



# KNOXVILLE POLICE DEPARTMENT KNOXVILLE, TENNESSEE



## Administrative Memorandum

	Number: EMT-19-09	Date: October 31, 2019
Subject:  <b>Body Worn Cameras</b>	Distribution:  All Personnel	

The following procedures, as well as General Order 2.16, In-car Recording Equipment, shall be in effect for all employees that utilize body worn cameras in conjunction with their current in-car camera equipment. The procedures outlined herein are supplemental to the requirements of General Order 2.16, and are not intended to supersede those requirements except as may be clearly stated herein.

### Policy:

This policy is intended to provide members of the Knoxville Police Department with instructions on when and how to use body worn cameras in conjunction with their in-car recording equipment so that members may reliably record their contacts with the public.

### Purpose:

The purpose of utilizing body cameras in conjunction with in-car recording equipment is to monitor all contacts with a person in the community in all situations possible.

#### I. Procedures

1. Body worn cameras shall be operated in accordance with the manufacturer's guidelines and the Knoxville Police Department training and policies.
2. Body worn cameras are issued to officers selected by the Command Staff as "test" officers.
3. Officers shall position the body worn camera in a manner to facilitate optimum recording field of view, while also ensuring the ability to safely activate the camera prior to, or during an incident. This will correspond to the best practices detailed in training provided by the Technical Services Unit of the Knoxville Police Department.
4. Officers shall utilize the body worn camera to record all contact with citizens in the performance of official duties as defined within this policy. This excludes those casual interactions between officers and citizens not necessarily related to law enforcement activities (such as getting a snack from an establishment or while inside a restaurant not

responding to a call for service). If the body worn camera is activated, whether automatically or otherwise, in this type of situation, the officer shall verbalize the reason for stopping the recording prior to deactivating the body worn camera.

5. Once a body worn camera is activated, whether automatically or otherwise, it shall not be intentionally turned off until the incident has reached a conclusion. If it becomes necessary to discuss issues surrounding an investigation with a supervisor or another officer in private, the officer may enable the “mute” function of their body worn camera; thereby preventing their private conversation from being recorded. Prior to activating the “mute” function, the officer shall verbalize the reason for muting the recording.
6. Prior to each shift members shall inspect the body worn camera for any physical damage and to ensure the system is fully charged and operational. Only fully charged and operational systems shall be used. Equipment malfunctions shall be brought to the attention of the member’s supervisor as soon as possible and an email sent to the Technical Services Supervisor stating the malfunction or issue.
7. Members shall only use body worn cameras issued by the Knoxville Police Department. The body worn camera equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Knoxville Police Department.
8. Members who are assigned body worn cameras must complete agency approved training to ensure proper use and operation. Additional training may be provided as needed to ensure the continued effective use and operation of the equipment, proper calibrations and performance, and to incorporate changes, updates, or other revision in policy and equipment.
9. Requests for deletion of portions of recordings (e.g., in the event of an inadvertent, personal recording) must be submitted in writing and approved by the Patrol Division Commander or commander’s designee, in consultation with the Law Department as necessary. All requests and final decisions shall be kept on file within the Technical Services Unit.
10. Members shall note whether a body worn camera was recording during an incident in all required reports. However, body worn camera recordings are not a replacement for written reports.

## II. Documentation

1. Members will need to be logged into the AXON View XL Application, located on their MDT, at the beginning of each shift.
2. Whenever an officer records an incident or any portion of an incident, which that officer reasonably believes will lead to a citizen complaint, the officer shall immediately bring it to the attention of the officer’s supervisor.
3. Officers wearing a body worn camera may use the system to capture statements from victims, witnesses, and suspects in place of utilizing a digital recorder.

4. Once a video is captured and the recoding is complete, the following steps will take place:
  - i. Go to the “Review” tab in the AXON View XL.
  - ii. In the “Incident ID” filed, add the report number if available.
  - iii. In the “Incident Title” filed, add the ten code that correlates to the call.
  - iv. In the “Incident Category” filed, add the category that best describes the disposition of the event.
  - v. **IMPORTANT** – select “**Prioritize Upload**” for each recording.
  - vi. Then click “Submit.”
5. All recordings pending submission will automatically offload 6 hours after being recorded. At that point, any information that needs to be updated should be done through Evidence.com.

### III. Retention of Video

1. The retention of body worn camera video is the same as described in General Order 2.16 and City Ordinance 2-771.
2. The storage of video clips is within Evidence.com.

### IV. Operational Prohibitions/Restrictions

1. Body worn cameras shall be used only in conjunction with official law enforcement duties. The body worn camera shall not generally be used to record:
  - i. Communication with other police personnel without the permission of the Chief of Police;
  - ii. Encounters with undercover officers or confidential informants;
  - iii. When on break or otherwise engaged in personal activities;
  - iv. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.
2. Department issued body worn cameras are intended for official Departmental use only and are not to be used for frivolous or personal activities. Intentional misuse or abuse of the units will result in disciplinary action.
3. Under no circumstances shall any recording be used or shown for the sole purpose of bringing ridicule or embarrassment upon any person.
4. Officers shall not edit, alter, erase, duplicate or record, copy, share, or otherwise distribute in any manner body worn camera recordings without prior written authorization and approval of the Chief of Police or their designee.
5. In incidents involving an officer’s use of force (as defined in General Order 1.6) officers may review their video of the incident before the officer has completed their user of force report.

### V. Accountability, Review, and Security

1. Members authorized under this policy may review video as it relates to:
  - i. Their involvement in an incident for the purposes of completing a criminal investigation and preparing official reports;
  - ii. Prior to courtroom testimony or for courtroom presentation;
  - iii. Providing a statement pursuant to an administrative inquiry/investigation
  - iv. For training purposes.
2. Access to recordings within the department shall be granted to authorized users only.
3. Release of body worn camera files will follow the same procedures as described in General Order 2.16, In-car Recording Equipment.

VI. Supervisory Responsibilities

1. Supervisory personnel shall ensure that officers equipped with body worn camera devices are utilizing them in accordance with this policy.
2. The officer's immediate supervisor shall review at least two recordings per officer per month from the body worn camera and document the review (*this is in addition to the in-car camera system*).
3. Should circumstances require the immediate retrieval of a body worn camera device, a supervisor shall respond to the scene to secure the body worn camera. The body worn camera device will then be given to the responding Technical Services member.

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Chief of Police