

---

## Body Worn Cameras / Portable Audio / Video Recorders

### 423.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties. Portable audio/video recording devices include all recording systems, whether body-worn, hand-held, or integrated into portable equipment (Wis. Stat. § 165.87).

This policy does not apply to mobile audio/video recordings, interviews, or interrogations conducted at any authorized facility, authorized undercover operations, wiretaps, lawfully concealed cameras, traffic cameras, automated license plate readers, lawfully placed surveillance cameras, still photos and/or eavesdropping/concealed listening devices.

Body-worn cameras can help improve the high quality public service expected of police officers and promote the perceived legitimacy and sense of procedural justice that the community expects of the Department. Body-worn cameras can create a public record that allows the entire community to see an accurate chain of events. This Standard shall be in compliance with §165.87 and made public via the official Wautoma Police Department web site.

### 423.2 POLICY

The Wautoma Police Department shall provide members with access to body-worn cameras (BWC) for use during the performance of their duties. The use of body-worn cameras is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

### 423.3 DEFINITIONS

**Body-Worn Camera (BWC):** A portable audio/video recording device which can be worn on the officer's body.

**Record Subject:** An individual recorded by a BWC to whom all the following apply: the individual is depicted in the recording or the individual's voice is audible; the individual's identity is known to law enforcement; the individual is not suspected of committing a crime or other violation of law in connection

# Wautoma PD Policy Manual

Law Enforcement Policy

## Body Worn Cameras / Portable Audio / Video Recorders

---

with the law enforcement officer's presence in the location that was recorded; the individual is not a law enforcement officer who was acting in an official capacity unless a crime or other violation of law has been committed against the law enforcement officer while the law enforcement officer was present at the location that was recorded.

**Requester:** Any person who requests inspection or copies of a record, except a committed or incarcerated person, unless the person requests inspection or copies of a record that contains specific references to that person or his/her minor children for whom he/she has not been denied physical placement and the record is otherwise accessible to the person by law.

**Cloud Storage:** A mode of data storage where the digital data is stored in computer servers located offsite and accessed via Internet. The storage is typically maintained by a third party under contractual agreement.

**Officer Involved Death:** An incident that involves a death of an individual that results directly from an act of an omission of a law enforcement officer while the law enforcement officer is on duty or while the law enforcement officer is off-duty, but performing activities that are in the scope of his/her law enforcement duties (§ 175.47(1)(c)).

**Other Critical Incident:** An incident involving a law enforcement officer that results in death or injury which may result in death to a person that is caused by a member's actions occurring while in police custody; or any incident that the Chief of Police or his designee declares a critical incident. An injury to a person as a result of a firearm discharge by a law enforcement officer, not resulting in death shall also be considered a critical incident.

**Redaction:** A process, conducted by specific authorized personnel, for censoring and/or obscuring a part of written, audio, and/or video media for legal, security, and/or privacy purposes.

**Activate -** To place a BWC in active mode (also called event mode). In active mode, the BWC records both video and audio.

# Wautoma PD Policy Manual

Law Enforcement Policy

## Body Worn Cameras / Portable Audio / Video Recorders

---

**BWC media** - The video, audio, and images captured by [departmentoffice] BWCs and the associated metadata.

**BWC media systems** - Any software, including web-based programs and mobile applications, used by the [DepartmentOffice] to upload/download, store, view, transfer, and otherwise maintain BWC media.

**Deactivate** - To place a BWC in buffering mode (also called ready or pre-event mode). In buffering mode, the BWC records video (without audio) in short, predetermined intervals that are retained only temporarily. However, when a BWC is activated, the interval recorded immediately prior to activation is then stored as part of the BWC media. Deactivate does not mean powering off the BWC.

**Event** - A general term referring to a set of circumstances that may, but does not necessarily, correlate directly to a single public safety incident.

## 423.4 EQUIPMENT

Only Department authorized Body-Worn Cameras (BWCs) will be used by Department personnel. Personally owned BWCs are prohibited. Officers should not share their BWC with any other officers unless authorized by a Commanding Officer.

BWCs will be issued to all full timesworn officers. Part time officers will have a shared BWC available for their use.

Charging units will be available for officers to recharge and downloadtheir BWC.

### 423.4.1 TRAINING

All sworn Department members will receive training on all content in this policy to include any limitations the Department imposes on the use of BWCs and any limitations the Department imposes on situations, persons or encounters that may be recorded by a BWC.

