Policy 424

Body-Worn Cameras

POLICY

The Broomfield Police Department provides officers and supervisors in assignments that may interact with members of the public, arrestees, or inmates in an enforcement, custodial, or investigative capacity a body-worn camera (BWC) for use during the performance of their duties. The use of BWC is intended to enhance the mission of the Department by accurately capturing contacts between officers and the public.

PURPOSE

This policy provides guidelines for the use of a BWC by officers of this Department while in the performance of their duties.

The Broomfield Police Department recognizes the need to protect officers and members of the public from false allegations of wrongdoing. The Department’s goal is to foster transparency and accountability while protecting civil liberties and privacy interests.

This policy does not apply to interviews or interrogations conducted at any Broomfield Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

DEFINITIONS

Activation of a BWC: Pressing the EVENT mode button on the BWC and placing the unit in EVENT mode (actively recording).

Arrestee: A person in the custody of a police officer who has not been transferred to housing at the Detention Center.

BWC Recording Tag: Every BWC recording will be tagged, receiving a single or multiple tags, to assist in classification, preservation, and dissemination.

Body-Worn Camera (BWC): Includes all body-worn portable audio and/or video recording systems and devices.

BUFFERING Mode: The BWC continuously loops a video recording for at least 30 seconds before the recording is started by the officer. While buffering, video only (no audio) is being recorded. (Revisit after equipment selection)
**Cell Extraction:** The involuntary removal of an arrestee or inmate from a cell.

**Critical Incident:** An incident in which an officer or officers observe and/or are involved in potentially life threatening circumstances or when serious bodily injury occurs. Includes officer involved shootings, in-custody deaths, and use of force incidents resulting in a suspect’s serious bodily injury.

**Deactivation a BWC:** Pressing the EVENT mode button on the BWC and placing the unit in BUFFERING mode (not actively recording). *(Revisit after equipment selection)*

**Digital Technician:** The department employee responsible for:

1. Digital evidence management, including file permissions, storage assignment, retention and release
2. BWC user training
3. BWC equipment and user support

**EVENT Mode:** The BWC saves the recorded buffered video and continues to record both audio and video until deactivated.

**Forced Entry:** An officer’s entry into property, a vehicle, or an area (including any cell within the Detention Center) by use of force whether property damage or physical injury may or may not occur.

**Inmate:** A person that is housed at the Detention Center.

**BWC Redaction:** Altering a publicly released BWC video by blurring-out faces and personally identifiable markings such as body tattoos to protect the privacy and identity of victims, innocent bystanders, minors, and undercover police officers.

**Tactical Entry:** The pre-planned use of SWAT personnel and equipment to gain entry into property.

**SOP**  
SOP 424 - Body-Worn Cameras *(Not created yet)*

**424.1 GENERAL CONSIDERATIONS**

1. Officer safety takes precedence over recording events and shall be the primary consideration when contacting members of the public or inmates, not the ability to record
an event. If at the onset of a required event it is impractical to activate the BWC due to officer safety or the urgency of the situation, the BWC shall be activated as soon as practical. The officer shall document the late or non-activation and reason in their report.

2. BWC recordings may not depict everything in an officer’s field of vision at the time of an incident. Additionally, everything depicted on video footage from a BWC may not have been seen by the officer at the time of the incident, especially in low light or dark settings as a BWC has the ability to gather more light than the human eye.

3. A BWC is for official use only and shall not be utilized for personal use.

4. The use of any personal recording device such as video camera, cell phone, or other device in the same or similar capacity is not authorized. Using a personal recording device to record or capture digital evidence from a BWC and/or digital evidence storage for BWC is strictly prohibited.

5. Personal computer equipment and software programs shall not be utilized when making copies of digital evidence obtained from a BWC.

6. Disabling a department-issued BWC or intentionally interfering with its audio or video recording capabilities is prohibited.

7. Any duplication, altering (redaction), or deletion of any BWC recording shall only be done by the Digital Technician as detailed within this policy or as otherwise authorized by the Chief of Police.

8. Accessing, copying, forwarding, or releasing any BWC recording for anything other than as provided for within this policy without authorization of the Chief of Police or his designee is strictly prohibited.

9. BWC recordings are criminal justice records within the meaning of Section 24-72-302 of the Colorado Revised Statutes and may be made available for public inspection as determined by the Digital Technician with input from the Chief of Police or his designee.

10. BWC recordings, including those that are evidence in an ongoing investigation, judicial or administrative proceeding, may be withheld from public inspection on the grounds that such public disclosure would be contrary to the public interest. In making a determination of whether to allow for public inspection, the Digital Technician must balance:
   a. The privacy interests of individuals impacted by allowing inspection;
   b. The agency’s interest in keeping confidential information confidential;
   c. The agency’s interest in pursuing an ongoing investigation;
   d. The public purpose served by allowing inspection; and
   e. Any other consideration relevant to the particular inspection request.

In the event that a determination is made by the Digital Technician to make a BWC recording available to the public, such release to the public shall first be approved by the Chief of Police or his designee.

11. Officers shall not playback BWC recordings for a member of the public.

12. In no event shall any recording be used by any member of the department for the purpose of ridiculing or embarrassing any other member of the department, a member of the public, an arrestee, or an inmate.
424.2 EMPLOYEE PRIVACY EXPECTATION

All recordings made by officers on any department-issued BWC at any time, and any recording made while acting in an official capacity, shall remain the property of the Department. Officers shall have no expectation of privacy or ownership interest in the content of these recordings.

424.3 ASSIGNMENTS REQUIRING USE OF A BWC

The Broomfield Police Department will assign a BWC to police officers, detectives, police officers-detention, animal services officers, court security officers, and first line supervisors of those assignments because their primary job assignment includes interacting with members of the public, arrestees, or inmates in an enforcement, custodial, or investigative capacity.

Command personnel may also use or assign a BWC to be worn as necessary.

No officer assigned a BWC shall use it in duty capacity except after successfully completing departmental training on policy and use.

424.4 SUPERVISOR RESPONSIBILITIES

1. Supervisors, when initiating or responding to a call for service or investigation in the capacity of a primary or cover officer, shall adhere to the same responsibilities for recording as defined for an officer.
2. Supervisors shall ensure officers use their BWC according to policy guidelines.
3. Supervisors shall ensure BWC recordings are uploaded to digital evidence storage by the end of the officer’s shift. If an officer is unable to do so due to unforeseen circumstances, supervisors are responsible for retrieving an officer’s BWC and uploading it by the end of the shift.
4. Supervisors responding to a citizen complaint should record the encounter and are encouraged to advise the member of the public they are recording.
5. Supervisors may review an officer’s BWC recording on-scene to assist in addressing a member of the public’s concern or complaint.
6. Supervisors are required to review BWC recordings under the following circumstances:
   a. Use of force review
   b. Any injury to a subject while in custody
   c. Any injury to an officer
   d. Vehicle pursuit review
   e. Upon forced entry into property
   f. Complaint against a member of the department
   g. Unintentional discharge of a weapon
Prior to going into service, each uniformed officer that is required to use a BWC will be responsible for making sure that they are equipped with a Department issued BWC.

1. Officers will verify the BWC does not contain data from a prior shift and is in good working order.
2. The BWC is properly affixed upon the officer’s uniform in accordance with departmental policy and procedure. Wearing the BWC in any other area or configuration is a violation of this policy.
3. Each officer will ensure that their BWC is positioned correctly and verify the BWC field of view by using of the viewer. (Revisit after equipment selection)
4. The BWC will be worn for the entire shift.
5. In order to record all situations required by this policy, the officer must maintain the BWC in a constant state of operational readiness, which means that the BWC has adequate battery life, available storage, remains properly affixed to the officer's uniform and is set to BUFFERING mode. (Revisit after equipment selection)

If the BWC is not in working order or the officer becomes aware of a malfunction at any time, the officer shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable.

Any officer assigned to a non-uniformed position, including detectives, should use a BWC at any time the officer believes such a device may be useful, or at the direction of their supervisor. Detectives may utilize an approved audio recorder when conducting investigative interviews in lieu of a BWC, when approved by a supervisor. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed officers should wear the BWC in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Officers should document the existence of a recording in any report or other official record of a contact, including any instance where the BWC malfunctioned or the officer deactivated the recording, including the deactivation reason.

This policy is not intended to describe every possible situation in which a BWC should be used, although there are many situations where its use is appropriate. Officers should activate the BWC any time the officer believes it would be appropriate or valuable to record an incident.

Recordings should be incident specific and officers should not record their entire shift. A BWC should be activated at the initiation of any encounter between a police officer and a member of
the public where there is potential for enforcement and/or criminal investigation and any other encounter that becomes adversarial after the initial contact in a situation that would not otherwise require recording.

