

# GENERAL ORDER



DISTRICT OF COLUMBIA

<b>Title</b>		
<b>Body-Worn Camera Program</b>		
<b>Topic</b>	<b>Series</b>	<b>Number</b>
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TT 03-059-15 (Body-Worn Cameras – Annotation Requirements), Issued March 19, 2015		
TT 07-084-15 [Amendments to GO-SPT-302.13 (Body-Worn Camera Program)], Issued July 24, 2015		
TT 09-108-15 [Body-Worn Cameras (BWCs) and Internal Investigations], Issued September 29, 2015		
TT 11-008-15 (The Axon Body Worn Camera Mounting Tab), Issued November 3, 2015		
TT 12-076-15 [Body-Worn Cameras (BWCs) and Internal Investigations], Issued December 22, 2015		
TT 12-100-15 (Body-Worn Camera Program Amendment Act of 2015), Issued December 31, 2015		
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GO-OPS-301.03 (Vehicle Pursuits)		
GO-PER-302.01 (Calls for Police Services)		
GO-SPT-303.01 (Traffic Enforcement)		
GO-OPS-304.11 (Intra-family Offenses)		
GO-SPT-401.01 (Field Reporting System)		

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## I. BACKGROUND

The use of body-worn cameras (BWCs) by law enforcement has proven effective in reducing violent confrontations, uses of force, and complaints against officers. The purpose of this order is to outline the policy and procedures for the use of BWCs by members of the Metropolitan Police Department (MPD).

## II. POLICY

It is the policy of the MPD to use BWCs to further the mission of the Department, promote public trust, and enhance service to the community by accurately

documenting events, actions, conditions, and statements made during citizen encounters, traffic stops, arrests, and other incidents, and to help ensure officer and public safety.

### III. DEFINITIONS

1. Body-worn camera (BWC) – camera system with secured internal memory for storage of recorded audio and video that is designed to be worn on the clothing of or otherwise secured to a person.
2. BWC Unit Coordinators – members the rank of lieutenant or above who are designated by their commander to assist with the implementation and use of BWCs within their district or element by providing assistance and guidance to members who are assigned BWCs.
3. Central complaint number (CCN) – unique eight-digit number that the Office of Unified Communications (OUC) issues to MPD members upon request when recording events via an incident or offense report, arrest, or other type of event. The first two digits of the CCN correspond to the last two digits of the year in which the report is being taken.
4. Digital evidence – BWC files, including photographs, audio recordings, and video footage, captured by a BWC and stored digitally.
5. Docking station – hardware connected to MPD’s network that is designed to offload recordings from the BWC.
6. Metadata – descriptors that identify the time, date, location, badge number linked to the creation of the record, and officer interaction/offense categorization of BWC recordings.
7. Member – sworn MPD employee or MPD Reserve Corps member.
8. MPD BWC Program Director – member who is designated by the Chief of Police to oversee the body-worn camera program. The MPD BWC Program Director may be contacted at [bwc.project@dc.gov](mailto:bwc.project@dc.gov).
9. Official – sworn member the rank of sergeant or above.
10. Operational readiness – an operational and charged BWC with any data from the previous shift uploaded to an MPD-approved storage database.
11. School-based events – student or school-related crimes and incidents that involve students **and** occur on private, public, or charter school

grounds or within close proximity to schools. School-based events **do not** include safe passage assignments, non-critical contacts with students, or mediations of minor incidents.

12. Subject – an individual who is not an on-duty law enforcement officer at the time of the BWC recording and who has been recorded by a BWC.

#### IV. REGULATIONS

- A. Prior to being issued a BWC, members shall successfully complete MPD BWC training relating to this policy as well as for the activation, use, annotation, and uploading of data.
- B. Members shall follow existing officer safety policies when conducting enforcement stops as outlined in Department policies and procedures. Member safety shall be the primary consideration when contacting citizens or conducting vehicle stops, not the ability to record an event.

NOTE: Members are reminded that their BWC will “beep” twice every two minutes to remind them that their camera is activated. Members are cautioned that they should turn the “beep” volume down in situations when it may compromise their safety.

- C. Members shall:
  1. Mount their BWCs at the beginning of their shift in one of the methods approved by the Department (Attachment A) using only the MPD-issued mounting equipment.
  2. Wear the BWC for the entire shift.
- D. During their shift, members shall maintain their BWC in a constant state of operational readiness.
- E. When practicable, members shall inform contact subjects that they are being recorded at the beginning of the contact (e.g., “Ma’am/Sir, I am advising you that our interaction is being recorded.”)
- F. In accordance with GO-SPT-304.18 (Language Access Program), members shall ensure that they provide language access services to all limited and non-English proficient (LEP/NEP) persons in a timely and effective manner. Members shall provide LEP/NEP persons with a MPD Body Worn Camera Recording Notice (Attachment B) in the appropriate language at the beginning of the BWC recording when practicable.

NOTE: MPD Body-Worn Camera Recording Notices are available in the

following languages: Amharic, Chinese, French, Korean, Spanish, and Vietnamese.

- G. The viewing of BWC recordings at the scene of an incident is prohibited.
1. Requests by subjects of BWC recordings shall be handled in accordance with Part V.F of this order.
  2. Requests by all other members of the public shall be referred to the Freedom of Information Act (FOIA) Office.
- H. Members shall be aware that all recordings associated with BWCs are the sole property of MPD.
- I. Members shall only use MPD-issued BWCs.
- J. Members shall only use BWCs while they are on-duty and working in an official law enforcement capacity.
- K. Overtime and Outside Employment
1. Members working police-related outside employment or Department-sanctioned overtime (e.g., reimbursable details or nightlife deployments) **shall** wear their BWCs.
  2. Members who are wearing BWCs for either police-related outside employment or Department-sanctioned overtime:
    - a. **May** take their BWCs home on the shift prior to their assignment.
    - b. **Shall** notify the on-duty watch commander that they are taking their BWC home.
- NOTE: Members who are working police-related outside employment or Department-sanctioned overtime are not entitled to any additional compensation for retrieving, wearing, or returning their BWCs.
3. The watch commander shall document members who take home their BWCs on the PD Form 150 (Tour of Duty Supervisor's Report).
- L. Members **shall not**:
1. Remove, dismantle, or tamper with any hardware or software component or part associated with BWCs or related applications.
  2. Destroy, disseminate, edit, alter, modify, tamper with, or otherwise use BWC recordings without the written permission of the Chief of Police. Members who tamper with BWC recordings may be subject to criminal investigation and prosecution.

3. Copy or download a BWC recording without written approval of an official. Members shall only share BWC recordings for official law enforcement purposes.
4. Delete any BWC recordings except as specified in Part V.C of this order (i.e., accidental recordings).
5. Record, view, download, or convert any BWC recording for personal use.
6. Use any other member's assigned BWC. If members inadvertently use any other member's assigned BWC, they shall notify an official immediately and send an email to [bwc.project@dc.gov](mailto:bwc.project@dc.gov).
7. Use MPD-issued BWCs while off-duty or take their BWCs home unless a member is working outside employment or Department-sanctioned overtime; see Part IV.K.
8. Record on private space unless present for a lawful purpose.
9. Record personal activity.
10. Record conversations of members without their knowledge during routine, non-enforcement related activities.
11. Record gratuitous or obscene images, such as the effects of extreme violence or injury, unless necessary for evidentiary documentation.
12. Record a particular person based solely on the person's race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, homelessness status, physical disability status, matriculation, or political affiliation.
13. Record in places where a reasonable expectation of privacy exists, such as locker rooms or restrooms, unless the activation is required for the performance of official duties.
14. Intentionally or willingly record confidential informants or undercover members.
15. Use any other electronic device or other means to intentionally interfere with the capability of the BWC.
16. Post recordings to any social media site.
17. End a recording based solely on a citizen's request unless the citizen wishes to provide an anonymous tip. In cases where the citizen continues to request that a recording be turned off, and the member cannot resolve the issue, the member shall request that an official respond to the scene to assist.

