an on-officer body camera.</li> <li>Officers are responsible for the proper care of all Department property and/or equipment assigned to them as per <a href="#">ADM 1220</a>.</li> <li>Officers will immediately report any loss of, or damage to, any part of the on-officer body camera equipment to their chain of command.</li> </ul>
<b>Inspection and Audit</b>	<ul style="list-style-type: none"> <li>During the one year pilot period, supervisors will conduct random reviews of on-officer body camera recordings, with the affected Division Commander approval.</li> <li>At the conclusion of the one year pilot program, the assigned Division Commander or Department Program Administrator will provide an evaluation report to the Chief of Police or designee of the on-officer body camera program.</li> </ul>

**References:**

- [ADM 1220](#) MPD Buildings & Property
- [ADM 1850](#) Evidentiary Recordings
- [ADM 431](#) Tape Recording Protocol
- [www.Evidence.com](http://www.Evidence.com)