Officers have discretion to manually activate a BWC any time the officer believes it would be appropriate or valuable to document an incident for legitimate law enforcement purposes.

Officers are not required to record informal or casual encounters with members of the public. Officers should consider that recording people in some circumstances may inhibit sharing neighborhood information or developing strong ties between members of the community and officers.

Generally, members of the public have a reasonable expectation of privacy in their homes. Officers should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the officer that such privacy may outweigh any legitimate law enforcement interest in recording.

When officers are lawfully present in a home (warrant, consent, or exigent circumstances) in the course of official duties, a BWC should be activated unless circumstances no longer fit the criteria for recording.

During consensual encounters in locations where the subject of the recording normally has a reasonable expectation of privacy, such as their residence, an officer who has initially activated a BWC may offer the subject of the recording the option to have the recording discontinued if:

1. The member of the public requests the recording be discontinued,
2. The situation does not include any of the mandatory recording situations, and
3. The officer does not believe it is necessary to continue recording.

The recording of interviews with crime victims and witnesses is valuable evidence that contributes to or compliments an investigation. When conducting an investigation, the officer will attempt to record the statement of a victim or witness with the BWC.

While evidence collection is important, the Department also recognizes the relevance of taking into consideration the needs of these individuals and the nature of the crime being reported when deciding to record.

On occasion, an officer may encounter a reluctant crime victim or witness who does not wish to make a statement on camera. In these situations, the officer should continue to develop rapport with the individual while balancing the need for evidence collection with the individual’s request
for privacy, and then making a determination that results in the most effective and comprehensive statement.

Officer discretion should be utilized and generally favor recording a statement. Should the officer use discretion and not record the crime victim or witness statement with the BWC, the officer should document the reason in their report. In these instances, officers may still record with an department-issued audio recorder, if practical.

Officers are reminded a victim or witness may be revealed as a suspect at any point in the investigation and appropriate recording protocol may change.

The BWC shall be activated in any of the following situations:

1. All enforcement and investigative contacts, including stops, field interview (FI) situations, traffic stops, all crime interdiction stops, and consensual encounters in which the officer is attempting to develop reasonable suspicion on the subject of the encounter.
2. Any other activity where there is a reasonable possibility of confrontation and/or use of force.
3. If a BWC is not activated prior to a use of force, it shall be activated as soon as it is safe to do so.
4. Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording.
5. Warrantless or consensual searches of individuals, vehicles, buildings or other places.
6. When practical, to assist in documenting an individual’s Miranda Advisement. Recordings are intended to enhance documentation, not replace Consent to Search or Miranda Advisement forms.
7. An eyewitness identification of a suspect, see the Eyewitness Identification policy.
8. During the execution of a search warrant, an arrest warrant, a canine search or a consent search in which the officer is looking for evidence or contraband. Extended searches and/or secured scenes do not require continued recording if there is no significant contact with members of the public.
9. Forced or tactical entry into property.
10. As soon as possible following a collision in which the officer was involved.
11. All calls involving suicidal individuals.
13. Foot pursuits.
14. Emergency vehicular response, including vehicle pursuits.
15. Arrestee transports showing the loading, securing and unloading of any adult or juvenile detainee, arrestee or inmate.
16. Arrestee transfer between Patrol and Detention officers.
17. The reception of citizen complaints or concerns.
18. In the service of civil process, contacts involving the service of protection orders, the initial contact on an eviction, or on any high-risk civil process in which a confrontation is reasonably expected to occur, or may occur.

19. When directed to by a supervisor.

Additional assignment specific situations exist for the Broomfield Detention Center. See 424.11 DETENTION CENTER.

424.6.1 ADVISEMENTS OF RECORDING

Members of the public do not have a reasonable expectation of privacy when talking with police officers during the scope of an officer’s official duties, even when the contact is in a private residence. When practical, officers may advise them they are being recorded. Under many circumstances, notification has been shown to diffuse incidents. However, there may be times that this is impractical or that the notification could diminish lines of communication. Officer discretion should be utilized and generally favor notification over non-notification.

If an officer is asked by anyone if they are being recorded, the officer shall advise they are being recorded when the BWC is activated.

Officers are not required to initiate or cease recording an event, situation, or circumstance solely at the demand of a member of the public.

424.6.2 CESSATION OF RECORDING

Once activated, the BWC should remain on continuously until the officer reasonably believes that their direct participation in the incident is complete or the situation no longer fits the criteria for activation.

If there is a break in the recording of a case related incident, the officer shall verbally indicate the intent to stop recording before stopping the device, and upon reactivation, state that recording has been restarted. The incident should also be documented in their report and include the reason why that break occurred.

Examples of breaks include, but are not limited to:

1. There is a malfunction to or accidental deactivation of the BWC.
2. The officer becomes involved in significant periods of inactivity, such as report writing, waiting for a tow truck, or other breaks from direct participation in the incident.
3. The officer is placed on a related assignment that has no investigative purpose, such as outer scene security, a traffic post, etc.
4. On an eviction, once the initial contact has been made, if the defendant occupant(s) is (are) cooperative and compliant, or if the subject property is unoccupied, the recording may be terminated.

424.6.3 SURREPTITIOUS USE OF THE BWC

Colorado law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (CRS § 18-9-303). Officers may surreptitiously record any conversation during the course of a criminal investigation in which the officer reasonably believes that such a recording will be lawful and beneficial to the investigation.

No member of this Department may surreptitiously record a conversation of any other member of the Department except with a court order or when lawfully authorized by the Chief of Police for the purpose of conducting a criminal or administrative investigation.

424.6.4 EXPLOSIVE DEVICE

A BWC may emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

424.6.5 WHEN A BWC MUST BE DEACTIVATED

A BWC should not be used to gather intelligence information based on First Amendment protected speech, associations, or religion, nor to record activity unrelated to a response to a call for service, or a law enforcement or investigative encounter between a law enforcement officer and a member of the public.

Officers shall not record while in a facility whose primary purpose is to provide medical and/or psychiatric services, unless responding to a situation involving a suspect who is still present, or when officers are conducting investigatory follow up at the facility. Officers shall be aware of a patient's rights to privacy when in hospital settings. When recording in hospitals and other medical facilities, officers shall be careful to avoid recording persons other than a suspect, victim or witness, and with respect of their medical privacy.

The BWC should be deactivated when any of the following apply:

1. In situations where medical or patient privacy is warranted, including medical procedures or treatments
2. When possible, officers should avoid recording exposed areas of the body that could cause embarrassment or humiliation, such as exposed breast, groin, etc.
3. When on the premises of any public or private elementary or secondary school, unless:
   a. The officer is responding to an imminent threat to life or health where there is potential for enforcement or criminal investigation, or
   b. While affecting an arrest, or
   c. During a criminal investigation when all parties being visibly or audibly recorded are in a private room and have provided consent, or
   d. While controlling a person through response to resistance
4. When an individual requests to remain anonymous or is a confidential informant
5. When personal information is being relayed that is not case related
6. When discussing administrative, tactical, or management issues
7. To protect the identity of an officer in an undercover capacity

424.7 WHEN ACTIVATION IS NOT ALLOWED

Activation of a BWC is not allowed when exchanging information with other officers when not in service or during roll call, breaks, lunch periods, report completion, training, other administrative duties while at the department or in department locker rooms or bathrooms.

424.8 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving BWC recordings, officers shall upload and tag recordings in accordance with procedure and document the existence of the recording in any related case report.

Every BWC recording will be tagged by the recording officer, receiving a single or multiple tags, to assist in classification, preservation and dissemination. A supervisor and the Digital Technician may modify, delete, or add an additional tag.

1. ARREST - incident resulting in misdemeanor or felony arrest
2. DET CENTER - Detention Center incidences, including rule violations
3. EVIDENCE
   a. Related to a crime, or possible crime, which may establish guilt or innocence (Recordings of traffic stop contacts alone, without evidence of a criminal act, are not considered evidentiary)
4. NON-DISCLOSURE
   a. The recording contains evidence relevant to potential criminal, civil or administrative matters.
   b. A complainant, victim or witness has requested non-disclosure.
   c. A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
   d. Disclosure may be an unreasonable violation of someone’s privacy.
   e. Medical or mental health information is contained.
f. Disclosure may compromise an undercover officer or confidential informant.