18. View recordings for anything other than official law enforcement purposes.
- M. Members shall only store BWC recordings on MPD-approved storage databases. Members shall ensure all BWC data is uploaded at the end of their shift, and when necessary, during their shift, to ensure storage capacity of their BWC is not exceeded.
- N. Members are reminded that BWC recordings do not replace field reports or other required documentation.
- O. Members shall ensure they turn in their BWC prior to or at the end of their shift and store BWC devices in designated, secured storage locations at MPD facilities when devices are not in use, except as provided in Part IV.K of this order.
- P. Members who are in a less than full duty status for more than 30 days shall turn in their cameras to their BWC Unit Coordinator for reassignment in accordance with Part VI.D.3 of this order.
- Q. When reviewing BWC recordings, in accordance with GO-PER-120.21 (Disciplinary Procedures and Processes), members shall immediately notify officials upon observing, or becoming aware of, an alleged violation of Department policies, laws, rules, regulations, or directives.

## V. PROCEDURES

- A. BWC-Equipped Members
  1. Members shall be responsible for the use and maintenance of their assigned BWC at all times.
  2. Prior to deployment, members shall:
    - a. Inspect and test their BWCs to ensure that they are operational and functioning properly. Upon inspection and testing, or at any time during their shift:
      - (1) If a BWC is lost, damaged or inoperable, members shall immediately notify a sergeant, who shall complete a PD Form 43 (Loss or Damage to District Government Property), and notify the MPD BWC Program Director.

- (2) If a BWC is lost, malfunctioning, or inoperable, members shall notify their watch commander and contact the MPD Help Desk for assistance. If a replacement BWC is not immediately available, the watch commander shall document the member's name and CAD number in the PD Form 150 (Tour of Duty Supervisors Report) and notify the BWC Unit Coordinator who shall be responsible for making sure a replacement is provided within two business days.
    - (3) If a member needs replacement accessories due to loss or damage (e.g., replacement cord), he or she may contact their BWC Unit Coordinator for a replacement.
  - b. Ensure they begin their shift with a fully charged BWC that does **not** contain data from a prior shift.
  - c. Notify the OUC that they are BWC-equipped over the radio.
  - d. Certify on their PD Form 775 (Daily Vehicle Inspection Report) that they are equipped with a BWC and document whether a recording was made for each run during their shift.
3. Members, including primary, secondary, and assisting members, shall start their BWC recordings as soon as a call is initiated via radio or communication from OUC on their mobile data computer (MDC), or at the beginning of any self-initiated police action.
4. In addition, members shall activate their BWCs for the following events:
- a. All dispatched and self-initiated calls-for-service;
  - b. All contacts initiated pursuant to a law enforcement investigation, whether criminal or civil;
- NOTE:** Members are **not** required to record non-investigatory contacts (e.g., business checks).
- c. All stops (i.e., traffic, pedestrian, and bicycle) and frisks as defined in GO-OPS-304.10 (Police-Citizen Contacts, Stops, and Frisks);
  - d. Vehicle and foot pursuits;
  - e. All traffic crash scenes;

- f. Any incident or traffic crash in which the member is involved;
- g. DUI and consumption of marijuana investigations;
- h. High-risk encounters (e.g., barricade situations, active shooter situations);
- i. Tactical activities, to include canine, Emergency Response Team, and Civil Defense Unit deployments;
- j. Encounters with mental health consumers;
- k. Suspicious activities;
- l. Use of force situations;
- m. Arrests;
- n. Encounters requiring the advising of Miranda rights;
- o. All transports of prisoners and citizens;
- p. Any of the following searches of a person or property:
  - (1) Consent searches;
  - (2) Warrantless searches;
  - (3) Vehicle searches;
  - (4) Searches conducted incident to arrest;
  - (5) Inventory searches;
  - (6) Cursory searches;
  - (7) Probable cause searches;
  - (8) Execution of search or arrest warrants;
  - (9) Field searches;
  - (10) Full-custody searches; and
  - (11) Strip or squat searches;
- q. Hospital guard details as outlined in Part V.A.9.b of this order;



- r. During the initial inventorying of seized money or any high value property;
  - s. During school-based events as defined in Part III.11 of this order as well as other encounters with juveniles during events defined in this section;
  - t. During First Amendment assemblies in accordance with Part V.A.7 of this order;
  - u. While assisting other law enforcement agencies (e.g., United States Park Police, District of Columbia Housing Authority Police) in handling incidents outlined in this section;
  - v. While interacting with citizens inside a police facility (e.g., station personnel providing police services or information); and
  - w. Any incident that a member deems appropriate to activate the BWC in accordance with this order or upon direction from an official.
5. Members may use BWCs to record initial interviews of victims, complainants and witnesses.
6. Traffic Posts
- While assigned to traffic posts, members shall **only** activate their BWCs for the events listed in Part V.A.4 of this order.
7. First Amendment Assemblies
- a. Members shall activate their BWC when responding to a First Amendment assembly in accordance with Part V.A.4 of this order.
  - b. In accordance with D.C. Official Code § 5-333.09, members **shall not** record First Amendment assemblies for the purpose of identifying and recording the presence of individual participants who are not engaged in unlawful conduct.
  - c. Members shall ensure BWC recordings of First Amendment assemblies, whether planned or spontaneous, are recorded in compliance with the law and MPD policy including SOP-11-01 (Handling First Amendment Assemblies and Mass Demonstrations).

- d. Members shall ensure BWC recordings of First Amendment assemblies are preserved and retained in accordance with this order and Appendix N, "*Records Retention*," of SOP-11-01 (Handling First Amendment Assemblies and Mass Demonstrations).
  - e. Members shall ensure their recordings of First Amendment assemblies are categorized as "First Amendment Assembly" in the MPD-approved storage database.
8. Intrafamily, Sexual Assault, and Stalking Incidents and Offenses
- a. Intrafamily Incidents and Offenses – members who respond to intrafamily incidents and offenses as outlined in GO-OPS-304.11 (Intrafamily Offenses) shall continue their BWC recording but make every effort to provide the victim privacy such that they **do not** record any discussions between the On-Call Advocacy Program (OCAP) advocate and the victim, regardless of whether the conversation is in-person or over the phone. Members shall position themselves in such a way as to afford the victim as much privacy as possible.
  - b. Sexual Assault Incidents and Offenses – members who initially respond to allegations of sexual assault shall continue their BWC recording but are reminded that, in accordance with GO-OPS-304.06 (Adult Sexual Assault Investigations), they shall ask only the necessary questions to enable them to determine the type of crime, and to obtain the required information for a lookout broadcast. Members **shall not** question the victim in detail about the offense.
  - c. Members are reminded, and may inform the victim or others present at the scene, that BWC recordings taken inside a personal residence or related to an incident involving domestic violence, stalking, or sexual assault will be withheld from release to the public.
9. Medical Facilities, Ambulances, and Patient Privacy
- a. Members shall record ambulance transports when they are present for law enforcement purposes.
  - b. Members are reminded that they shall **only** activate their cameras in hospitals and other medical facilities for the events listed in Part V.A.4 of this order, including hospital guard details.

