

## Body-Worn Camera Portable Recorders

### 424.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of body-worn camera (BWC) 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 Beloit Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

### 424.2 POLICY

The Beloit Police Department may provide members with access to BWC's for use during the performance of their duties. The use of BWC's is intended to enhance the mission of the Department by providing a method to capture contacts between members of the Department and the public. In addition, the use of BWC's is intended to enhance the investigative competency of the Department, as well as contribute to the growth of community trust and transparency.

It is understood that while the use of BWC's provides additional information and accountability mechanisms, there are also limitations to the use of BWC's as definitive determiners of fact in some instances.

### 424.3 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.

### 424.4 MEMBER RESPONSIBILITIES

Except for members above the rank of Sergeant, prior to going into service, each sworn uniformed patrol and special operations division member will be responsible for making sure that he/she is equipped with a BWC issued by the Department, and that the recorder is in good working order. If the recorder 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. Sworn uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Except for members above the rank of Sergeant, any sworn member assigned to a non-uniformed position should carry an approved BWC and utilize it any time the member believes that such a device may be useful or as otherwise required by policy. Unless conducting a lawful recording in an authorized undercover capacity, sworn non-uniformed members should wear the recorder

# Beloit Police Department

WI LE Policy Manual

## *Body-Worn Camera Portable Recorders*

---

in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a BWC, the assigned member shall record his/her name, BPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded.

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 shall include the reason for deactivation. [See attachment: Axon Flex Procedure](#)

### **424.5 ACTIVATION OF THE AUDIO/VIDEO RECORDER**

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 recorder any time the member believes it would be appropriate or valuable to record an incident.

The department-issued BWC is designed to start recording whenever a conducted energy device (CED) is activated within 30 feet, the squad light bar is activated, or the rifle lock is triggered.

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

- (a) All enforcement and investigative contacts including stops, field interview (FI) situations, searches or frisks, and assignments or official requests for response as a School Resource Officer (SRO) within a school.
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance, suspicious vehicles, and all crime interdiction stops
- (c) All self-initiated activity in which a member would normally notify the Communications Center
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording
- (e) When responding to an in-progress or priority response (assist officer, etc.)
- (f) Upon entering the area of any dispatched call for service preceding notification to the communications center of a 10-23 (on scene) status

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.

# Beloit Police Department

WI LE Policy Manual

## *Body-Worn Camera Portable Recorders*

---

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

### **424.5.1 CESSATION OF RECORDING**

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. Members shall record the reason for deactivating the BWC. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

Situations in which a BWC may not be activated or turned off include but are not limited to:

- a. While in a hospital setting awaiting medical clearance of a prisoner/detainee unless their behavior dictates the need for continued activation of the BWC or when confidential medical information is being discussed.
- b. While debriefing with other officers regarding specific details or tactics of a call for service, operation, or information exchange.
- c. When developing a tactical plan, operating within a command post at a tactical, crisis, or other large scale operation, or while creating a mental health safety plan for a victim.
- d. When interviewing a confidential informant in the field.
- e. During personal breaks or as otherwise provided for in this policy.

### **424.5.2 SURREPTITIOUS USE OF THE BODY-WORN CAMERA 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 should consult with the Shift Commander or Lieutenant of Detectives, as appropriate to the investigation, prior to conducting a surreptitious recording.

Members shall not surreptitiously record another department member without a court order and pre-notification to the Chief of Police, or unless lawfully authorized by the Chief of Police.

### **424.5.3 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.

### **424.6 PROHIBITED USE OF BODY-WORN CAMERA PORTABLE RECORDERS**

Members are prohibited from using department-issued BWC and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

# Beloit Police Department

WI LE Policy Manual

## *Body-Worn Camera Portable 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 Shift Commander. 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.

### **424.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS**

To assist with identifying and preserving data and recordings, members shall download and tag these in accordance with procedure and document the existence of the recording in any related case report. If the incident was required by policy to be captured on a BWC, but was not captured, the officer shall document in his/her report the reason the incident was not recorded.

A member shall transfer and tag recordings utilizing the categories approved by the Department within the Evidence.com system.

