

MESA POLICE Department Policy Manual	<h1>On-Officer Body Camera Program</h1>	DPM 3.4.35 Revision Date 6/12/17
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1. PURPOSE

This order establishes the Mesa Police Department (MPD) operational and evidence submission, storage and retrieval guidelines for the "On-Officer" Body Camera (OBC).

2. DEFINITIONS

On-Officer Body Camera

- The only approved on-officer body camera authorized by the Mesa Police Department is the Taser **Axon System unless otherwise directed by the Chief of Police or designee.**
- The on-officer body camera is an audio/video recording system worn and used by officers to document law enforcement activities. This system provides an officer's point of view (POV) of a situation/event.
- Any other video cameras used by officers for law enforcement activity:
 - Will be approved by the Division Commander or affected Assistant Chief.
 - Will adhere to protocols outlined in **DPM 3.4.15 Evidentiary Recordings.**
 - Irrespective of the source, the video or audio recordings to include, images, meta-data and sound remain the property of the Mesa Police Department.

On-Officer Body Camera Parts:

- **DVR/Camera:** Primary component that contains a memory chip where all videos are stored.
- **Controller:** The Controller is the battery pack which also contains the on/off and activation switch.
- **ETM:** Evidence Transfer Manager. The docking station that uploads data and recharges the camera and controller.
- **Mobile Device:** Department supplied device used to add meta-data (i.e.: category and DR# etc.) to videos.

Operation Mode Definitions

- **Normal (Buffering) Mode:** The on-officer body camera continuously loops video recording for up to thirty (30) seconds before recording is started by officer. Records video only (no audio) while buffering.
- **Event Mode:** The mode which activates the on-officer body camera.

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3. GENERAL GUIDELINES

Operational Guidelines

- The On-Officer Body Camera and accessory kit will be assigned by the Department Program Administrator and maintained by the individual officer.
- 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. Any damage will be reported and documented as outlined in **DPM 1.8.5 MPD Buildings and Property**. A supervisor will be notified as soon as practical.
- Any malfunction and/or damage that prevents the use of the On-Officer Body Camera for all or part of a shift will be noted in the officer's Patrol Log Notes.
 - Notify Program Administrator (s) of the issue via the web form on Just the Facts under the Axon section.
- 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.
- On-Officer Body Camera users **SHALL** ensure the cameras' ability to capture unhindered audio and video when utilizing jackets, traffic control vests, personal protective equipment, or any other equipment. On-Officer Body Camera users shall only utilize mounts and equipment provided by the Program Administrator (s).
- On-Officer Body Camera recordings will be used for official Department purposes only.

Use Guidelines

Activation:

- All On-Body Camera Officers **shall** activate the On-Officer Body Camera when dispatched to a call or have any contact with the public. This includes, **but is not limited to** the following events:
 - All calls for service.
 - Code 3 Driving, Failure to Yield incidents and Vehicle Pursuits.
 - Traffic stops and citizen contacts.
 - Impaired driver investigations.
 - Accident scenes.
 - Transportation of any prisoner(s) or citizens for any reason.
 - Any time an officer or supervisor deems it is appropriate to record.

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- All searches (Persons, Vehicles, Structures, etc.) except those where an expectation of privacy exists. (i.e.: Strip searches, refer to **DPM 2.2.15 Search of Persons-Other**)
- Statements made by subjects, victims, and witnesses.
- Advising an individual of his/her Miranda Rights.
- During interrogations.
- Other official law enforcement activity.
- Once activated, officers will continue to record until the completion of the event, except for instances outlined in this order.
- Officers will document the reasons for any non-activations or interruptions in recordings prior to the completion of an event in CAD or RMS.
- Consideration may be given when a victim requests not to be recorded. The request to stop recording an event should be recorded.
 - Contact an on-duty supervisor for resolution, if needed.

Review:

- Officers may use media captured via the On-Officer Body Camera to assist with the investigation and completion of reports Officers involved in a Police Incident Involving Death/Serious Injury (involved and witness officers) shall not review recorded media until approved by the Homicide Unit Sergeant or designee. Officers will be provided an opportunity to review the recorded media, if they choose, prior to making any statements in accordance with **DPM 2.1.10 Police Incidents Involving Death/Serious Injury and INV 2.2 Investigating Officer Involved Shooting Incidents** unless otherwise decided by the Chief of Police (COP) or designee or unless it hinders the investigation. (Refer to INV 2.2F1, On-Officer Body Camera Video Advisory).
- Officers may review media captured from an On-Officer Body Camera before making any statements in an Internal Affairs investigation unless otherwise decided by the Chief of Police (COP) or designee or unless it hinders the internal investigation.
- With Division Commander approval, officers may use media captured via the On-Officer Body Camera for training purposes unless otherwise decided by the Chief of Police (COP) or designee or it hinders an administrative, criminal or internal investigation.

Restrictions

- In accordance with **DPM 1.4.30 Tape Recording Protocols**, members **shall not** make surreptitious recordings of conversations with Department member except:
 - When necessary in a criminal investigation; or
 - Unless approved by the Chief of Police or designee.

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- In accordance with **ARS 13-3005** (intercept of wire, electronic and oral communication), members shall not intentionally intercept a conversation or discussion at which he or she is not present, or aid, authorize, employ, procure or permit another to do so, without the consent of a party to such conversation or discussion.
- The On-Officer Body Camera shall not be intentionally activated to record conversation(s) of fellow members with or without their knowledge during routine, non-enforcement related activities.
- Members will advise in plain language other Department members and/or other criminal justice personnel (prosecutors, judges, or other law enforcement personnel) when an On-Officer Body Camera is recording.
- Do not record:
 - While on employee breaks.
 - Report writing.
 - Discussing a case with other officers.
 - During other administrative functions.
 - During general discussions with employees.
 - During personal activities.
- The On-Officer Body Camera will not be activated in places where a reasonable expectation of privacy exists, such as dressing rooms or restrooms, unless during an active law enforcement investigation.
- Officers shall only record a juvenile “during or as part of a law enforcement investigation” as prescribed in the Parents Bill of Rights outlined in **ARS 1-602(9)**.
- Members shall not record Confidential Reliable Informants (CRI) / Sources of Information (SOI) Informant as defined under **DPM 3.1.140 Informants** or undercover officers.
- Accessing, copying, posting or releasing On-Officer Body Camera recordings for other than official law enforcement purposes are prohibited and subject to discipline.
- Dissemination of information will be:
 - For criminal justice purposes, only.
 - For training purposes, only when approved by a Division Commander.
 - Officers shall not make copies of any On-Officer Body Camera recording for their personal use.
- Recording copies can be requested through public records request as outlined in **DPM 3.3.70 Public Records Request**.

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4. STORAGE, DOCUMENTATION & RETENTION PROTOCOLS

Storage/ Evidentiary Guidelines

- All On-Officer Body Camera recordings shall be retained and stored in the Department's Evidence.com cloud storage.
- At the end of shift, officers **shall** place the Camera and Controller into the docking station called an Evidence Transfer Manager (ETM) to transfer the data into our Evidence.com cloud storage.
- Do not attempt to erase, alter or tamper with any camera or collected data.
- Officers assigned the body camera (Axon Users) will add the following meta-data to each recording:
 - The applicable category type; and
 - The Department Report (DR) or event number.
 - This can be completed via the Department supplied mobile device and/or Evidence.com website.
 - Every attempt will be made, based on calls for service and officer safety, to enter this data prior to leaving/clearing the event. All meta-data shall be entered for the captured footage prior to end-of-shift, unless approved by a Supervisor.
- Evidentiary copies of On-Officer Body Camera digital recordings can be copied at **www.mesapd.Evidence.com**.

Deleting Body Camera Recordings

Destruction or Deleting:

Members requesting a file to be deleted will submit a memo of explanation to their Division Commander.

- The affected Division Commander will make a determination and forward the memo to the Department Program Administrator (s).
- The memos will be retained by the Department Program Administrator.

Documentation & Reporting

General Guidelines:

- On-Officer Body Camera recordings are intended to supplement Department Reports (DRs). Submitted reports are still required to capture the totality of the event.

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All Axon Officer:

- When preparing an RMS Incident Report, Supplemental Report, Accident Report, Civil Process Report, Citation Report, or Field Interview (FI) Card, in - connection with an investigation or police event, the following details of the On-Officer Body Camera recording should be included in that report/contact card.
- Check "On-Body Camera" in the RMS module.
- Indicate that an On-Officer Body Camera recording was made in first line of the narrative.

Retention & Public Release

- On-Officer Body Camera recordings captured as part of a Department member's duties shall be the property of the Mesa Police Department (MPD).
- All images, meta-data and sounds recorded by the On-Officer Body Camera are the exclusive property of the department. Accessing, copying, or releasing files for non-law enforcement purposes is prohibited.
- 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.
- All public records requests will be routed to the Program Administrator (s) for redaction.
- Retention of evidentiary On-Officer Body Camera recordings will be handled in accordance with **DPM 3.4.15 Evidentiary Recordings**.

Care and Equipment

- On-Officer Body Cameras will be issued to individual officers by the Department Program Administrator (s) or designee.
- A record of the inventory will be maintained by the Department Program Administrator (s).
- Only officers who have completed the approved training will be assigned an On-Officer Body Camera.

~~Inspection and Audit~~ (Deleted and under review)

- ~~Supervisors will conduct random reviews of On-Officer Body Camera recordings to ensure camera is functioning properly and use is consistent with Department policy. Audits will be conducted as necessary by supervisors or as directed by District Coordinator per **DPM 1.1.75F3, Monthly Line Inspection Report** submitted to Professional Standards.~~

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References:

- [DPM 1.4.30 Tape Recording Protocol](#)
- [DPM 1.4.10 Disciplinary Process](#)
- [DPM 1.8.5 MPD Buildings & Property](#)
- [DPM 3.3.70 Public Records Requests](#)
- [DPM 3.4.15 Evidentiary Recordings](#)
- [DPM 1.1.75F3, Monthly Line Inspections Report](#)
- www.Evidence.com
- [INV 2.2F1 On-Body Camera Video Advisory](#)