- c. Members shall not record in the common areas of medical facilities except when recording an event as required by Part V.A.4 of this order.
  - d. When recording in hospitals or other medical or psychiatric facilities, members shall be careful to avoid, when possible, recording persons other than the suspect, complainant, and witnesses.
  - e. When members are in hospitals or medical facilities pursuant to Part V.A.4, they shall continue to record and make every effort to provide patients with privacy such that they **do not** record patients during medical or psychological treatment or evaluations by a clinician or similar medical professional. Members shall position themselves in such a way as to afford the patients as much privacy as possible.
10. Members equipped with BWCs who are on the scene of an incident and are not the primary reporting member shall inform the reporting member of their BWC recording so that the primary member may record this information in his or her report.
- a. The reporting members shall place the notation "*BWC Activated*" at the beginning of their non-public narrative in accordance with Part V.A.12 of this order.
  - b. The member with the BWC shall categorize the recording in accordance with Part V.B of this order.
11. Deactivation of BWCs
- a. Once activated in accordance with this order, members shall not deactivate their BWC until/unless:
    - (1) They have notified the dispatcher of their assignment's disposition, and they have cleared the assignment or, in the case of arrest, have transferred custody of the arrestee to another member.
    - (2) Their involvement in the citizen contact or detention has concluded.
    - (3) They receive an order from a higher-ranking member. In such cases, members shall document the order and the name of the official in their associated incident or arrest reports and on the BWC when practicable.

- (4) The search requiring activation as outlined in Part V.A.4.p of this order has concluded, and the member believes he or she will have no further interaction with the person or property.
  - (5) A pursuit has been terminated, and the member has returned to service through the dispatcher.
  - (6) In the event of a prolonged crime scene or an incident during which time they need to take a break (e.g., restroom break). In those cases, members shall contact the dispatcher to request a break and later document in the non-public narrative section of all related reports or their notebook the interruption of the BWC recording.
- b. In accordance with Part V.A.4.w, when members activate their BWCs and such activation was not required by policy, and the circumstances do not require continued recordings, they may use their discretion when deciding to deactivate their BWC.
  - c. After members deactivate their BWCs, they shall be aware that it is their responsibility to ensure they reactivate their BWC should the circumstances require it, even if the subsequent recording is being made for the same event.
  - d. In the event that a member must immediately respond to an event that requires his or her BWC to remain activated (i.e., the BWC recording never ceases between back-to-back events), the member shall enter the CCNs corresponding to both events in the BWC ID field in accordance with Part V.B of this order.

## 12. Reporting Requirements

- a. **Prior to the end of their shift**, members who are assigned BWCs shall:
  - (1) Document activation of the BWC device **at the beginning** of their non-public narrative on Field Contact Reports, Incident and Offense Reports, Traffic Crash Reports, and Arrest Reports in the Records Management System (RMS), as well as on PD Forms 42 (Injury or Illness Report), PD Forms 43, PD Forms 61D (Violation Citations) and notices of infraction (NOIs).
    - (a) The notation at the beginning of the narrative of associated reports shall be "*BWC Activated.*"

- (b) The member's last name, first name, and CAD number only need to be recorded if different from the reporting member listed on the report.
- (2) Document in the non-public narrative section of all related reports or their notebook any delay or failure to activate their BWC and any interruption of a BWC recording required by this order.
- (3) For search warrants, pre-planned arrest warrant executions, and forcible entries, label and categorize in accordance with Part V.G. Label and categorize all other recordings in accordance with Part V.B. of this order.
- (4) Upload recorded data to the storage database.
- (5) Charge their camera in an MPD-approved BWC docking station.

## B. Labeling and Categorization of BWC Recordings

### 1. BWC Title Field

Members shall add a title – IN ALL CAPS – to each of their BWC recordings in the following format:

- a. Start date of recording (formatted as the year first (4 digits), followed by the month and day) - type of event - address (including the quadrant) (e.g., **20150220 - MISSING PERSON - 1751 M ST NW**)
- b. In cases where MPD is responding to an event being handled by another agency, the member should add the name of the other agency to the end of the title (e.g., **20150220 - MISSING PERSON - 1751 M ST NW - US CAPITOL POLICE**).

### 2. BWC ID Field

- a. Members shall enter the 8-digit CCN in the ID field (with no hyphens or dashes and without the word "CCN").
- b. If no CCN numbers were drawn for the event, the member shall:
  - (1) Enter the NOI or notice of violation (NOV) number in the ID field when applicable; or
  - (2) Type "NA" in the ID field rather than leaving the field blank to include events handled by a specialized

investigative unit or a non-MPD agency where no CCNs have yet been requested.

- c. All members who are assigned BWCs, to include those who are working as transport officers and members assigned to the station (e.g., cellblock, front desk), shall ensure that their BWC recordings are labeled and categorized appropriately **to include up to two CCNs** in the “ID” field separated by commas.
  - (1) For example, a transport member assigned a BWC who transports two arrestees, one arrested for Simple Assault, and another arrested in a separate incident for Theft I, must enter **both** related CCNs, separated by a comma.
  - (2) In the event that there are more than two CCNs associated with a recording, members shall enter the CCNs for the most serious offenses.
- d. Members are reminded that they shall limit discussions regarding other cases while in the presence of a BWC to the greatest extent possible. However, when another case is discussed, the recording member shall ensure the relevant CCNs are included in the “ID” field of the recording.

### 3. **Member BWC Categories**

- a. Members shall ensure all of their recordings are associated with at least one category and the most relevant category that applies from the priority list below is chosen.
- b. Members shall not use any category other than those listed below.
- c. Members shall select the BWC category corresponding to the most serious offense. The categories for use by members, listed in order of seriousness, are:
  - (1) **“For Supervisory Review”**
    - (a) The “For Supervisory Review” category applies to any recording that needs review by an official and possible extended retention due to one or more of the following circumstances:
      - (i) The member is injured or another member is injured or killed during the performance of their duties;

- (ii) There is any use of force by the recording member or another member;
- (iii) The member is involved in an incident that results in a fatality including, but not limited to, in-custody deaths and crashes or vehicular pursuits resulting in a fatality; or
- (iv) The member has reason to believe that the event may result in a complaint or the recording may be of use in a future court proceeding.

- (b) When a member categorizes a recording as “For Supervisory Review,” the member shall notify his or her supervisor prior to the end of his or her shift.
- (c) A supervisor shall review the recording within 24 hours in accordance with Part VI.A.5 of this order.

- (2) **“Murder / Manslaughter”**
- (3) **“First and Second Degree Sexual Assault”**
- (4) **“All Other Sexual Offenses”**
- (5) **“Death Report / Suicide”**
- (6) **“Crime Involving a Public Official - Felony”**
- (7) **“Crime Involving a Public Official - Misdemeanor”**
- (8) **“All Other Felonies”**
- (9) **“Search or Arrest Warrant / Forcible Entry”**
- (10) **“All Other Misdemeanors”**
- (11) **“First Amendment Assembly”**
- (12) **“Incident, No Arrest”**
- (13) **“Contact/Stop/Civil Enforcement”** – includes:

- (i) All contacts initiated pursuant to a law enforcement investigation, whether criminal or civil (e.g., issuance of NOV); and
      - (ii) All stops (i.e., traffic, pedestrian, and bicycle), and frisks as defined in GO-OPS-304.10 (Police-Citizen Contacts, Stops, and Frisks).
    - (14) **“BWC Testing”** – includes recordings taken by members to ensure their BWCs are operating properly.
  4. Only BWC Unit Coordinators, the MPD BWC Program Director, or members assigned to the Court Liaison Division (CLD), the Office of Risk Management (ORM), or the FOIA Office shall record notes about BWC recordings.
- C. Accidental Recordings
1. In the event of an accidental activation of their BWC where the resulting recording has no investigative or evidentiary value, members may submit a deletion request to their administrative captain through their sergeant who shall forward the same to the MPD BWC Program Director at [bwproject@dc.gov](mailto:bwproject@dc.gov) for review and tracking.
  2. Members shall ensure the request contains sufficient information (e.g., date, time, member CAD number) to locate the recording.
  3. The MPD BWC Program Director shall review accidental recordings and determine whether or not the recording had an official purpose. If the recording had no official purpose, the administrative captain or MPD BWC Program Director shall document this in the recording notes and delete the recording. An audit log on the history of every recording will be maintained in the storage database.
- D. Access and Review
1. **Pursuant to the *Body-Worn Camera Program Amendment Act of 2015*, members involved in a police shooting shall not review their BWC recordings, or other members’ recordings, related to the case.**
  2. In all other cases, members may view their BWC recordings and BWC recordings that have been shared with them to assist in accurate report writing, testifying in court, for training purposes, and debriefing. Members may also view their recorded data when they are the subject of criminal or administrative investigations in accordance with Part V.E of this order.