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.

#### **424.7.1 RETENTION REQUIREMENTS**

All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 120 days.

### **424.8 REVIEW OF RECORDED MEDIA FILES**

Except for a critical incident, when preparing written reports or for a court related process, members may review their BWC recordings as a resource (see the Officer-Involved Deaths & Critical Incidents 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. Members who did not create the recording, but were involved in the investigation or activity, except in the event of a critical incident, may view the BWC recording to facilitate their report or investigation.

Supervisors are authorized to review relevant recordings anytime 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:

# Beloit Police Department

WI LE Policy Manual

## *Body-Worn Camera Portable Recorders*

---

- (a) Upon approval by a supervisor, by any member of the Department who is conducting an official internal investigation, such as a personnel complaint, administrative investigation or criminal investigation regarding conduct of a Department member.
- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (c) By a district attorney or city attorney to facilitate the prosecution of a crime or ordinance violation.
  - 1. The Department's Evidence.com system allows for these individuals to have direct log in access to facilitate prosecution.
- (d) By media personnel through proper process or with permission of the Chief of Police or the authorized designee.
- (e) To assess possible training value or other legitimate law enforcement purpose.
  - 1. Recordings may be shown for training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to staff to determine if the training value outweighs the officer's objection.
  - 2. In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee.
- (f) 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)).

### **424.9 COORDINATOR**

The Chief of Police or the authorized designee should designate a coordinator responsible for (Wis. Stat. § 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 Inspector or designee to provide training on this policy to:
  - 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.
- (f) Periodically reviewing the Department's practices relating to the use, maintenance, and storage of body cameras and data to confirm compliance with this policy.

# Beloit Police Department

WI LE Policy Manual

## *Body-Worn Camera Portable Recorders*

---

- (g) Ensuring this policy is available to the public on the Department's website.

### **424.10 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).

#### **424.10.1 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.

#### **424.10.2 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 and applicable open records law.

## Attachments

## **Axon Flex Procedure.pdf**



# AXON FLEX

## Training

---

**PROTECT LIFE.  
PROTECT TRUTH.**

© 2016 TASER International, Inc.

Version 1.0

# AGENDA



- Axon Flex Overview
- Operating Functions
- Mounting
- Axon Dock
- Pairing the Device
- Evidence.com
- Axon View

# AXON FLEX SYSTEM



**Flex Camera**

**Controller/Battery**

**Connecting Cable**

# AXON FLEX CAMERA



- All videos and metadata are stored on the camera.
- 8 GB storage.
- 75 degree field of view.
- 9 hours recording time.

# AXON FLEX CAMERA



**Volume / Pairing Button**

**Bracket Clip**

**LED Indicator**

**Imager**



# MOUNTING OPTIONS



**Oakley Eyewear Mount**



**Collar Mount**



**Epaulette Mount**

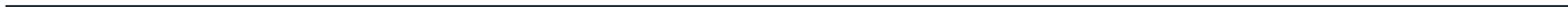
---

# MOUNTING OPTIONS



Hat Mount

Low Rider Headband



# CONTROLLER



- The Controller is the power source for the AXON Flex system.
- Designed to provide 12+ hours of buffering when fully charged.
- Videos are started and stopped from the Controller.



# AXON CONTROLLER / BATTERY



# RECORDING VIDEOS



Event Button

To start recording video, double tap the Event Button.

To stop recording, press and hold the Event Button, for 3 seconds.

# CONTROLLER



Operation LED	Operating Mode
Blinking Red	Recording
Blinking Green	Buffering
Solid Red	Booting Up

# BATTERY LIFE



Battery LED	Battery Life Indicator
Solid Green	40 – 100%

# BATTERY LIFE



Battery LED	Battery Life Indicator
Solid Green	40 – 100%
Solid Yellow	20 – 40%

# BATTERY LIFE



Battery LED	Battery Life Indicator
Solid Green	40 – 100%
Solid Yellow	20 – 40%
Solid Red	0 – 20%
Blinking Red & Yellow	Depleted Dead Battery

# DOCKING THE CAMERA



- When docking a camera, make sure the charge port slides in first and the imager is facing up.
- Make sure to keep the magnet side down.

