

**BODY WORN CAMERAS POLICY**  
**RECOMMENDED DRAFT**  
**11/30/15 version 2a**

**I. Purpose:**

The use of Body Worn Cameras (BWC) is an effective tool a law enforcement agency can use to demonstrate its commitment to transparency, ensure the accountability of its members, increase the public's trust in officers, and protect its members from unjustified complaints of misconduct. As such, the San Francisco Police Department is committed to establishing a BWC program that reinforces its responsibility for protecting public and officer safety. The purpose of this Department General Order is to establish the policies and procedures governing the Department's BWC program and to ensure members' effective and rigorous use of BWC and adherence to the program.

**Commented [SFPD1]:** See corresponding note #1.

**Commented [SFPD2]:** See corresponding note #2.

The BWC is a small audio-video recorder with the singular purpose of recording audio/visual files, specifically designed to be mounted on a person. The BWC is designed to record audio and video activity to preserve evidence for use in criminal and administrative investigations (including disciplinary cases), civil litigation, officer performance evaluations, and to review police procedures and tactics, as appropriate.

**Commented [SFPD3]:** See corresponding note #3.

**II. Policy:**

A. **USE OF EQUIPMENT.** The Department-issued BWC is authorized for use in the course and scope of official police duties as set forth in this Order. Only members authorized by the Chief of Police and trained in the use of BWCs are allowed to wear Department-issued BWCs. The BWC and all recorded data from the BWC are the property of the Department. The use of non-Department issued BWCs while on-duty is prohibited.

**Commented [SFPD4]:** AB 69

B. **TRAINING.** The Department will train all members assigned BWCs prior to deployment. Members assigned BWCs shall use the devices in accordance with their training and the provisions outlined in this order.

C. **PROGRAM ADMINISTRATOR.** The Risk Management Office (RMO) is the BWC's program administrator. The duties of the RMO include, but are not limited to:

1. Tracking and maintaining BWC inventory
2. Issuing and replacing BWCs to authorized members
3. Granting security access to the computer server
4. Monitoring retention timeframes as required by policy and law
5. Complying with Public Record Act (PRA) requests and all other court record requests
6. Conducting periodic and random audits of BWC equipment and the computer server
7. Conducting periodic and random audits of BWC recordings for members' compliance with the policy

**Commented [SFPD5]:** The Commission discussed explicitly requiring members of the Program Administrator Unit to review not only the equipment and computer server, but also review the actual footage.

**III. Procedures:**

**A. Set Up and Maintenance.**

Members shall be responsible for the proper care and use of their assigned BWC and associated equipment.

1. Members shall test the equipment at the beginning of their shift and prior to deploying the BWC equipment to ensure it is working properly and is fully charged.
2. If the member discovers a defect or that the equipment is malfunctioning, the member shall cease its use and shall promptly report the problem to his/her Platoon Commander or Officer in Charge.
3. If the member discovers that the BWC is lost or stolen, the member shall submit a memorandum through the chain of command memorializing the circumstances, in accordance with Department General Order 2.01, Rule 24. Loss or Damage to Department Property.
4. If the member's BWC is damaged, defective, lost or stolen, the member's supervisor shall facilitate a replacement BWC as soon as practical.
5. Members shall attach the BWC in such a way to provide an unobstructed view of officer/citizen contacts. The BWCs shall be considered mounted correctly if it is mounted in one of the Department-approved mounting positions.

Commented [SFPD6]: See corresponding note #4.

Commented [SFPD7]: See corresponding note #5.

Commented [SFPD8]: See corresponding note #6.

Commented [SFPD9]: Added per the Commissioners discussion about consent and notification

**B. Notification and Consent Not Required.**

When feasible, members should inform individuals that they are being recorded.

However, state law allows members to record communications that he or she could lawfully hear or record. Penal Code § 633 see also People v. Lucero 190 Cal. App. 3d 1065, 1069. Member are not required to obtain consent from members of the public prior to recording when the member is lawfully in the area where the recording takes place.

Members are not required to activate or deactivate a BWC upon the request of a citizen. In addition, members are not required to play back BWC recordings to allow members of the public to review the video footage.

**C. Authorized Use.**

All on-scene members equipped with a BWC shall activate their BWC equipment to record in the following circumstances:

Commented [SFPD10]: See corresponding note #7

Commented [SFPD11]: See corresponding note #8.

1. Detentions and arrests
2. Consensual encounters where the member suspects that the citizen may have knowledge of criminal activity as a suspect, witness, or victim, except as noted in Section III, D.
3. 5150 evaluations
4. Traffic and pedestrian stops
5. Vehicle pursuits
6. Foot pursuits

4.7. Uses of force

5.8. When serving a search or arrest warrant

6.9. Conducting any of the following searches on one's person and/or property:

- a. Incident to an arrest
- b. Cursory
- c. Probable cause
- d. Probation/parole
- e. Consent
- f. Vehicles

7.10. Transportation of arrestees and detainees

8.11. During any citizen encounter that becomes hostile.

12.9. In any situation when the recording would be valuable for evidentiary purposes

13.0. Only in situations that serve a law enforcement purpose.

**Commented [SFPD12]:** Added per the Commissioners discussion regarding additional times when members shall activate the BWC.

