

GREECE POLICE DEPARTMENT
GREECE, NEW YORK

GENERAL ORDER	ISSUE DATE 11/17/2014	EFFECTIVE DATE 11/17/2014	NUMBER 580B
SUBJECT: BODY-WORN CAMERAS		N.Y.S. ACCRED. STD. 20.7, 41.3	RESCINDS 580A

I. PURPOSE

This policy is intended to provide officers with instructions on when and how to use body-worn cameras (BWC) so that officers may reliably record their contacts with the public in accordance with the law.

II. POLICY

It is the policy of the Greece Police Department that officers can activate the BWC when such use is appropriate in the performance of their duties and consistent with Department policy Rules and Regulations and the law. This policy does not govern the use of surreptitious recording derived in undercover operations. BWCs will be issued to officers on a voluntary basis.

III. PROCEDURES

A. When to Use the BWC

- 1) Officers may activate the BWC whenever deemed appropriate by the officer when the use of said equipment may be beneficial in facilitating an ongoing or potential police related investigation.
- 2) Although not required, officers are encouraged to inform individuals they are being recorded as this notification may alleviate issues. In locations where individuals have a reasonable expectation of privacy, such as a residence, they may decline to be recorded unless the recording is being made pursuant to an arrest, search of the residence or individuals within or any other situations in which an officer may deem necessary to record. This is especially true when officers are dealing with victims of certain crimes when the privacy of the victim's statements outweighs the need to record the event. This also holds true for witnesses who may be reluctant to cooperate off camera much less on camera.

B. Procedures for BWC Use

- 1) See attached appendixes for instructions on the use of the most current BWC in use by the Greece Police Department. Appendixes are added and withdrawn to this order as different models BWCs are added or phased out of use.
- 2) BWC equipment is issued primarily to consenting uniformed personnel as authorized by the Chief or his designee.

- 3) Police personnel shall use only BWCs issued by this department. The BWC equipment and all data, images, video and metadata captured, recorded or otherwise produced by the equipment is the sole property of the Greece Police Department.
- 4) Police personnel who are assigned BWCs must complete an agency approved and/or provided training program to ensure proper use and operations. Additional training may be required to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.
- 5) BWC equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that a replacement unit may be produced.
- 6) Officers should inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.
- 7) Officers shall not edit, alter, erase, duplicate, copy, share or otherwise distribute in any manner BWC recordings without other than in accordance with this order.
- 8) Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
- 9) If an officer is involved in an officer-involved shooting or other serious use of force, the department reserves the right to limit or restrict an officer from viewing the video film.
- 10) Requests for deletion of portions of a recording (e.g., private conversations between officers or confidential informant) must be submitted in writing and approved by the Chief or his designee in accordance with state record retention laws. All requests and final decisions shall be kept on file.
- 11) When officers are at an incident in which a report is generated and they use a BWC to document the incident, the officer is required to document in the narrative of the report that the BWC was used during this incident. However, BWC recordings are not a replacement for written reports.
- 12) When an officer believes there is data from an incident that needs to be saved from a BWC recording they will notify a supervisor as soon as possible so that the supervisor can make a copy of that file. Once the file is produced it will be made part of the arrest package with the copy of the original file being secured into property whether on DVD, CD-ROM or other medium as evidence to that investigation. It will be the officer's responsibility to secure the original file of data into evidence with a PCR and to make the appropriate copies of the data file for the district attorney's office, defense attorney's office, etc.

C. Restrictions on Using the BWC

BWCs shall be used only in conjunction with official law enforcement duties and the interaction of police personnel and the public. The BWC shall NOT be used to record:

- 1) Communications with other police personnel without the permission of the Chief or his designee or the person being recorded;
- 2) Encounters with undercover officers or confidential informants;
- 3) When on break or otherwise engaged in personal activities; or
- 4) In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room. Every effort should be made that BWCs are turned off inside law enforcement facilities such as police stations, jail "in-take", court etc.
- 5) Inside courtrooms or in front of judges during official judicial proceedings;
- 6) Any training that police personnel receives or takes part in such as firearms, DT, EVOC or classroom settings;
- 7) When victims or witnesses who are reluctant to provide testimony so long as BWC is recording.

