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Proper Use and Storage of Body Worn Cameras
(Re-issue DB 16-213)

The Department issues its Body Worn Cameras to individual officers who are responsible for its proper use and storage. Members are reminded that they shall dock their Body Worn Camera in the chargers at the stations. This serves the dual purpose of uploading all video captured during the shift and recharging the device so that it is ready for use when the officer reports back to work.

At times, officers may wish to take their full uniform home at the end of their shift so that they can report directly to an assignment (e.g., 10B posting, squad deployment for special event, etc.) Under these circumstances (after uploading the device at the end of their tour of duty), officers may take the device with them and use the supplied charging cable to charge their device.

Officers are reminded that all data must be uploaded from the device prior to the end of the shift and that these body worn camera devices are for work purposes only. Under circumstances where an officer finds it necessary to take the device home to charge, they must notify a supervisor that they will be doing so. The supervisor must confirm the device was properly uploaded by placing the camera into the docking station. The device will cycle through the following colors:

- Red: initial connection momentarily displayed.
- Solid yellow: in queue awaiting to upload data.
- Blinking yellow: data is uploading.
- Solid green: device is ready and has been properly uploaded.

Supervisors should remind officers to properly enter the metadata into Evidence.com. It is the members' responsibility to enter their metadata into Evidence.com. At the end of the outside assignment, officers are only required to dock the camera if new video evidence has been recorded. Absent that, officers remain responsible for their issued equipment until such time as they return to their regular assignment.

****Reference: Axon Body 2 SFPD Training Manual (PDF)**

William Scott
WILLIAM SCOTT
Chief of Police

Per DB 17-080, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS.