

Atlanta Police Department Policy Manual		Special Order
Effective Date September 1, 2014		APD.SO.14.05 Body Worn Cameras Pilot Program (BWCPP)
Applicable To: All employees involved in the Body Worn Cameras Pilot Program (BWCPP)		
Approval Authority:		
Signature: <i>George N. Iverson</i>		Date Signed: <i>9/2/14</i>

Table of Content

1.	PURPOSE	1		4.4 End of Shift	3
2.	POLICY	1		5. DEFINITIONS	3
3.	RESPONSIBILITIES	1		6. CANCELLATIONS	3
4.	ACTION	1		7. REFERENCES	3
4.2	Start of shift	2			
4.3	Recordings	2			

1. PURPOSE

This directive shall provide employees involved in the Atlanta Police Department's Body Worn Cameras Pilot Program (BWCPP), with the guidelines and procedures for the use and maintenance of Body Worn Cameras (BWC), storage of BWC equipment, duplication of BWC data, and retention of all data recordings for BWC.

2. POLICY

The Atlanta Police Department shall test the use of the BWC, explore the uses of the BWC recordings as potential evidence in the prosecution of criminal and traffic offenses, departmental internal investigations, and any other situations which the Department shall deem necessary.

3. RESPONSIBILITIES

3.1 Supervisors shall be responsible for ensuring that employees under their command are in compliance with this directive. Supervisors shall further be responsible for inspecting all equipment pertaining to the Body Worn Cameras (BWC) which shall be issued to BWCPP employees, and taking immediate corrective action when necessary, regarding the use and/or misuse of BWC equipment, and BWC data/images.

3.2 The BWC will be assigned and used only by trained BWCPP personnel.

3.3 Supervisors shall be responsible for ensuring that employees under their command are equipped with their assigned BWC at the beginning of their shift.

3.4 Supervisors shall ensure that the BWC is mounted and secured in the appropriate designated areas by BWCPP employees at the end of their shift.

4. ACTION

4.1 Only employees who have been trained and issued a BWC shall be authorized to carry and use



Atlanta Police Department Policy Manual
APD.SO.14.05
Body Worn Cameras Pilot Program (BWCPP)



the device.

- 4.1.1 BWCPP employees shall affix the BWC to their uniform, as specified during their BWCPP training or as directed by a supervisor.
- 4.1.2 The BWC shall be placed inside a department approved carrying holster, and worn by BWCPP employees in a manner which will allow the recording of an incident that most closely replicates the eye sight perspective of the employee.
- 4.1.3 It shall be the responsibility of the BWCPP employee to ensure the BWC remains in a position for proper recording of an incident.
- 4.1.4 BWCPP employees shall use their BWC in accordance with their training, as instructed by their supervisor, to perform their on duty functions.
- 4.1.5 BWCPP employees shall not remove BWC from their assigned work location unless otherwise instructed by their supervisor.
- 4.2 Start of shift
 - 4.2.1 Prior to the beginning of the shift, employees will ensure their BWC has a fully charged battery.
 - 4.2.2 Employees shall inspect the BWC to ensure there are no visible or obvious signs of damage and report any findings to their immediate supervisor.
 - 4.2.3 Employees shall turn on the BWC, ensure the device has powered up correctly and is functioning properly. In the event a malfunction is discovered with the BWC, employees shall report the discovery to their immediate supervisor.
 - 4.2.4 Employees shall ensure that the BWC remains in a position that will allow the recording of citizen encounters or incidents during their shift.
 - 4.2.5 Employees shall place the BWC into its normal (buffering/loop) mode, and shall remain in the normal (buffering/loop) mode unless the employee has the BWC in event (recording) mode.
- 4.3 Recordings
 - 4.3.1 The Atlanta Police Department recognizes that employee safety is paramount and understands that events can take place without notice. Employees shall place their BWC into event (recording) mode for the following circumstances listed to include, but not limited to:
 - a. Vehicle or Pedestrian stops;
 - b. Field Interviews;
 - c. Vehicle or Foot Pursuits;
 - d. Emergency Driver (either code 2 or code 3);
 - e. While in route to crimes in progress where fleeing suspects or vehicles may be captured on video leaving the crime scene;



Atlanta Police Department Policy Manual
APD.SO.14.05
Body Worn Cameras Pilot Program (BWCPP)



- f. Traffic accidents;
 - g. Statements made by suspects, victims or witnesses while interviewing; and
 - h. Execution of a search warrant.
- 4.3.2 Employees may activate the BWC anytime they believe its use would be appropriate and/or valuable to document an incident, or as instructed by their supervisor.
- 4.4 End of Shift
- 4.4.1 At the end of each shift, BWCPP employees shall remove their assigned BWC from its carrying holster, ensure their BWC is powered down properly, check to ensure that all cords and/or connecting mechanisms are disconnected from the BWC, and place their assigned BWC into the designated secured mounting station.
- 4.4.2 BWCPP employees shall ensure the BWC is seated correctly into the mounting station in order for BWC data to be transferred from the device to the secured storage area at the end of each shift.
- 4.4.3 BWCCP employees are to make sure that their assigned BWC is removed and secured in the designated mounting station at the end of their shift daily.
- 4.4.4 BWC are to remain in the secured mounting station area at all times when not assigned to an BWCCP employee, and shall not be remove from the work location, taken home, **or used outside of the normal scope of shift duties** unless otherwise instructed by their supervisor.
5. DEFINITIONS
- 5.1 Code 2: Operating an Authorized City of Atlanta Police vehicle with the emergency lights activated.
- 5.2 Code 3: Operating an Authorized City of Atlanta Police vehicle with the emergency lights and sirens activated.
6. CANCELLATIONS
- N/A
7. REFERENCES
- N/A