3. Recordings **shall not** be routinely or randomly viewed by officials for the sole purpose of enforcing policy violations observed on the recordings.
4. Members may only share recordings with other MPD members who have accounts on the MPD-approved storage database. Under no circumstances shall members share recordings with any non-MPD persons or members who do not have an account.
5. Only members the rank of sergeant and above, civilian equivalents, Internal Affairs Bureau (IAB) investigators, or FOIA specialists may download BWC recordings for investigations or authorized administrative purposes.
6. The United States Attorney's Office (USAO), the Office of Police Complaints (OPC), and the Office of the Attorney General (OAG) staff have their own accounts to the storage database; therefore, MPD members shall not share or download BWC recordings for these organizations.

E. Investigative Reviews and Member Access

1. Members who are conducting criminal investigations (e.g., investigators/detectives, members assigned to Major Crash Unit, Criminal Research Specialists) shall:
  - a. Review and re-categorize the recordings related to their investigations after making a determination of whether the BWC recordings are of evidentiary value. (See Part V.H of this order for retention categories).
  - b. Document their reviews of BWC recordings in the final investigative packet.
2. Uses of Force, In-custody Deaths, Serious Misconduct and Criminal and Administrative Investigations
  - a. Upon receipt of allegations of serious misconduct, as defined in GO-PER-120.23 (Serious Misconduct Investigations), that occur during their shift, watch commanders shall review BWC recordings as soon as possible, but in all cases prior to the end of their shift.
  - b. When obtaining Incident Summary (IS) numbers, whether by completing a PD-901c (Request for Incident Summary Numbers) or providing information to IAD for documentation in

Personnel Performance Management System (PPMS), officials shall document or provide the following:

- (1) Whether the subject member was wearing a BWC at the time of the incident.
  - (2) Whether the incident or allegation was in reference to, or involved the use or non-use of, a BWC.
  - (3) If any other members at the scene of the alleged incident were wearing BWCs.
- c. Officials shall ensure the narrative of the PD-901c and PPMS includes:
- (1) The notation "*BWC On-Scene*" in the beginning of the narrative when any member on the scene had a BWC assigned to them.
  - (2) A listing of each member, including the subject member, present at the incident, and documentation of each member's CAD number, whether that member was equipped with a BWC, and whether the BWC was activated.
- d. In the event of a serious use of force or in-custody death, the element watch commander shall ensure, and the responding IAD member shall verify, that all related BWC recordings are uploaded to the storage database as soon as possible.
- e. IAD members shall restrict access to BWC recordings related to criminal or sensitive allegations.
- f. Officials or IAD members preparing preliminary reports shall indicate if BWCs were present and who was equipped with the cameras by name and CAD number.
- g. When conducting internal or administrative investigations of incidents where BWCs are present, investigating officials shall:
- (1) View all available BWC footage as part of their investigation.
  - (2) **Add** a category [i.e., "Internal Affairs / Office of Police Complaints Investigation" and/or "Internal Investigations (e.g., Chain of Command Misconduct)"] to the recordings related to their investigations after making a

determination of whether the BWC recordings are of evidentiary value. (See Part V.H of this order for retention categories).

NOTE: Members are reminded of the importance of retaining the original category to ensure that evidence is maintained in accordance with retention requirements.

- (3) Certify and document that the facts as stated in their investigative findings are consistent with available BWC footage and that any discrepancies between subject, complainant, or witness statements and the BWC footage are noted and addressed.
- h. When completing final internal investigations, officials shall also include the following information in the “Biographical Section” and any other sections of the investigation as appropriate:
    - (1) A listing of each member and their CAD number, including the subject member, present at the incident;
    - (2) Documentation of whether each member was equipped with a BWC, and whether the BWC was activated.
  - i. If for any reason, it is discovered that a member has violated this order regarding the use or activation of a BWC, investigating officials shall initiate a separate investigation to include creation of independent IS numbers to document the policy violation related to the BWC. In addition, investigating officials shall include these new IS numbers in the “Discrepancy Section” of the original investigative report, if one exists, in which the policy violation was discovered.
  - j. Prior to approving administrative investigations, all reviewing officials, to include the members of any relevant review boards (e.g., Crash Review Board, Use of Force Review Board) shall ensure the investigative findings are consistent with BWC footage and any discrepancies are noted and addressed.
3. Member Access
- a. **Pursuant to the *Body-Worn Camera Program Amendment Act of 2015*, members involved in a police shooting shall not review their BWC recordings, or other members’ recordings, related to the case.**

- b. In all other cases, members who are involved in a serious use of force, in-custody death, or are the subject of a criminal investigation may view their BWC recording related to the incident prior to completing and submitting any required reports and being interviewed by the appropriate investigative unit provided that:
    - (1) The member is in receipt of a declination from the prosecuting authority **or** after a Reverse Garrity Warning is issued; **and**
    - (2) The recording is viewed at the IAD or at a location approved by an IAD official.
  - c. Members who are the subject of an administrative investigation may view their BWC recording prior to completing and submitting any required reports and being interviewed by the appropriate investigative unit.
- F. Requests for BWC Recordings by Subjects
1. The subject of a BWC recording, his or her legal representative, or the subject's parent or legal guardian if the subject is a minor, may request to schedule a time to view the BWC recording at the police district where the incident occurred.
  2. Members shall be aware that subjects may request to view BWC recordings online or at the district station.
    - a. Subjects may submit requests for recordings online at <http://mpdc.dc.gov/page/body-worn-camera-citizen-viewing-process> or by submitting a Request to Review Body-Worn Camera Recording (see Attachment C).
    - b. Members who receive requests to view BWC recordings by subjects or their representatives at the district station shall **immediately** notify their district's BWC Unit Coordinator, in writing, and forward requests to the MPD FOIA Office at [mpd.foia@dc.gov](mailto:mpd.foia@dc.gov).
  3. The assigned MPD FOIA specialist shall conduct a privacy review of the video and determine if the un-redacted BWC recording violates the individual privacy rights of any other subjects of the recording and shall notify the BWC Unit Coordinator if the recording or a portion of the recording is eligible for viewing.

4. Upon notification from the FOIA Office that a recording is eligible for viewing, the BWC Unit Coordinator shall review the recording and confirm that the viewing of the recording would not compromise the safety of any other subject.
5. The BWC Unit Coordinator shall notify the subject whether the recording is available for viewing.
  - a. In cases where the recording is available, the BWC Unit Coordinator shall schedule a suitable time for the subject, his or her legal representative, or the subject's parent or legal guardian to view the recording under the following conditions:
    - (1) The subject, his or her legal representative, or the subject's parent or legal guardian if the subject is a minor shall provide a valid government-issued photographic identification [e.g., a driver's license, passport, green card (U.S. Permanent Resident Card) or military identification].
      - a. A subject's legal representative shall be required to provide the signed retainer or notarized document authorizing the attorney to view the BWC recording;
      - b. A subject's parent shall be required to provide a birth certificate for the subject; or
      - c. A subject's legal guardian shall be required to provide a certificate of legal guardianship of the subject.
    - (2) The subject, his or her legal representative, or the subject's parent or legal guardian must sign the PD Form 99-B (Consent to View Body-Worn Camera Recording) (Attachment D) prior to viewing the recording.
    - (3) The viewing must occur in the presence of the BWC Unit Coordinator.
    - (4) **Under no circumstances** shall the subject, his or her legal representative, or the subject's parent or legal guardian:
      - (a) Be allowed to use any recording device to make a copy of the BWC recording.