## Body Worn Cameras / Portable Audio / Video Recorders

---

Additionally, all employees (sworn and non-sworn) that use, maintain, store or release BWC data will also receive training on all content in this policy, the limitation the Department imposes on the use of BWCs and any limitations the Department imposes on situations, persons or encounters that may be recorded by a BWC.

The BWC Coordinator designated by the Chief of Police will coordinate all required training regarding the use of BWCs.

### **423.5 COORDINATOR**

The Chief of Police or the authorized designee shall designate a coordinator responsible for the following to comply with Wisconsin Statute § 165.87:

- a. Establishing procedures for the security, storage, and maintenance of data and recordings.
- b. Establishing procedures for accessing data and recordings.
- c. Establishing procedures for logging or auditing access.
- d. Establishing procedures for transferring, downloading, tagging, or marking events.
- e. Coordinating with the Training Manager to provide training on this policy to:
  - f. 1. Officers who are authorized to use portable audio/video recorders.
  2. Members of the Department who use, maintain, store, or are responsible for the release of records and recordings.
- g. Periodically reviewing the Department's practices relating to the use, maintenance, and storage of body cameras and data to confirm compliance with this policy.
- h. Ensuring this policy is available to the public on the Department's website.

### **423.6 MEMBER PRIVACY EXPECTATION**

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of this department regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

### **423.7 MEMBER RESPONSIBILITIES**

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a BWC issued by the Department, and that the BWC is in good working order. If the BWC is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the BWC in a conspicuous manner with the lens and microphone unobstructed.

## Body Worn Cameras / Portable Audio / Video Recorders

---

Any member assigned to a non-uniformed position may carry a BWC at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, or there is a legitimate investigative need for the recording to be concealed, non-uniformed members should wear the BWC in a conspicuous manner when in use.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

### **423.8 ACTIVATION AND USE OF THE BODY WORN CAMERA**

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

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

- a. All enforcement and investigative contacts including stops, self initiated activity, and field interview (FI) situations
- b. Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- c. Traffic crashes
- d. Investigations
- e. Calls for service.

All officers engaged in investigatory or enforcement action must activate their BWC regardless of the number of other officers on the scene with BWCs.

Members 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 member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a BWC or change the recording media. However, the BWC should be activated in situations described above as soon as reasonably practicable.

# Wautoma PD Policy Manual

Law Enforcement Policy

## Body Worn Cameras / Portable Audio / Video Recorders

---

Cameras shall be activated while processing prisoners (booking) and/or during prisoner transports. However, BWCs do not have to be used while prisoners are inside a squad and a properly working rear seat camera is in operation.

Juveniles will be recorded as an adult would.

There is no requirement that officers notify someone they are being recorded; however, officers must be aware that it may be beneficial to inform the other person(s) that a recording of the interaction is being made. If a person expresses a desire to know whether or not the officer is recording them, the officer shall respond truthfully.

Officers are authorized to use BWCs inside private dwellings under the following circumstances:

- 1) There is a valid search or arrest warrant.
- 2) The resident provides consent to enter the premises.
- 3) There is a legal exception permitting the police to enter the dwelling.

### 423.8.1 DOCUMENTATION

Members are encouraged to provide narration while using a BWC when it would be useful to provide context or clarification of the events being recorded. However, the use of a BWC is not a replacement for written reports and should not be referred to in a written report in place of detailing the event.

Every report prepared by a member who is issued a BWC should state "BWC available" or "BWC unavailable," as applicable, and should document:

- a. To the extent practicable and relevant, the identity of individuals appearing in the BWC media.
- b. An explanation of why BWC media is unavailable including any malfunction, damage, or battery issue that resulted in the failure of the BWC to capture all or part of the event.

# Wautoma PD Policy Manual

Law Enforcement Policy

## Body Worn Cameras / Portable Audio / Video Recorders

---

- c. Any exigency or other circumstances that prevented the member from immediately activating the recording at the beginning of the event.
- d. Any period of the event in which the member deactivated or muted their BWC and the reason for such action.
- e. If livestreaming was activated during the event, the reason for livestreaming and the members who communicated or participated in the event through BWC livestreaming.

### 423.8.2 CESSATION OF RECORDING & MUTING OF BWC

Once activated, the BWC should remain on continuously until the member reasonably believes that his /her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

BWCs have the ability to be muted while video is still recording. Officers are allowed to temporarily mute audio on their BWC while discussing strategies/tactics among themselves, but, prior to doing so, they must announce the reason for muting. Additionally, they must restore audio once they are finished discussing strategies/tactics.

### 423.8.3 SURREPTITIOUS USE OF THE PORTABLE RECORDER

Wisconsin law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (Wis. Stat. § 968.31(2)(b)).

Members may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another department member or city official without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

### 423.8.4 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

## **423.9 PROHIBITED USE OF BODY WORN CAMERAS**

Members are prohibited from using department-issued portable recorders, recording media, and/or body-worn cameras for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

# Wautoma PD Policy Manual

Law Enforcement Policy

## Body Worn Cameras / Portable Audio / Video Recorders

---

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Patrol Lieutenant. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

Officers are prohibited from using BWCs in the following circumstances:

- a. Routine administrative activities of the [DepartmentOffice] that do not involve interactions with the public. Care should be taken to avoid incidentally recording confidential documents that the [DepartmentOffice] has a duty to keep secure (i.e., criminal justice information).
- b. Areas within the [departmentoffice] facilities where members have a reasonable expectation of privacy (e.g., locker rooms or dressing areas, breakrooms) unless responding to a call for service or conducting an investigation.
- c. Conversations of other members without their knowledge.
- d. When a member is taking an authorized break or otherwise engaged in personal activities.
- e. In a courtroom unless responding to a call for service or emergency situation.
- f. Interactions with undercover [officers\_deputies] or confidential informants.
- g. Strip searches and/or body cavity searches.
- h. Intentionally recording conversations and actions of fellow Department personnel (including outside law enforcement/public safety agency members) without their knowledge during non-enforcement activities.
- i. Recording off-duty and/or personal activity.

Nothing in this policy prohibits BWCs from being used for training purposes as long as all personnel involved in training are aware that BWCs are being used and the training does not violate any of the above listed prohibitions.

## Body Worn Cameras / Portable Audio / Video Recorders

---

Nothing in this policy prohibits members from making lawful open records requests for information.

### **423.10 BWC DATA ACCESS AND REDACTION**

The Administrative Assistant (BWC Administrator) and/or designee is primarily responsible for reviewing /redacting BWC footage requested under open records laws or discovery demands. The Department shall maintain the privacy of a record subject who is a victim of a sensitive or violent crime or who is a minor and that access to data from a BWC that record such a record subject shall be provided only if the public interest in allowing access is so great as to outweigh public policy.

The presumption regarding privacy does not apply if a record subject who is a victim or sensitive or violent crime, or his/her next of kin if the record subject is deceased, does not object to granting access to the data. The presumption regarding the privacy of a record subject who is a minor does not apply if the parent or legal guardian does not object to granting access to the data.

It is the policy of the Department to maintain the privacy of a record subject who is in a location where the record subject has a reasonable expectation of privacy and that access to data from a BWC that record a record subject in such a location shall be provided only if the public interest in access is so great as to outweigh public policy. In that case, the record subject's face and anything else that would allow the record subject to be identified may be redacted.

The presumption of privacy does not apply if the record subject does not object to granting access to the data. If a requester believes that the Department has improperly made a decision to redact or deny access to BWC data, the requester may pursue remedies under §19.37(1).

Nothing in this section prohibits the release of BWC data under §175.47(5)(b) in relation to the investigation of officer involved critical incidents.

### **423.11 UPLOADING, IDENTIFICATION AND PRESERVATION OF RECORDINGS**

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

# Wautoma PD Policy Manual

Law Enforcement Policy

## Body Worn Cameras / Portable Audio / Video Recorders

---

- 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.
- g. The recording or portions of the recording may be protected under the Public Records Law (Wis. Stat. § 19.31 et seq.).

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e. g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

Unless otherwise authorized by a supervisor, all media from a member's BWC should be properly uploaded and tagged before the end of their shift. BWC media related to a serious or high-profile event (e. g., search for a missing child, active shooter situation) should be uploaded and tagged as soon as practicable upon returning to the [DepartmentOffice].

Following an officer involved shooting or death or other event deemed necessary, a supervisor should take possession of the BWC for each member present and upload and tag the BWC media.

## **423.12 RETENTION OF RECORDINGS**

All recordings shall be retained for a period consistent with the requirements of the established records retention schedule but in no event for a period less than 120 days (Wis. Stat. § 165.87).