D. Storage

- 1) All files shall be securely downloaded periodically and no later than the end of each shift. Each file shall contain information related to the date, and BWC identifier.
- 3) All images and sounds recorded by the BWC are the exclusive property of this department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited unless otherwise permitted by the Chief or his designee.
- 3) All access to BWC files must be specifically authorized by the Chief or his designee, and all access is to be audited by Internal Affairs Division to ensure that only authorized users are accessing the data for legitimate and authorized purposes.
- 4) Files will be securely stored in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution.

F. Supervisory Responsibilities

- 1) Supervisory personnel are designated as persons that have supervision over patrol officers, such as lieutenants or sergeants, or other persons given supervisory permissions by the administrator.

- 2) It will be a supervisor's responsibility to create copies of any files from a BWC file at the request of an officer. Files will be stored to the medium currently in use, i.e. DVD, CD-Rom or USB memory drive, returned to the officer to be added to the investigation, with original being secured in the property room.
- 3) At least on a quarterly basis the Chief's designee will randomly review BWC recordings to ensure that the equipment is operating properly and that members are using the devices appropriately and in accordance with police and to identify any area in which additional training or guidance is required.
- 4) When an officer advises a supervisor their BWC is not functioning properly it will be the supervisor's responsibility to see that the BWC is replaced with another BWC if available and ensure that the malfunctioning BWC is taken out of service by delivering the BWC to the administrator in charge of BWCs.
- 5) If a supervisor discovers any deletion of data gathered by a BWC, regardless of cause, they will make notifications to the Internal Affairs Division command officer and BWC administrator of the loss of data as soon as possible. As with any potential violation of any departmental general order the supervisor is to take those steps necessary to initiate any investigation into the loss of data as they see fit to determine the cause. Their findings will be documented on a report to be submitted to the Chief or his designee.

G. Administrator's Responsibilities

- 1) Administrator is designated by the Chief as the person that oversees the BWC program. This includes but is not limited to the maintenance of the individual BWCs, any accessories that aid in the performance of the BWCs, downloading / storage of data files from BWCs, ensuring that officers and supervisors are following the policy for this program, any coordination with Town of Greece Information Services and any other items that need to be addressed for the success of the BWC.
- 2) Training and policy adaptation based on new BWCs that are brought into service in the future along with changes in laws based upon legislative and judicial mandates are also the responsibility of the administrator. In the event that there are files that are authorized by the Chief or his designee to be deleted it will be the responsibility of the administrator to ensure the files are deleted as directed by the Chief or his designee and maintain a log of authorized deleted files.
- 3) The administrator has the responsibility in assigning permissions and privileges to users and supervisors of the BWC program.

- 4) Regardless of the cause of any unauthorized deletion or loss of any data from a BWC or corresponding files used in storage of the data, the administrator will notify the commanding officer of Internal Affairs as soon as possible and work with Town of Greece Information Services to determine the cause of the loss of data. The administrator will provide a written report on his/her findings of the unauthorized deletion of data loss to the Chief or his designee with any recommendations to prevent this in the future.

BY ORDER OF:

Patrick D. Phelan
Chief of Police

TOWN OF GREECE

ONE VINCE TOFANY BLVD.
 FINANCE DEPARTMENT
 GREECE, NY 14612
 PHONE # (585) 225-2000 FAX #
 Federal ID: 16-6002266



Voucher Number: 46309
 PO Number: 17415
 Pay Due: 06/03/2014
 Check ID: 00001
 Check Number: 34254 08/01/2014
 Creation Date: 07/16/2014
 Invoice Number: Multiple
 Page : 1 of 1