- (b) Be provided a copy of the recording. Subjects, or their representatives, may contact the FOIA Office to request copies of the recording.

b. Subject Complaints

A subject shall have the right to file a complaint at any time during the BWC review process. Members are reminded that all citizen complaints shall be handled in accordance with MPD policy including GO-PER-120.25 (Processing Citizen Complaints).

- (1) The BWC Unit Coordinator shall document his or her review of the recording with the requestor when making his or her recommendation on the PD Form 99-A (Citizen Feedback Form – Supervisor Review).
- (2) If the BWC Unit Coordinator is unable to locate the requested recording related to the complaint, he or she shall notify IAD of the subject's request to view the recording and of his or her negative search results when requesting IS numbers.

NOTE: BWC Unit Coordinators are reminded that most BWC recordings will be available for review by complainants for 90 calendar days from the date of the incident.

- (3) Notwithstanding the provisions of this order, a complainant's request to view a BWC recording prior to initiating a complaint is **voluntary**. Whether or not the complainant chooses to request to view the recording shall not be considered by members of the Department if the complainant chooses to proceed with the complaint.

G. Warrants and Forcible Entries

1. Absent exigent circumstances, the execution of all search warrants, pre-planned arrest warrants, and when practical, forcible entries being served in elements where BWCs are deployed shall have a BWC member in attendance with the BWC activated prior to making entry.
2. For the execution of search warrants, arrest warrants, and/or forcible entries related to an underlying criminal offense with pre-existing CCNs, members shall:

- a. Select the BWC category corresponding to the most serious underlying criminal offense; and
  - b. Label their BWC recording with up to two pre-existing CCNs in the “ID” field separated by commas. In the event that there are more than two CCNs associated with a recording, members shall enter the CCNs for the most serious offenses.
3. For the execution of warrants and/or forcible entries in cases without pre-existing CCNs, members shall:
- a. Categorize the recording as “Search or Arrest Warrant/Forcible Entry”; and
  - b. Label their recording with the CCN obtained for the execution of the warrant and/or forcible entry.

H. Retention

- 1. Members shall ensure that BWC recordings are retained and accessible on the BWC database for a period of 90 calendar days unless they are categorized as follows:

Category	Retention
1. Murder / Manslaughter	65 Years
2. First and Second Degree Sexual Assault	15 Years
3. All Other Sexual Offenses	10 Years
4. Death Report / Suicide	10 Years
5. Internal Affairs / Office of Police Complaints Investigation	10 Years
6. Crime Involving a Public Official Felony	9 Years
7. Crime Involving a Public Official Misdemeanor	6 Years
8. All Other Felonies	6 Years
9. Search or Arrest Warrant / Forcible Entry	6 Years
10. Internal Investigations (e.g., Chain of Command Misconduct)	5 Years
11. First Amendment Assembly	3 Years
12. All Other Misdemeanors	3 Years
13. For Supervisory Review	90 Days

14. Incident, No Arrest	90 Days
15. Contact / Stop / Civil Enforcement	90 Days
16. No-Papered Arrest*	90 Days
17. BWC Testing	90 Days
18. Recruit Training	90 Days
19. FOIA	Indefinite
20. FOIA/Civil Litigation Hold	Indefinite
21. Juvenile Victim [Youth and Family Services Division (YFSD) ONLY]	Indefinite
22. Pending Warrant / Papered Case / Ongoing Criminal Investigation	Indefinite
23. Redacted	Indefinite
24. Training	Indefinite

**\*NOTE:** The “No-Papered Arrest” category shall be added for both misdemeanor and felony offenses in accordance with Part VI.I of this order.

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2. Members assigned to YFSD shall ensure that BWC recordings categorized as “Juvenile Victim [Youth and Family Services Division (YFSD) ONLY]” are retained in accordance with each case’s applicable statute of limitations.
  3. Members shall ensure all other BWC recordings with an “indefinite” retention period are retained until all related criminal proceedings, claims, litigation, litigation holds, complaints, or related incidents are resolved, after which time they will be expunged.
  4. Members shall ensure that digital evidence captured by BWCs are treated as official records and handled pursuant to existing Department policies and procedures including, but not limited to, SO-06-03



[Records Retention and Evidence Preservation (Millicent Allewelt Act of 2004)].

- I. BWC Recordings Used in Training
  1. Members are encouraged to notify their officials of any recordings that may be of value for Department-wide training purposes.
    - a. Members recommending the use of a BWC recording for Department-wide training purposes shall submit the request through the chain of command to the Commanding Official, Metropolitan Police Academy (MPA) for approval.
    - b. Prior to approving the use of a BWC recording for Department-wide training, the Commanding Official, MPA, shall:
      - (1) Take into consideration the identity of the persons involved, the sensitivity of the incident, and the benefit of using the file versus other means.
      - (2) Confirm with the MPD Privacy Officer that appropriate redactions are made to recordings prior to them being used in training.
    - c. The Commanding Official, MPA, shall ensure that recordings authorized for training are categorized as "Training" in the MPD-approved storage database.
  2. When reviewing BWC recordings, officials are encouraged to identify recordings that can serve as guidance on how to handle particular incidents or events as well as recordings where constructive feedback may be appropriate. Identified recordings may be reviewed with assigned members, to include during roll call, to discuss tactical decision-making and/or to improve officer safety.
    - a. Officials shall ensure they notify their district/element commanding official through the chain of command prior to reviewing the recording with members.
    - b. Officials shall notify the watch commander following the BWC review to include providing the associated CCN, name of the recording member, and date of recording for inclusion on the PD Form 150 (Tour of Duty Supervisor's Report).

## VI. ROLES AND RESPONSIBILITIES

- A. Sergeants shall:
1. Ensure cameras are not issued to members who have not received MPD BWC training.
  2. At the beginning of each shift:
    - a. Ensure members are equipped with fully-charged, functioning BWCs, and have the appropriate mounting equipment to support the BWC.
    - b. Inspect each member who is issued a BWC to ensure that it is being worn correctly and functioning.
    - c. Ensure digital evidence recorded from previous shifts has been uploaded prior to issuing BWCs.
    - d. When notified of a damaged or inoperable BWC, ensure a PD Form 43 is completed, and any damaged or malfunctioning equipment is returned to the MPD BWC Program Director for repair or replacement.
  3. Track and manage the assignment of the cameras daily.
  4. Ensure members who are deployed with BWCs are noted on the roll call and deployment statistical sheets, and that the number of members with BWCs is called into the CIC each shift.
  5. In accordance with Part V.B.3.c.(1) of this order, review and **re-categorize** all recordings categorized as “For Supervisory Review.”
  6. Conduct regular inspections during check-off to ensure members have recorded required events and are categorizing their BWC recordings appropriately.
  7. Ensure members turn in their BWCs prior to the end of their shift and store BWC devices in designated, secured storage locations at MPD facilities when devices are not in use.
- B. Check-off sergeants who have BWC-assigned members on their shift shall ensure they complete the PD Form 1000 (MPD BWC Check-off Form) (Attachment E) prior to the end of their shift and submit the completed form to their watch commander.