# DOCKING THE CAMERA



Indicator	Controller Battery Status
Red	Initial Connection is made
Yellow	Queued for Upload
Flashing Yellow	Uploading in Progress
Green	Ready for Use
Blinking All Colors	Fault Indicator

# AXON VIEW

Pairing with a Smart Device



Apple iPhone

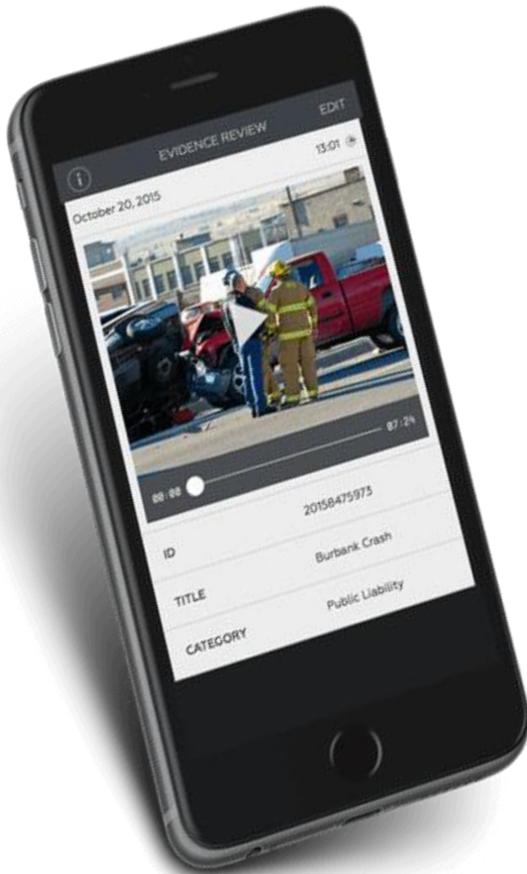


## Provides the following capabilities:

- Pairs Axon cameras with Android or iOS devices
- Instant replay
- Live video streaming assists with optimal camera placement
- GPS tagging maps video evidence automatically
- Real-time metadata input enables searching and accurate retention

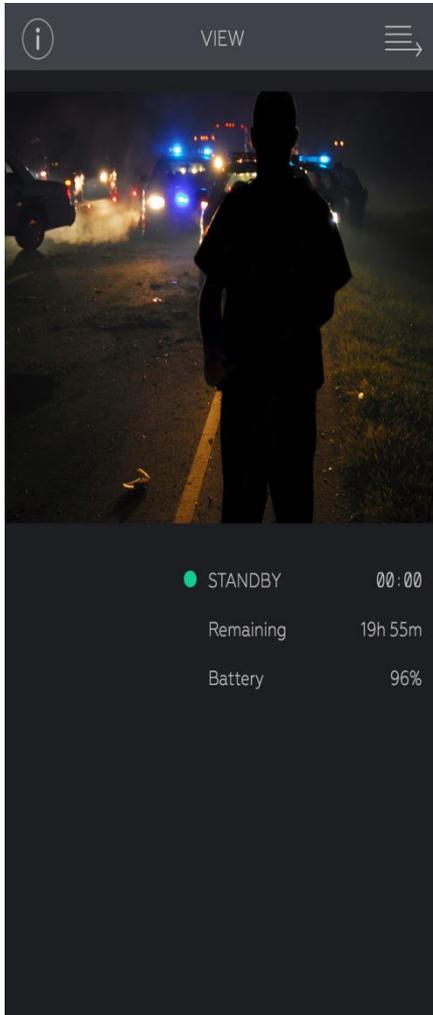


# LIVE PREVIEW – AXON VIEW



- Live Preview will allow you to stream videos via Bluetooth directly from the camera.
- There is only a 5 frame per second streaming bandwidth on Bluetooth.

# CAMERA DETAILS – AXON VIEW



## The Camera Details tab includes:

- Recording status
- Remaining record time
- Battery status



# QUESTIONS?

Thank you for your time and service.

---

**PROTECT LIFE.  
PROTECT TRUTH.**