5. NON-EVENT - no apparent administrative relevance

6. RESTRICTED - related to actual or possible internal or external complaint, internal review, intake, inquiry, investigation, evaluation, or litigation

7. SEARCH - related to search of person or property, including canine search

8. TRAINING

9. UOF - use of force either by suspect against a member of the Department or by a member of the Department against a suspect

424.8.2 ACCIDENTAL RECORDINGS

Employees may request in writing through their supervisor that an inadvertent recording of no relevance to an investigation and/or contact be deleted. If approved by the division commander, the request will be forwarded to the Digital Technician for deletion and documentation.

424.8.3 CRITICAL INCIDENTS

Immediately following a critical incident, a BWC and incident related recordings must be collected for chain of custody purposes from any involved officer.

1. A supervisor will respond to the scene and ensure the BWC remains affixed to the officer in the manner it was found and that the BWC data remains uncompromised.

2. The supervisor will identify an officer to accompany the involved officer to the police department. When assigning the accompanying officer, if possible, the supervisor should assign an officer not directly involved in the incident.

3. The officer assigned to accompany the involved officer should remain in direct and uninterrupted contact with the involved officer until a supervisor can take responsibility for the care and custody of the BWC.

4. The supervisor assuming responsibility for the BWC shall upload the video in a timely manner and then return the BWC to the officer.

424.9 REVIEW OF BWC RECORDINGS

All BWC recordings, recorded images, and audio recordings are property of the Department. Any public release of BWC recordings shall be in accordance with the Records Maintenance and Release policy and shall comply with Section 24-72-301 et. al. of the Colorado Revised Statutes (Colorado Criminal Justice Records Act).

Recorded files may be reviewed:

1. By supervisors to review relevant recordings at any time, including:
   a. Assessing the performance of an officer
b. Reports of meritorious conduct

c. When participating in an official investigation, such as a personnel complaint, administrative investigation, or staff inquiry,

d. When conducting a use of force or vehicle pursuit review

e. To assess for possible training value

2. By the recording officer for use when preparing criminal case reports or detention incident reports, or for when preparing for a criminal, civil or administrative proceeding arising from the officer’s official duties.

3. Once a case is assigned to the Investigations Division, the assigned detective and their supervisor may view all applicable recordings.

4. Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

5. By media personnel with permission of the Chief of Police or the authorized designee and in accordance with the Records Maintenance and Release Policy.

6. In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

7. By members of the public through the proper process or with permission of the Chief of Police or the authorized designee and in accordance with the Records Maintenance and Release Policy.

When preparing criminal case reports or detention incident reports, officers may review their recordings as a resource. An officer's recollection of specific details may be different than what is captured on a BWC recording and should be clearly noted in their reports as a “personal observation” or “upon review of the BWC recording”. Officers may only review recordings from their assigned BWC. Officers should continue to prepare reports in the same manner as prior to the implementation of the BWC system and should not substitute “refer to video” for a detailed and thorough report.

In situations involving use of force, officers are authorized to review their own BWC recording after completing their initial interview with the investigating supervisor in a use of force review. If, after reviewing a BWC recording, an officer’s recollection is enhanced and they recall additional information beyond their independent recollection, that information is to be memorialized in their use of force written statement.

All recordings shall be reviewed by the Digital Technician prior to public release, except in those instances noted in section 424.4 Supervisor Responsibilities. Recordings that unreasonably violate a person’s privacy or sense of dignity, and redaction can not remedy the issue, the recording should not be publicly released unless disclosure is required by law or order of the court.

Members of the Department that are reviewing event recordings should remain focused on the incident or incidents in question and review only those recordings relevant to their investigative
scope. If improper conduct is discovered during any review of digital evidence, the person who discovered the conduct in question shall notify a supervisor.

424.10 USE OF BWC RECORDINGS FOR TRAINING PURPOSES

Recordings may be shown for training purposes, including for tactical debriefs, to the incident involved group of employees upon approval by the involved division commander.

When a recording may be of value as a training aid for a broad section of the Department, the recording officer or that officer’s supervisor should contact the Support Services Commander, who will review the recording to determine the value of the incident for training. If the Support Services Commander determines the incident would be an appropriate training aid, the Support Services Commander shall obtain approval from the Department Legal Advisor and from the Support Services Division Chief.

If an involved officer objects to showing a recording, the officer’s objections will be submitted to their commander to determine if the training value outweighs the officer’s objection. If practical, redaction of anything that may identify the officer should be considered, including the officer’s face or nameplate.

