

Anchorage Police Department Regulations and Procedures Manual	Operational Procedures 3.10.110	
Policy and Procedure Title Body Worn Cameras	Effective Date TBD	Page 1 of 5
Replaces Prior Policy: N/A	Approved by: Acting Chief Kenneth McCoy	

This Policy is for departmental use only and does not apply in any criminal or civil proceeding. This Policy should not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third-party claims. Violations of this Policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

3.10.110 Body-Worn Cameras

PURPOSE

To establish departmental guidelines and limitations for the use and management of a body-worn camera system.

POLICY

It shall be the policy of the Anchorage Police Department that officers shall activate their body-worn camera when such use is appropriate to the proper performance of his or her official duties, where the recordings are consistent with this policy and law. The Anchorage Police Department will utilize the _____ camera system.

DEFINITIONS

Body-Worn Camera System (BWC): A body-worn audio/video recording system primarily consisting of a camera and an internal battery pack.

Digital Evidence Software: A secure video file management system required for downloading, storing, and retrieving video files recorded with the body-worn camera system.

Digital Multimedia Evidence (DME): All digital recordings, including but not limited to audio, video, photographs, and their associated metadata. Metadata includes any digital identifiers that are captured as part of the actual recording, such as date/time, GPS coordinates, labeling, etc.

PROCEDURES

I. PROCEDURES

A. General

The Anchorage Police Department has authorized the use of a body-worn camera system. The Department will use the camera system to document events and capture data, which will be preserved in a secure

cloud-based server. Once captured, these recordings cannot be altered in any way, and are protected with multiple layers of encryption. The Anchorage Police Department has adopted the use of a body-worn camera system to accomplish the following objectives:

1. To enhance officer safety.
2. To accurately document statements and events during an incident.
3. To enhance the officer's ability to document police-public contact, arrests, and critical incidents.
4. To enhance the accuracy of officer reports and testimony in court.
5. To preserve visual and audio information for use in current and future investigations.
6. To provide an impartial measurement for self-critique and field evaluation during officer training or coaching and mentoring sessions.
7. To enhance the public's trust by preserving factual representations of officer-citizen interactions in the form of video and audio recordings.
8. To enhance the agency's ability to review probable cause for arrests.

B. Operational Use

1. Body-worn cameras shall be operated in accordance with the manufacturer's guidelines and Anchorage Police Department training and policies.
2. Uniformed service officers shall wear a body-worn camera at all times while on duty.
3. Prior to each shift, officers shall inspect the body-worn camera for any physical damage and to ensure the system is fully charged and operational. Only fully charged and operational systems shall be used.
4. Malfunctions, damage, loss, or theft of any part of the body-worn camera shall be immediately reported to a supervisor.
5. Officers shall position the body-worn camera in a manner to facilitate optimum recording field of view, while also ensuring the

ability to safely activate the camera before, or during an incident.

6. While it is generally implied that words and/or actions performed in the presence of a police officer have no expectation of privacy, if asked, the officer will inform the person they are being recorded. This should be documented in the officer's report.
7. Civilians shall not be allowed to review the recordings at the scene.
8. If an officer fails to activate the body-worn camera, 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. If it becomes necessary to discuss issues in private with a supervisor or another officer regarding an investigation, the officer may turn off their body-worn camera; thereby preventing their private conversation from being recorded.
9. This policy is not intended to describe every possible situation in which a body-worn camera should be used. Sound judgment and discretion shall dictate when a body-worn camera is activated; however, officers shall record all calls for service or when initiating an encounter with the public unless it is unsafe, impossible, or impractical to do so. The following is a list of police interactions that shall be recorded:
 - a. Vehicle and pedestrian investigative detentions and stops;
 - b. Observed unlawful conduct;
 - c. Use of force;
 - d. High-risk situations;
 - e. Advising an individual of Miranda rights;
 - f. Statements made by suspects, victims, or witnesses;
 - g. Vehicle searches;
 - h. K-9 deployments;
 - i. Physical arrest of persons;
 - j. Observed items of evidentiary value;
 - k. Service of a search warrant;
 - l. An encounter initiated by a private person (flag down);
 - m. Any contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording;
 - n. Any other circumstances where the officer believes recording an incident would be appropriate.
10. The camera should generally be used during incidents that

create reasonable suspicion in the mind of a police officer that a crime has been committed, is being committed, or will be committed.

11. Body-worn cameras do not need to be utilized when other digital recording methods are being used, such as during detective interviews.
12. Body-worn cameras shall be used in a manner that minimizes interference with people lawfully participating in First Amendment activities. The Incident Commander or other supervisory officer must approve the recording of these events.
13. The use of a body-worn camera does not replace the officer's obligation to document police operations as outlined in the department policy manual.
14. Officers shall document the use of body-worn cameras in the narratives of police reports and/or citations.
15. Body-worn cameras may be used in place of a digital recorder to document interviews, to include custodial interviews.
16. All captured digital recordings shall be uploaded to the digital server daily in accordance with training so the files can be stored and retrieved properly.
17. Any incident captured on a body-worn camera that may result in a complaint shall be brought to the attention of a supervisor.
18. Officers that do not activate their body-worn cameras where required to do so or inappropriately interrupt or terminate a recording may be subject to discipline.

C. Restrictions on the use of the body-worn camera

1. Communication with other police personnel or government employees where facts and circumstances of the case are being discussed;
2. Encounters with undercover officers or confidential informants;
3. When on break or otherwise engaged in personal activities;
4. Avoid recording persons who are nude, or when sensitive areas are exposed;

5. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room;
6. Uploading or converting digital recordings for use on any type of personal social media; and
7. Body-worn cameras shall not be used for personal use.

D. Reviewing, copying, and deleting recordings

1. Officers may review recordings for the following reasons:
 - a. While writing police reports to comprehensively document conversations and evidence;
 - b. During the course of reviewing a complaint, internal investigation, or incident review;
 - c. Providing statements pursuant to an administrative investigation;and
 - d. In preparation for a court proceeding.
2. Officers may copy recordings for the following reasons:
 - a. Traffic court or Administrative Hearing Officer Proceedings;and
 - b. For training purposes with approval from the Division Captain;
3. Officers may not review or copy recordings in the following circumstances:
 - a. When there is an in-custody death;
 - b. When there is a use of deadly force; and
 - c. Where a use of force or police action results in injury to the public involving hospital medical attention beyond medical clearance.
4. Releasing Recordings:

BWC footage that involves pending criminal charges will not be released until the pending charges have been resolved.
5. Deleting Recordings:
 - a. Officers may request deletion of unintentional recordings through their chain of command.

- b. Deletion of recordings will require approval and documentation up to the Divisional Deputy Chief.

E. Supervisor Responsibilities

1. Supervisor review for non-disciplinary reasons:
 - a. Training;
 - b. Performance critique; and
 - c. Early intervention inquiries.
2. Ensure officers are equipped and are using body-worn cameras in accordance with this policy.
3. Retrieve digital recordings immediately following high-profile incidents, e.g. officer-involved shootings.

F. Training

1. The Training Center will maintain all training curriculum related to body-worn cameras.
2. Training Center staff will be given access to body-worn camera footage to prepare training. Such access shall be approved by the Division Captain.

G. Storage

1. Release of Digital Multimedia Evidence through public records request will be done in accordance with State and Municipal laws and Department Policy.
2. IT personnel will ensure employees that are no longer authorized to use/view recordings are removed from the system.
3. IT personnel will ensure safeguards are in place to protect against unauthorized use/view of recordings.

*****END OF DOCUMENT*****