Voucher

Vendor: 0000038163
 PRO-VISION, INC.
 8625-B BYRON COMMERCE DR SW
 BYRON CENTER, MI 49315

Ship To:
 TOWN OF GREECE POLICE DEPT.
 400 ISLAND COTTAGE RD.
 ROCHESTER, NY 14612
 Phone # (585) 581-4007

Bill To:
 TOWN OF GREECE POLICE DEPT.
 400 ISLAND COTTAGE RD.
 ROCHESTER, NY 14612
 Phone # (585) 581-4007

Description: WEARABLE BODY CAMERA'S (JAG GRANT) FOR POLICE DEPARTMENT
Invoice Numbers: 263590

Total \$7,023.91

Date	Qty.	Unit	Description	Unit Price	Amount
	20.0000		BODYCAM BODY-WORN CAMERA WITH ACCESSORIES A.3120.0000.201	295.0000	5,900.00
	3.0000		BC-110 REPLACEMENT 8 GB CLASS 10 MICRO SDHC CARD A.3120.0000.201	25.0000	75.00
	3.0000		BC-120 32 GB CLASS 10 MICRO SDHC CARD A.3120.0000.201	75.0000	225.00
	3.0000		BC-105 REPLACEMENT REMOTE CONTROL KIT A.3120.0000.201	25.0000	75.00
	3.0000		BC-122 PORTABLE PWER-PACK AND CHARGER A.3120.0000.201	49.0000	147.00
	3.0000		BC-114 VEHICLE MOUNTING KIT A.3120.0000.201	47.0000	141.00
	3.0000		BC-128 HANDLEBAR MOUNTING KIT A.3120.0000.201	39.0000	117.00
	3.0000		BC-125 HELMET MOUNTING KIT A.3120.0000.201	39.0000	117.00
			SHIPPING A.3120.0000.201		226.91
Total:					\$7,023.91

Instructions to Vendors

This Payment Voucher is subject to the terms and conditions established by the Town of Greece.

ALL PURCHASES ARE TAX EXEMPT.

Ordered By: LROTELLA Approved By: LR,WW,CI Approved Date: 07/31/2014

Department Authorization

Date

Finance Authorization

Date



Invoice

8625-B Byron Commerce Dr SW
Byron Center, MI 49315

Date	Invoice #
6/13/2014	263590

Bill To
Greece Police Dept 400 Island Cottage Road Rochester, NY 14612

Ship To
Greece Police Dept Capt Brian Uhrmacher 400 Island Cottage Road Rochester, NY 14612

Terms	Due Date	P.O. Number	Account #	Region	Via	F.O.B.
2% 10 Net 30	7/13/2014	17415	1986438	NE3	UPS	Grand Rapids
Quantity	Item Code	Description			Price Each	Amount
20	IA-BC-100	HD Body Camera Kit			295.00	5,900.00T
3	IA-BC-110	8GB Class 10 Micro SD Card with Case			25.00	75.00T
3	IA-BC-120	32GB Class 10 Micro SD Card with Case			75.00	225.00T
3	IA-BC-105	Spare Remote Kit			25.00	75.00T
3	IA-BC-122	Portable Power Pack and Charger			49.00	147.00T
3	IA-BC-114	Vehicle Mounting Kit			47.00	141.00T
3	IA-BC-128	Handlebar Mount Kit			39.00	117.00T
3	IA-BC-125	Helmet Mount Kit			39.00	117.00T
1	IP-PX-1599	Shipping Box			0.00	0.00T
1	S & H	Shipping / Handling			226.91	226.91
THIS ORDER WAS TAKEN BY Keith Kuzins PS5 Tax Exempt					0.00%	0.00
A finance charge of 1.5% per month (18% per year), or the highest legal rate, whichever is less, will be charged on all past due accounts. No technical support or warranty claims will be provided for any product until PRO-VISION, INC. has received full payment for such product.					Total	\$7,023.91

Phone #	Fax #
800-576-1126	616-583-1522