424.11 DETENTION CENTER

Generally, arrestees and inmates do not have a reasonable expectation of privacy in the Detention Center. Officers should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy. Officers should discontinue recording whenever it reasonably appears that such privacy may outweigh any legitimate law enforcement, facility management or security interest in recording. Recording in inmate cells, dorm rooms, bathrooms and showers is discouraged except to record an officer’s response to an emergency, criminal activity, an adversarial inmate/arrestee contacts, or a major facility rule violation.

A BWC should be activated at the initiation of any encounter between an officer and an inmate or arrestee where there is a reasonable likelihood of enforcement and/or criminal investigation, an institutional rule violation, or any other encounter that becomes adversarial after the initial contact in a situation that would not otherwise require recording.

Officers have discretion to manually activate a BWC any time the officer believes it would be appropriate or valuable to document an incident for legitimate law enforcement purposes.

424.11.1 DETENTION CENTER - ACTIVATION OF THE BWC
The BWC shall be activated in any situation involving a Police Officer-Detention that falls under 424.6 ACTIVATION OF THE BWC and in any of the following situations:

1. Emergency situations may include uncooperative arrestees in the sally port, pre-booking and booking, crimes in progress, suicide attempts, medical emergencies, barricade situations, and riot situations
2. The removal of uncooperative or resisting arrestees from a patrol vehicle
3. Inmate escorts within the facility involving:
   a. Any inmate on disciplinary lock-down status, or
   b. Any Inmate classified as a significant security or escape risk
4. Adversarial situations, including inmate arguments, inmate failure to cooperate, inmate refusing an officer’s order, etc.
5. Cell extractions
6. While securing an arrestee or inmate in the emergency restraint chair
7. To record a major rule violation, including in an inmate’s cell
8. Alternative Sentencing Unit site visits when recording a facility rule violation

424.11.2 DETENTION CENTER - WHEN A BWC MUST BE TURNED OFF

The BWC should be deactivated in any situation involving a Police Officer-Detention that falls under 424.6.5 WHEN A BWC MUST BE TURNED OFF and in any of the following situations, except to record an officer’s response to an emergency, criminal activity, an adversarial inmate/arrestee contacts, or a major facility rule violation:

1. Courtroom proceedings
2. Video advisals
3. Strip searches
4. Medical/mental health interactions with a clinician
5. Legal interactions with attorneys/legal representatives
6. Religious interactions with the Department approved clergy

424.12 DIGITAL TECHNICIAN

The Chief of Police or the authorized designee should designate a Digital Technician responsible for:

1. Establishing procedures for the security, storage and maintenance of data and recordings.
2. Establishing procedures for accessing data and recordings.
3. Establishing procedures for logging or auditing access.
4. Establishing procedures for transferring, downloading, tagging or marking events.
5. Maintain a record of assigned BWC and related equipment.
6. Ensuring that officers are trained in the use of the BWC system and equipment prior to issuance.

7. Assisting in data collection reporting. These reports include, but are not limited to, monthly usage audits, video storage audits, viewing audits and other audits as requested.

8. Providing technical support for malfunctioning BWC equipment and facilitate all warranty repairs with the vendor.

9. Maintain BWC equipment repair and maintenance records.

10. Coordination with IT regarding system related issues.

424.13 DATA MANAGEMENT OF BWC RECORDINGS

All BWC recordings shall be retained for a period consistent with the requirements of the organization’s records retention schedule but for no period less than 60 days. The retention of all BWC recordings will comply with all applicable State of Colorado statutory requirements regarding criminal justice record management and evidence retention and will be based upon the current City and County of Broomfield Retention Guidelines. See the Property and Evidence and Records Maintenance and Release policies.

All BWC recordings will be purged from the system in accordance with the current retention schedule. See Records Maintenance and Release Policy.

Access to all BWC stored recordings will be restricted to authorized users, supervisors and command staff. The viewing of any BWC footage will be restricted to legitimate law enforcement or administrative purposes.

Evidentiary recordings are maintained separately from administrative recordings. They are treated as evidence. See the Property and Evidence policy for retention, transfer, and disposition of evidence.

Non-evidentiary BWC recordings shall be reviewed by the Digital Technician prior to public release. Any BWC recording that depicts unprofessional behavior, a policy violation, or misconduct by an officer shall be reported to the Information and Court Services Division Commander for follow-up so it can be properly documented and investigated.

Revision Dates: NONE

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Gary C. Creager
Chief of Police