C. Watch Commanders shall:

1. Ensure that members who are assigned BWCs are certifying in their PD Form 775 that they are equipped with a BWC and documenting whether a recording was made for each run during their shift.
2. Submit completed PD Forms 1000 along with their PD Forms 150 (Tour of Duty Supervisor's Report).
3. If notified that a BWC is lost, malfunctioning, or inoperable, and a replacement is not immediately available, document the member's name and CAD number in the PD Form 150 (Tour of Duty Supervisors Report) and notify the BWC Unit Coordinator who shall be responsible for making sure a replacement is provided within two business days.

D. BWC Unit Coordinators shall:

1. Provide assistance and technical support to members in their assigned units who have BWCs.
2. Ensure members with malfunctioning or inoperable BWCs receive a replacement BWC within two business days of being notified of the malfunction.
3. Handle the reassignment of BWCs for members in a less than full duty status for more than 30 days to include notifying the MPD BWC Program Director, Telecommunications, and the Equipment and Supply Branch of the reassignment.
4. Conduct periodic reviews of BWC recordings to ensure that members are recording mandatory events as outlined in this order.
5. Based on the BWC assignment information provided by the Equipment and Supply Branch on a quarterly basis, conduct reconciliation and ensure any incorrect BWC assignment information is corrected and that the Equipment and Supply Branch is notified.
6. Review and respond to the MPD Privacy Officer's quarterly report of storage database users for their specific element.

E. District/Element Commanding Officials shall:

1. Ensure all members have been properly trained on all related BWC directives to include the activation, use, annotation, and uploading of data, prior to being issued a BWC, in accordance with Part IV.A of this order.

2. Ensure that daily reviews of the recordings for that district are tagged and properly notated and assigned for corrective action by the next working day of the officer.

F. The MPD BWC Program Director shall:

1. Serve as the designated custodian of records for all BWC recordings.
2. Serve as the system administrator of any BWC software applications.
3. Be responsible for approving, coordinating, and managing all external requests for BWC recordings, including those from other law enforcement agencies.
4. Monitor recordings that are about to reach the end of their retention period.
5. Monitor the deletion of all accidental recordings.
6. Ensure BWC recordings are secured and retained as outlined in this order.
7. Ensure that metadata is retained by the Department for no less than five years.
8. Work with the MPD Property Officer and Office of the Chief Information Officer to ensure all recordings are stored in an MPD-approved storage database.
9. Assist in the coordination of all internal and external communications regarding BWC policies.
10. Serve as the primary point of contact with the BWC vendor.

G. The Commanding Official of the Equipment and Supply Branch shall:

1. Be responsible for the distribution and replacement of BWCs.
2. Provide BWC Unit Coordinators a listing of all assigned BWCs on a quarterly basis for reconciliation.

H. The Director of the FOIA Office shall ensure requests for BWC recordings and information from the public are received and processed in accordance with GO-SPT-204.05 (Freedom of Information Act Requests) and D.C. Official Code § 2-531.

- I. The Commanding Official of the CLD shall ensure BWC recordings of papered cases and no-papered arrests are categorized appropriately (i.e., “Warrant/Papered Arrest/Ongoing Criminal Investigation” or “No Papered Arrest”).
  1. If a felony case is not papered, the “No Papered Arrest” category shall be **added** in addition to the previous felony category.
  2. If a misdemeanor case is not papered, the “No Papered Arrest” category shall be **added** in addition to the previous misdemeanor category.
- J. The Commanding Official of the Office of Risk Management shall:
  1. Notify the MPD BWC Program Director to retain BWC recordings associated with pending claims.
  2. Ensure periodic audits are conducted of BWC recordings including audits consistent with the *Body-Worn Camera Program Amendment Act of 2015*. Audits shall include:
    - a. Member performance, training, and equipment needs.
    - b. Consistency between written reports and recordings.
    - c. The impact of BWCs on the number and type of citizen complaints filed with the Department.
    - d. The impact of BWCs on the number of use of force incidents.
    - e. The total number of contacts between police and the public.
    - f. Maintaining proper and secure access to shared or retained BWC recordings.
    - g. Compliance with this order.
- K. The MPD Privacy Officer shall:
  1. Work with the Director of the Office of Risk Management on periodic audits to ensure:
    - a. Recordings do not violate the privacy of citizens or members and adhere to the required policy.
    - b. External and internal subscribers to MPD’s BWC storage site are validated.

2. Coordinate annual reviews of BWC recordings with “indefinite” retention periods to ensure they are still subject to being retained.
  3. Monitor the BWC vendor’s privacy practices.
  4. Assist with drafting memorandums of understanding (MOUs) with outside agencies that want access to BWC recordings.
  5. Conduct periodic audits to confirm that the proper protection of individuals’ privacy rights have been afforded in accordance with the *Body-Worn Camera Program Amendment Act of 2015*.
- L. The Chief Technology Officer, MPD Office of the Chief Technology Officer, shall ensure:
1. BWC equipment malfunctions and failures are documented and repairs are requested in a timely manner.
  2. Docking stations are installed and maintained.
  3. A tiered support response is coordinated to assist sergeants with fixing more complex camera and docking station issues.
  4. All members and approved staff from other agencies have accounts to the storage database.
- M. The Commanding Official of the MPA shall assist in coordinating training for members who will be assigned cameras.


## **VII. CROSS REFERENCES**

- A. GO-PER-120.21 (Disciplinary Procedures and Processes)
- B. GO-PER-120.23 (Serious Misconduct Investigations)
- C. GO-PER-120.25 (Processing Citizen Complaints).
- D. GO-SPT-204.05 (Freedom of Information Act Requests)
- E. GO-OPS-304.06 (Adult Sexual Assault Investigations)
- F. GO-OPS-304.10 (Police-Citizen Contacts, Stops, and Frisks)
- G. GO-OPS-304.11 (Intrafamily Offenses)
- H. GO-SPT-304.18 (Language Access Program)

- I. GO-SPT-401.01 (Field Reporting System)
- J. SO-06-03 [Records Retention and Evidence Preservation (Millicent Allewelt Act of 2004)]
- K. SOP-11-01 (Handling First Amendment Assemblies and Mass Demonstrations)
- L. D. C. Official Code § 2-531 (Freedom of Information, Public Policy)

**VIII. ATTACHMENTS**

- 1. Attachment A: TASER BWC, Approved Wearing Methods
- 2. Attachment B: MPD Body-Worn Camera Recording Notice
- 3. Attachment C: Request to Review Body-Worn Camera Recording
- 4. Attachment D: PD Form 99-B (Consent to View Body-Worn Camera Recording)
- 5. Attachment E: PD Form 1000 (MPD BWC Check-off Form)



Cathy L. Lanier  
Chief of Police

CLL:PAB:MOC:BK

## TASER BWC Approved Wearing Methods

### TASER AXON Body 2 Camera

The AXON Body 2 Camera has the camera (audio and video) and the battery in the same device.

#### Directions for Wearing the AXON Body 2 Camera

1. The top part of the AXON Body 1 Camera is where the Power Button is located. The serial number is located on the bottom of the camera.



2. The Axon Body 2 camera shall be mounted on the member's chest so that the top of the camera is not above the collarbone, the bottom is not below the sternum, and the sides are between the shoulders.
3. The Axon Body 2 camera is designed to work with the new Axon RapidLock mounting system. The RapidLock mounting system consists of the attachment piece (called the key) on the camera and the various mounting options including the attachment receiver (called the lock). To engage the Axon RapidLock, insert the key of the camera into the lock of the mount and turn it 90 degrees counterclockwise (when you are looking straight at the mount). To release the camera from the mount, turn the camera 90 degrees clockwise.

The various mounts that use this system can be used with a wide variety uniforms, and holds the camera to your shirt, patrol vest, jacket, or belt.