### **423.12.1 RETENTION PERIODS FOR RECORDINGS**

Unless an exception, below, requires a longer period of retention, recordings shall be retained for the following time periods:

<b>Category</b>	<b>Minimum Retention Period</b>
-----------------	---------------------------------

Critical Incident (Officer Involved):	Indefinite
---------------------------------------	------------

Major Incident (homicide, death, SA, etc)	Indefinite
---	------------

Serious Incident (robbery, non fatal shooting, etc.	Seven (7) Years
---	-----------------

Felony Arrest	Seven (7) Years
---------------	-----------------

Misdemenaor Arrest	Seven (7) Years
--------------------	-----------------

# Wautoma PD Policy Manual

Law Enforcement Policy

## Body Worn Cameras / Portable Audio / Video Recorders

---

Municipal / Traffic Citation    Seven (7) Years

Miscellaneous / Other        Seven (7) Years

Traffic Crash                Seven (7) Years

Administrative Hold        Indefinite

Requested Under Open Records    Seven (7) Years

Reviewed by Officer        120 Days

Training                    120 Days

### 423.12.2 EXCEPTIONS TO RETENTION REQUIREMENTS FOR BODY-WORN CAMERAS

Exceptions to the 120-day retention period for body-worn cameras are as follows (Wis. Stat. § 165.87):

- a. Recordings should be retained until the final disposition of any investigation, case, or complaint to which the recordings pertain to any of the following:
  1. Death or actual or alleged physical injury to any person in the recording
  2. An encounter resulting in custodial arrest
  3. A search during a temporary detention pursuant to Wis. Stat. § 968.25
  4. An encounter resulting in the use of force except when the only use of force involves the use of a firearm to euthanize an injured wild animal
- b. Recordings used in any criminal, civil, or administrative proceeding may not be destroyed except upon a final disposition from the court or hearing officer after a determination the recordings are no longer needed, or by an order from the court or hearing officer.
- c. Recordings may be retained for a period beyond 120 days if a request or directive to preserve the recordings is made before the expiration of that time period by an officer from this department or another law enforcement agency, member of a board of fire and police commission, prosecutor, defendant, or a court.

### 423.12.3 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

### 423.12.4 RELEASE TO PUBLIC

Unless disclosure is required by law or a court order, BWC media should not be released to the public if it unreasonably violates a person's privacy or sense of dignity or depicts the interior of (Wis. Stat. § 165.87):

- a. A private residence.

## Body Worn Cameras / Portable Audio / Video Recorders

---

- b. A facility that offers health care, mental health or substance abuse treatment, or social services.
- c. A school building.
- d. Any other building in which public access is restricted or which implicates heightened security concerns.

Requests for the release of BWC media shall be processed in accordance with the Records Maintenance and Release Policy and body cameras law (Wis. Stat. § 165.87). The [recordsHead] should review BWC media before public release.

Unless disclosure is allowed by law, BWC media that depicts the image or voice of a recorded subject who is a victim of a sensitive or violent crime or a minor should not be released to the public. Before release, the BWC media may be redacted as provided by law (Wis. Stat. § 165.87).

### **423.13 REVIEW OF RECORDED MEDIA FILES**

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct, or reports of meritorious conduct, or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

- a. Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
- b. Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- c. By media personnel with permission of the Chief of Police or the authorized designee.
- d. In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court (Wis. Stat. § 165.87(3)).

BWC media systems shall only be accessed by authorized members using the member's own login credentials and in accordance with the Information Technology Use Policy.

