



STANDARD OPERATING PROCEDURE

SOP TITLE:	Police Body Cam Procedures		
SOP NUMBER:	SOP505		
DIVISION / DEPARTMENT:	Student Affairs & Enrollment Management – Campus Police		
REVIEW DATE:	07-JAN-2025	AUTHOR:	Edward Flores
POLICY REF:	SAEM505_Police Body Cam Policy		

STANDARD PROCEDURES FOR: These are the operational procedures when utilizing Body Worn Cameras (BWC) for our Campus Police Officers at WNMU. Personnel shall adhere to the following:

STEPS:	INSTRUCTIONS:
	BODY WORN CAMERA USE
1	<ul style="list-style-type: none"> a. BWCs shall be worn by all WNMU uniformed officers whose primary function is to interact with the public. b. The BWC shall be positioned on the officer’s duty belt to maximize the camera's ability to capture an interaction. c. The BWC will be worn throughout the duration of an officer’s working hours. Once the BWC is activated, the device will remain activated until the conclusion of the law enforcement activity. d. Officers are required to activate the BWC when arriving at a call for service or initiating any other law enforcement or investigative encounter between an officer and a member of the public. (see definition) e. Officers who assist other officers in a backup capacity shall also activate their BWC to record the incidents when red lights and/or sirens are activated or when the officer arrives on the scene, whichever is sooner. The recording shall continue until there is no longer contact with the violator(s)/individual(s) involved. f. Officers will be permitted to power off the BWC during certain encounters including: <ul style="list-style-type: none"> i. engaging in a lunch break at the officer’s private residence; ii. entering a public locker room/restroom; iii. entering a doctor’s office/hospital; iv. attending court proceedings v. Children's Code vi. HIPPA Health Law
2	At the beginning of each shift, officers shall determine whether their BWC equipment are working properly and shall notify their immediate supervisor of any problems as soon as possible. If an officer discovers an equipment

	problem, they will immediately notify the Chief and make a helpdesk ticket with the Communication Specialist.
3	The BWC equipment may be manually deactivated during non-enforcement activities such as protecting accident scenes, crime scenes, roadblocks, etc. a. BWC equipment shall NOT be deactivated while responding to an incident with emergency equipment activated. b. BWC equipment shall NOT be manually overridden by shutting the system or power supply off.
4	The BWC and/or portable recording equipment shall NOT be deactivated until enforcement action is completed. If the equipment is deactivated before enforcement action is completed, the officer shall state the reasons on their daily recap. Officers are not required to cease recording an event, situation, or circumstances at the demand of any person.
5	Once a situation has progressed beyond the preliminary encounter and has stabilized, if it becomes necessary to discuss the specifics of the event, investigation, or case with another officer or supervisor in furtherance of the investigation, the agent will note this on the video recording and may end the recording. The intention to stop the recording will be noted by the uniformed officer on the BWC.
6	Officers shall use the BWC in the following manner: a. Officers shall record all interaction with the public when done so telephonically.
7	Officers shall not erase, reuse, or in any manner alter recordings or recording media, except as authorized by this policy. When the recording is no longer needed for court proceedings or Departmental purposes, it may be erased and re-issued. The recording is required to be retained for a minimum of 120 days.
8	Officers shall ensure they have an adequate amount of video storage capacity on their BWC, to utilize for the duration of their shift.
9	All media containing recordings shall be properly categorized and identified with the officer's name, date(s) of the recording(s), and any other pertinent information prior to being submitted with related documentation.
10	Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
11	Officers shall note in Offense/Incident Reports when video, digital, and/or audio recordings are made of the incident in question.
12	Officers shall categorize videos in one of the following categories: a. Traffic b. Crashes c. DWI d. Emergency Response e. Pursuit

	<ul style="list-style-type: none"> f. Use of Force g. Criminal Trespass Warning (CTW) h. Staff Complaint i. Faculty Complaint
PROCEDURE FOR CONTROL MANAGEMENT	
1	Recordings shall not be released to another criminal justice agency without approval of the Chief. When recordings are released, the Department shall maintain the original and provide the other agency with a duplicate unless there are specific reasons for releasing the original recording. Once the duplicate copy is made, the original should be returned to safe storage.
2	Recordings not scheduled for court proceedings or departmental use shall be maintained for at least one hundred twenty (120) days.
3	Recordings are the property of the WNMU and shall not be viewed by unauthorized persons. Unauthorized persons include the media, family, friends, and other employees not involved in a supervisory or investigatory capacity. Employees are not authorized to copy or release recordings without supervisory approval. Members of the media requesting to view recordings must go through the normal release of records procedure.
DIGITAL AUDIO RECORDER STORAGE AND MANAGEMENT	
1	<p>Upon receipt/issuance of a digital recorder, the officer shall make a recording and initial upload onto the server to ensure functionality. The following procedure shall be followed when uploading files from the recorder to the network:</p> <ul style="list-style-type: none"> a. Depending on the type of digital recorder being used, the officer will either separate the recorder and plug it into an available USB port, or place it in the cradle it came with, which should be plugged into a USBport. b. Once the recorder is successfully connected, an option window should appear, and the officer will choose the "Open Folder to View Files" option. c. Once the folder has opened, the officer will select the "Upload Audio Files" option. d. The officer will then be prompted for his/her username and password to log in. The username and password are the same as those used to initially log onto a network computer. e. Once the officer is successfully logged on, the computer will begin to download the audio files to the network. The recorder should not be disconnected until a message appears indicating that the process is complete.
2	These files will be stored on the network placed in designated folders assigned to individual officers. The files will be labeled under the format of

	Year Month Day-Hour Minute Second. A failure to connect to the server will be reported to the Information Technology Bureau.
3	All officers will upload their digital audio recorders onto the server daily or as soon as practical, but in all cases no later than weekly. This will not preclude officers from uploading their files more often, if necessary, to maintain adequate available memory.
SUPERVISORY RESPONSIBILITIES	
	<p>Supervisory personnel who manage employees with BWC, MAVR, DVMS, or portable recording equipment shall ensure the following:</p> <ul style="list-style-type: none"> a. All employees follow established procedures for the use and maintenance of the equipment, handling of the recordings, and accurate completion of required documentation. b. Supervisors shall randomly review recordings on a monthly basis to assist in the periodic assessment of an employee’s performance, to determine whether the recording equipment is being fully and properly utilized, and to identify material that may benefit others in training. It is within the supervisor’s discretion to view the recorded events more frequently. All reviews shall be documented on the standardized “Recording Device Review Log.”

REFERENCES / RESOURCES:	Refer to Policy SAEM505_Police Body Cam Policy
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