4. The Axon Body 2 camera may be mounted utilizing a magnetic mount or a Z-clip.
  - a. Magnetic Mount – The magnetic mount is intended to be used with cold-weather gear. This mount is made up of two pieces: the exterior plate, which is mated to the BWC, and the interior plate. As a general guideline, the interior plate should be placed between the jacket liner and shell so that the interior plate and exterior plate are as close to one another as possible, compressing the shell only.



- b. Z-clip – Rotate the z-clip so it fits with your shirt style. Please note that the z-clip is the same for both men and women, but its use differs. To use it with a woman’s shirt, it should be held right-side up. For men, the z-clip should be spun 180 degrees. Place the Axon Body 2 camera into the clip and rotate it upright, locking the Axon Body 2 camera into the clip.

### TASER AXON Body 1 Camera

The AXON Body 1 Camera has the camera (audio and video) and the battery in the same device.

### Directions for Wearing the AXON Body 1 Camera

1. The top part of the AXON Body 1 Camera is where the Power Button is located. The serial number is located on the back and bottom of the camera.



2. The Axon Body 1 camera shall be mounted on the member’s chest so that the top of the camera is not above the collarbone, the bottom is not below the sternum, and the sides are between the shoulders.
3. There are two mounts to the AXON Body 1 Camera; the camera comes with an S-clip case that slides over your shirt button to lock into place, and there is also a holster that slides onto your pocket. Directions for the S-clip are slightly different for men’s versus women’s shirts:

For men’s shirts:

- a. Snap the camera into its case if it is not already attached. The straight edge of the clip will be at the top.
- b. Slide the right-hand side of the case between two buttons toward the top of the shirt. Push the right side of the shirt into the clip in the back. This part of the clip will be left *outside* the shirt.
- c. Next, tuck the left side of the case *under* the shirt, and push the left side of the shirt into the clip in the back.
- d. Slide the case down to snap over the shirt button. The case will lock in place.

For women’s shirts:

- a. Snap the camera into its case if it is not already attached. The straight edge of the clip will be at the bottom.
- b. Slide the left-hand side of the case between two buttons toward the top of the shirt. Push the left side of the shirt into the clip in the back. This part of the clip will be left *outside* the shirt.
- c. Next, tuck the right side of the case *under* the shirt, and push the right side of the shirt into the clip in the back.
- d. Slide the case down to snap over the shirt button. The case will lock in place.

### TASER AXON Flex

The AXON Flex Camera has two components: a smaller camera and a separate battery from which you operate the camera, called a Controller. The Flex Camera is linked to the Controller by a thin cable.

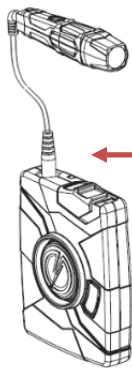
### Directions for Wearing the AXON Flex Camera

The Controller functions as the battery and the device used to turn the camera on/off, adjusting the volume, etc. The Controller looks like the AXON Body Camera, but has no lens on the front.

1. The top part of the Controller is where the Power Button is located. The speaker is on the smaller camera. The serial number is located on the back of the Controller, not the camera.



2. The Flex Camera must attach to the Controller in order to power up and record properly. The square end of the cable attaches to the bottom of the camera, and the other end of the cable to the top of the Controller.



Cable that links camera to Controller (actual cable much longer)

3. The Controller can be stored in your pocket as is or in a holster attached to your belt. To attach to a belt, secure the Controller in its holster, ensuring the top of the camera aligns with the lever on the top of the case that toggles back and forth to expose the cable port. Next, slide the metal clip that came with the holster into the back of the holster to secure to your belt.

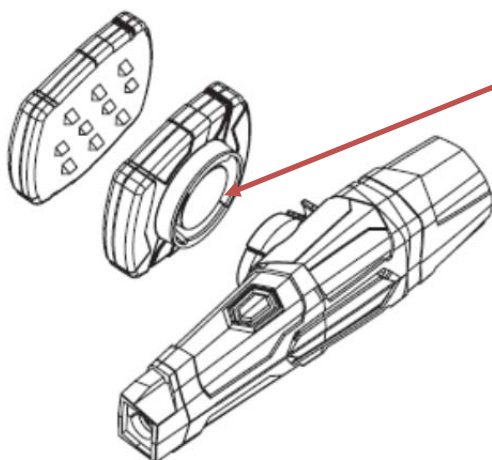
### **Directions for Mounting the AXON Flex Camera**

There are several mounts for the Flex Camera, each clipped on using a strong magnet. The magnetic clip allows rotation of the camera up and down to adjust the angle after it has been connected to the mount.

The three mounts that MPD will be utilizing are the Collar Mount, the Low-Rider Headband and the Oakley Glasses Mount. The mounts should always be worn so that the Flex Camera is on the side that the officer wears his/her firearm.

### ***Collar Mount***

There are two magnetic clips to hold the collar mount to your shirt collar, one for each side of the collar. Each clip features a set of teeth on one side and a ring on the other; the sides with the teeth are magnetically attracted to each other.



Ring where camera is mounted

To use the collar mount:

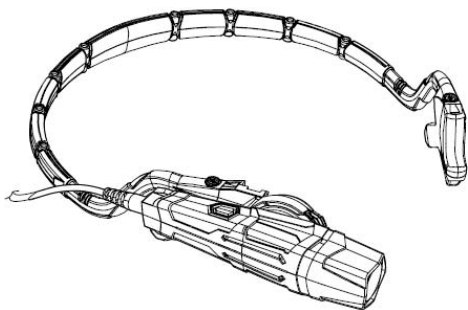
1. Place the collar mount around the back of your neck.
2. Snap the teeth to the inside of the collar on the side of the shirt where the camera will not be mounted and attach the closed ring to the other side.
3. On the other side of the shirt, where the camera clip will be worn, snap the teeth to the inside of the inside of the shirt and attach the open ring to the other side.
4. Snap the camera into the open ring, with the lens facing forward.
5. Connect the camera/Controller cable to the bottom of the camera. Ensure that the cable does not obstruct the motion of your head. If the cable is exposed down a good portion of your back, hide it under your shirt.
6. Plug the other side of the cable into the Controller.

### ***Low-Rider Headband Mount***

There are two sizes of the headband mount: regular and large.

To use the headband mount:

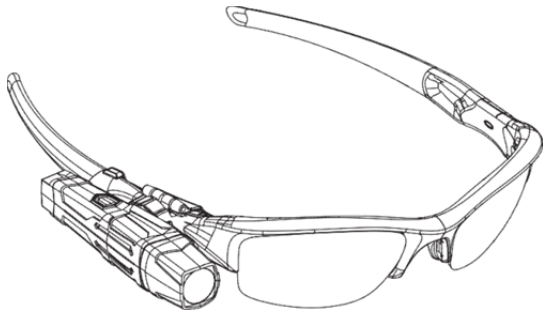
1. Slip the headband behind your head.
2. Snap the camera into the open ring, with the lens facing forward.
3. Connect the camera/Controller cable to the bottom of the camera. Ensure that the cable does not obstruct the motion of your head. If the cable is exposed down a good portion of your back, hide it under your shirt.
4. Plug the other side of the cable into the Controller.