# Wautoma PD Policy Manual

## Law Enforcement Policy

### Body Worn Cameras / Portable Audio / Video Recorders

---

- a. BWC media shall only be accessed and viewed for legitimate [departmentoffice]-related purposes in accordance with the following guidelines: BWC media tagged as restricted should only be accessible by those designated by the [agencyHead] or the authorized designee.
- b. Members may review their own BWC media for [departmentoffice]-related purposes. Members should document in their report if they reviewed BWC media before completing the report.
- c. Investigators may review BWC media pertaining to their assigned cases.
- d. A member testifying regarding a [departmentoffice]-related event may review the pertinent BWC media before testifying.
- e. Supervisors are permitted to access and view BWC media of their subordinates.
- f.
  1. Supervisors should review BWC media that is tagged as a significant event or that the supervisor is aware pertains to a significant event.
  2. Supervisors should conduct periodic documented reviews of their subordinate's BWC media at least annually to evaluate the member's performance, verify compliance with [departmentoffice] procedures, and determine the need for additional training. The review should include a variety of event types when possible. Supervisors should review BWC media with the recording member when it would be beneficial to provide guidance or to conduct one-on-one informal training for the member.
  3. Supervisors should conduct periodic reviews of a sample of each subordinate's BWC media to evaluate BWC use and ensure compliance with this policy.
- g. The [trainingManager] is permitted to access and view BWC media for training purposes.
- h.
  1. The [trainingManager] should conduct a quarterly review of a random sampling of BWC media to evaluate [departmentoffice] performance and effectiveness and to identify specific areas where additional training or changes to protocols would be beneficial. Training Committee members may review BWC media as part of their review to identify training needs.
  2. The [trainingManager] may use BWC media for training purposes with the approval of the [agencyHead] or the authorized designee. The [trainingManager] should use caution to avoid embarrassing or singling out a member and, to the extent practicable, should seek consent from the members appearing in the BWC media before its use for training. When practicable, sensitive issues depicted in BWC media should be redacted before being used for training.
- i. The [recordsHead] may access BWC media when necessary to conduct [departmentoffice]-related duties.
- j. The BWC coordinator may access BWC media and the BWC media system as needed to ensure the system is functioning properly, provide troubleshooting assistance, conduct audits, and fulfill other responsibilities related to their role.

# Wautoma PD Policy Manual

Law Enforcement Policy

## Body Worn Cameras / Portable Audio / Video Recorders

---

### 423.13.1 CRITICAL INCIDENTS

Officers involved in a critical incident and/or officer involved death (refer to Definitions section above) should cease recording once it is determined the scene is secured. BWCs shall be given to an on-scene supervisor who will maintain chain of custody. The supervisor shall ensure that BWC recordings are uploaded and/or archived as directed by the designated investigators.

Involved officer(s) and/or witness officer(s) shall not review any BWC recording prior to providing a formal statement to the designated investigators unless specifically authorized by a WPD supervisor.

Note: The assigned investigators may elect to provide the involved/witness officer(s) an opportunity to view BWC recordings prior to providing a formal statement, however, this will be at the investigators' discretion.

### 423.14 SYSTEM INTEGRITY

BWC footage is considered law enforcement sensitive material and, in certain circumstances, considered evidence. Therefore, original raw footage will always be securely maintained for the specified retention period. Copying and editing BWC for legitimate law enforcement purposes (such as making copies for discovery or redacting for release to the public under open records laws) are allowed by specifically authorized personnel i.e. Administrative Assistant, Chief of Police, Patrol Lieutenant.

While officers who use BWCs will have access to BWC footage for purposes of review, only Administration and/or their designee will have access to the storage settings.

Department personnel are prohibited from viewing BWC footage while off-duty.

Axon is the current vendor of BWCs used by the Wautoma Police Department. Axon offers two apps that can be used in conjunction with BWCs or cloud storage. Axon View is an app that connects to a BWC and allows the app user to review and categorize videos on the BWC (the app does not store data on the device with the app). Axon Capture is an app that allows the app user to capture photographs and video with their device and then upload the photographs/video to cloud storage (the app does store data on the device with the app).

# Wautoma PD Policy Manual

Law Enforcement Policy

## Body Worn Cameras / Portable Audio / Video Recorders

---

Officers are permitted to use Axon View solely for the purpose of reviewing and categorizing footage on the BWC assigned to them. Officers may not perform functions, such as screen captures, with their devices that will save/store data on the device with the app.

Any Officer with a Department mobile device is permitted to use Axon Capture to acquire evidentiary photographs, audio, and video. Evidence acquired through Axon Capture shall be transferred, through the app, to cloud storage before the end of the officer's shift.

### 423.14.1 AXON RESPOND (LIVESTREAM)

Axon Respond works with Axon Body 3 and Fleet 3 in-car video systems, which integrates real-time location data (GPS) and remote live video feeds. When an officer's BWC is livestreamed, the officer will be notified via a vibration, an audio tone, and an LED light change. When Fleet 3 cameras are livestreamed, the officer will be notified by an audio tone and a LED light change on the Fleet 3 unit. Remote livestreaming of devices are accessible only to the following personnel:

Sworn personnel holding the rank of Sergeant and above

Officers authorized by the Chief of Police

Livestream should only be accessed for critical incidents or other high risk incidents as determined by a supervisor. These situations may include, but are not limited to: vehicle pursuits, officer involved critical incidents, tactical operations, civil disturbances, and emergency locations on officers. Axon Respond usage will be documented in automated audit logs that record employee access and duration of the livestream.