

Greer Police Department

General Order 510.9 Body-Worn Cameras (BWCs)

This order consists of the following numbered sections:

- I. PURPOSE
- II. POLICY
- III. PROCEDURE

Effective: August 5, 2014

I. PURPOSE

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

II. POLICY

It is the policy of the Greer Police Department that officers shall activate the BWC when such use is appropriate to the proper performance of his or her official duties, where the recordings are consistent with this general order and the law. This general order does not govern the use of surreptitious recording devices used in undercover operations.

III. PROCEDURES

A. Administration

The Greer Police Department has adopted the use of BWCs to accomplish several objectives. The primary objectives are as follows:

1. BWCs allow for accurate documentation of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.
2. Audio and video recordings also enhance this agency's ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes, and to provide additional information for officer evaluation and training.
3. The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.

B. When and How to Use the BWC

1. Officers shall activate the BWC to record all contacts with citizens in the performance of official duties.
2. Officers may be required to inform individuals that they are being recorded. 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 or search of the residence or the individuals. As a

general rule, if an officer would have to have permission to enter a residence or area, then the officer shall inform the individual(s) that they are being recorded. The BWC shall remain activated until the event is completed in order to ensure the integrity of the recording unless the contact moves into an area restricted by this policy (see items D.1-4).

3. If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated in the incident report. If the encounter did not result in an incident report, the documentation shall be made in the patrol daily activity report.
4. Civilians shall not be allowed to review the recordings at the scene.

C. Procedures for BWC Use

1. BWC equipment is issued primarily to uniformed personnel as authorized by this agency. Officers who are assigned BWC equipment must use the equipment unless otherwise authorized by supervisory personnel.
2. Police personnel shall use only BWCs issued by the Greer Police 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 Greer Police Department.
3. 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 at periodic intervals 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.
4. 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 procured.
5. Officers shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.

6. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization of the Chief of Police, or his designee.
7. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
8. If an officer is suspected of wrongdoing or involved in an officer-involved shooting or other serious use of control technique, the Greer Police Department reserves the right to limit or restrict an officer from viewing the video file.
9. Video and audio files generated by BWCs can only be deleted by the Patrol Commander, the Chief of Police, or his designee. BWC files that are not evidence or otherwise flagged to be retained will be deleted by the Patrol Commander after sixty days.
10. Requests for deletion of portions of the recordings (e.g., in the event of a personal recording) must be submitted in writing and approved by the Chief of Police, or his designee and in accordance with state record retention laws. All requests and final decisions shall be kept on file by the Captain.
11. Officers shall note in an incident report when recordings were made during an incident in question. However, BWC recordings are not a replacement for written reports.

D. Restrictions on Using the BWC

BWCs shall be used only in conjunction with official law enforcement duties. The BWC shall not generally be used to record:

1. Communications with other police personnel without the permission of the Chief of Police;
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.

E. Storage

1. All BWC video and audio files shall be securely downloaded periodically and prior to the BWCs' storage disk becoming full. Each video file shall be identifiable by name to the assigned officer.
2. All images and sounds recorded by the BWC are the exclusive property of the Greer Police Department. Accessing, copying, or releasing files for non law enforcement purposes is strictly prohibited.
3. All access to BWC files must be specifically authorized by the Chief of Police or his designee. Authorized users are only those officers who have been assigned a BWC and have been trained on the use of the BWC. Generally, officers should not access other officers' BWC files. Supervisors shall have access to their assigned officers' BWC files.
4. Supervisors will have access to BWC files of those officers under his or her supervision. All access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.
5. When an arrest has been made in which evidence exists from the BWC recording, the officer shall make a copy of the BWC electronic file to be included with the case file and properly submitted to property & evidence.

F. Supervisory Responsibilities

1. Supervisory personnel shall ensure that officers equipped with BWC devices utilize them in accordance with policy and procedures defined herein.
2. At least on a monthly basis, supervisors will randomly review BWC recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.