### ***Oakley Eyewear Mount***

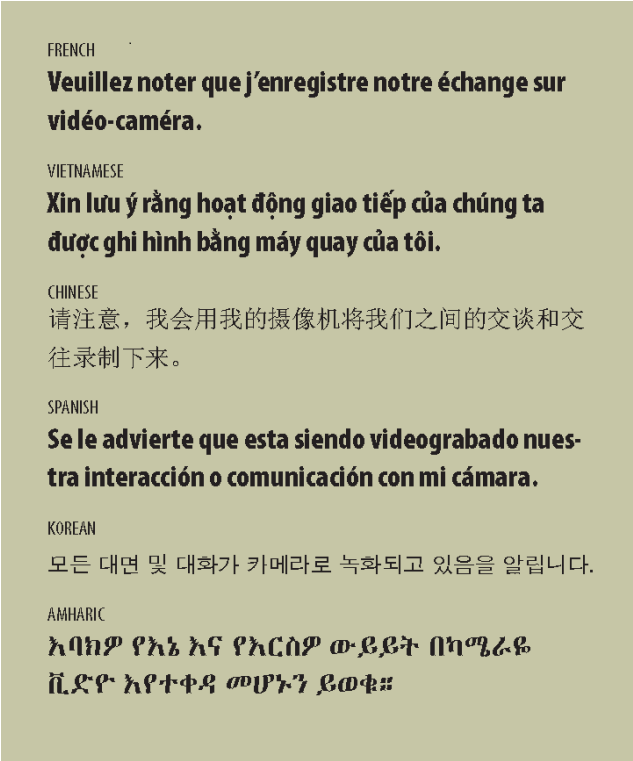
1. Select whether you want to have sunglasses or clear glasses on.

2. Slip the glasses on your head.
3. Snap the camera into the open ring, with the lens facing forward.
4. Connect the camera/Controller cable to the bottom of the camera. Ensure that the cable does not obstruct the motion of your head. If the cable is exposed down a good portion of your back, hide it under your shirt.
5. Plug the other side of the cable into the Controller.





**FRONT**



**BACK**



**REQUEST TO REVIEW BODY-WORN CAMERA RECORDING**

I am requesting to view a body worn camera recording or recording. **I am the subject of the recording, the subject’s legal representative, or the subject’s parent or legal guardian if the subject is a minor.** I understand that to view the recording I must be the only individual in the recording except officers of the Metropolitan Police Department (MPD) or other law enforcement agencies. I agree to view the recording in the presence of an MPD official.

My identity will be checked again when I return to view the recording to confirm I am the same person who made the request. I will not bring any recording device to duplicate the video or audio. I understand that I will not receive a copy of the recording. If I want to request a copy of the recording, I need to contact the MPD Freedom of Information Act (FOIA) Office (<http://mpdc.dc.gov/page/open-government-and-foia-mpdc>). Body worn camera recordings are considered law enforcement records and are the property of MPD.

The recording occurred at least 48 hours ago (to ensure the recording is uploaded into the MPD storage database).

PART I: REQUESTER INFORMATION	
To assist in scheduling a viewing of the requested recording, please do not leave contact information blank.	
1. Requester’s Name:	2. Requester’s Telephone Number: ( )
3. Requester’s E-mail Address:	
4. CHECK ONE: (If you are unable to specify one of these, then you will be unable to view the recording)	
<input type="checkbox"/> I am the Subject of the Recording <input type="checkbox"/> Subject’s Legal Representative <input type="checkbox"/> Subject’s parent/legal guardian	
PART II: INCIDENT INFORMATION	
To assist in the search for the recording, please provide as much information as available.	
4. Central Complaint Number (CCN):	5. Location of Incident:
6. Date of Incident:	12. Time of Incident:
13. Name(s) and Badge Number(s) of Officer(s) with Body Worn Cameras:	
14. Description of Incident:	
15. Please provide a description of yourself and the clothes you were wearing at the time of the incident (This is needed for identification purposes and to ensure you are the subject of the recording):	
PART III: SIGNATURE	
15. Printed Name and Signature of Requester	
Date of Request	
In order to establish your eligibility to view the requested recording, MPD will need to establish your identity and/or relationship to the subject of the recording. See Identification Requirements attached to this form.	
PART IV: MPD USE ONLY	
16. Received by (print name):	17.ID/Proof of Relationship
18. Signature:	19. Date Received:
Scan and e-mail the request to <a href="mailto:mpd.foia@dc.gov">mpd.foia@dc.gov</a> and District BWC Coordinator within 24 hours of receipt.	

## Identification Requirements

In order to establish your eligibility to view the requested recording, MPD will need to establish your identity and/or relationship to the subject of the recording. The following documents are required to establish the identity of:

### Subject of Recording

- Valid government-issued photographic identification (e.g., a driver's license, passport, U.S. Permanent Resident Card or military identification)

### Legal Representative

- Valid government-issued photographic identification (e.g., a driver's license, passport, U.S. Permanent Resident Card or military identification); AND
- Signed retainer agreement or notarized document authorizing the attorney to view the BWC recording.

### Parent

- Valid government-issued photographic identification (e.g., a driver's license, passport, U.S. Permanent Resident Card or military identification); AND
- Birth certificate of the subject

### Legal Guardian

- Valid government-issued photographic identification (e.g., a driver's license, passport, U.S. Permanent Resident Card or military identification); AND
- Certificate of legal guardianship of the subject





**CONSENT TO VIEW BODY-WORN CAMERA RECORDING**

I hereby request to view the below referenced body-worn camera recording. I am the subject of this recording, or I am the subject’s legal representative, parent, or legal guardian (if the subject is a minor). I understand that I will be required to provide proof of my identity, by showing my government-issued photographic identification (e.g., driver’s license, passport, green card [U.S Permanent Resident Card] or military identification), to ensure that I am the individual who initially requested to view this recording.

I will not be able to view recordings that contain images or other identifying information of other people, with the exception of Metropolitan Police Department (MPD) or other non-federal law enforcement agencies. Further, I may only be able to view portions of the entire recording in order to protect the identity of others in the recording.

If a personal residence is shown in the recording, I will only be able to view the recording if it is my personal residence.

I understand that I must view the recording in the presence of an MPD official, and that I may not use any recording device to duplicate or record the video or audio. I will not receive a copy of the recording as it is considered a law enforcement record, and, as such, it is the property of MPD.

I understand that if I want a copy of the recording, I will need to request a copy of the recording in person or by contacting MPD’s Freedom of Information Act Office online at <https://foia-dc.gov/palMain.aspx>.

By signing this form, I am indicating that I am the subject of the recording, the subject’s legal representative, or the subjects’ parent or legal guardian (if the subject is a minor); and I have read this form and agree to the statements set forth herein.

PART I: SUBJECT’S INFORMATION		
1. Subject’s Name		
2. Name of Subject’s legal representative or the subjects’ parent or legal guardian if the subject is a minor:		
PART II: SIGNATURE		
3. Signature of Subject/Legal Representative/Guardian		Date
PART III: MPD USE ONLY		
4. Received by (print name):	5. CCN#	6. Receiving Member’s CAD:
7. Type of ID provided:		
8. Signature:		9. Date Received:
Scan and e-mail the consent to <a href="mailto:mpd.foia@dc.gov">mpd.foia@dc.gov</a> and District BWC Coordinator within 24 hours of receipt.		

# PD Form 1000 - MPD BWC Check-off Form



(1) District:

(2) Check-off Official:

(3) Check-off Official CAD ID:

(4) Date:

(5) Shift:

(6) # Officers on Shift:

(7) # Assigned BWC:

(8) # BWCs Deployed on Shift:

NOTE: Officers shall have at least one BWC recording per run. If they do not, the official shall initiate an investigation in accordance with GO-SPT-302.13 (Body-Worn Camera Program).

**CHECK-OFF OFFICIAL CERTIFICATION**

Check-off officials shall complete this certification section for all members who completed their shift (i.e., members who have checked-off).

(9) I certify that all BWC-assigned officers took recordings for all runs:  
NOTE: If no, complete table (11) below

\_\_\_\_\_  
Signature

(10) I certify that all reports are completed and approved in accordance with GO-SPT-401.01 (Field Reporting System):

\_\_\_\_\_  
Signature

**(11) BWC Officers who did not take a video for all runs:**

Officer Name	Officer CAD ID	Number of Runs	Number of BWC Videos	Notes	119 Taken?
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>