**Commented [S13]:** See corresponding note #9.

**Commented [SFPD14]:** See corresponding note #10.

**Commented [S15]:** See corresponding note #11.

#### D. Prohibited Recordings

Members shall not activate the BWC when encountering:

1. Sexual assault and child abuse victims during a preliminary investigation
2. Situations that could compromise the identity of confidential informants and undercover operatives
3. Strip searches

However, a member may record in these circumstances if the member can articulate an exigent circumstance that required deviation from the normal rule in these situations.

Members shall not activate the BWC in a manner that is specifically prohibited by DGO 2.01, General Rules of Conduct, Rule 56 – Surreptitious Recordings - and DGO 8.10, Guidelines for First Amendment Activities.

**Commented [S17]:** See corresponding note #13.

#### E. Terminations of Recordings

Once the BWC has been activated, members shall continue using the BWC until their involvement in the event has concluded to ensure the integrity of the recording, unless the contact moves into an area restricted by this policy. Members shall deactivate the BWC in the following circumstances:

1. When discussing sensitive tactical or law enforcement information away from the citizen
2. After receiving an order from a higher ranking member
3. When recording at a hospital would compromise patient confidentiality
4. When gathering information from witnesses or community members, and the officer has a reasonable and articulable concern that a BWC would inhibit information gathering efforts

In cases when a member deactivates a BWC, the member shall document the reason(s) for deactivation as outlined in Section III, G. DOCUMENTATION.

**Commented [SFPD18]:** Added per Commissioner's discussion about inserting language referring members to the DOCUMENTATION section of this policy.

F. Viewing BWC Recordings

Commented [SFPD19]: See corresponding note #14.

1. A member may review a BWC recording on his/her assigned device or on an authorized computer for any legitimate investigatory purpose, including but not limited to, preparing an incident report, preparing statements, conducting a follow-up investigation, or providing testimony, except when the member is the subject of the investigation in any of the following circumstances that were captured by the BWC:
  - a. An officer-involved shooting or in-custody death,
  - b. A member is the subject of a criminal investigation, or an immediate administrative investigation.
  - c. A reportable use of force
  - d. At the discretion of the Chief of Police or his/her designee.

Commented [SFPD20]: See corresponding note #15

Commented [SFPD21]: See corresponding note #16.

Commented [SFPD22]: See corresponding note #17.

Commented [S23]: See corresponding note #18.

Commented [SFPD24]: Added per the Commission's discussion about including an additional circumstance to the list.

For the above listed circumstances, members shall not review the BWC recording until after the member has provided a formal written and/or verbal statement. After providing a formal statement, the Department's administrative or criminal investigator will coordinate with the member or the member's representative to arrange viewing of the BWC recording. Members may submit supplemental reports after reviewing the BWC recording. the Department's administrative or criminal investigator will coordinate with the member or the member's legal representative to arrange the viewing of the BWC recording prior to the member's interview. Nothing in this section is intended to limit the Office of Citizens Complaints' (OCC) role in these investigations.

Commented [SFPD25]: Added per the Commission's discussion about an alternative version of the policy.

Commented [SFPD26]: See corresponding note #19.

2. Members shall not access or view a BWC unless doing so involves a legitimate law enforcement purpose.

G. Documentation

Members Officers submitting an incident report or completing a written statement shall indicate whether the BWC was activated and whether it captured footage related to the incident.

If a member deactivates a BWC recording prior to the conclusion of an event, the member shall document the reason(s) for terminating the recording in CAD, an the incident report, a written statement or a memorandum.

If a higher ranking member orders a subordinate member to deactivate the BWC, the higher ranking officer shall document the reason(s) for the order in CAD, an incident report, a written statement or a memorandum.

Commented [SFPD27]: Added based on Commission discussion regarding section E. TERMINATION OF RECORDINGS.

If a member reactivates the BWC after turning the equipment off, the member shall document the reason(s) for restarting the recording in CAD, an the incident report, a written statement or a memorandum.

If a member determines that officer or public safety would be compromised if a BWC were activated during an incident requiring its use, the member shall document in CAD, an incident report, a written statement or a memorandum the reason(s) for not using the BWC.

#### H. Storage and Use of Recordings.

Commented [SFPD28]: See corresponding note #20.

1. A member who has recorded an event shall upload the footage prior to the end of his/her watch unless instructed to do so sooner by an assigned investigator or a superior officer.—if the member is 1) the subject of the investigation in an officer-involved shooting or in custody-death; or 2) a members is the subject of a criminal investigation; 3) the subject of the investigation of a reportable use of force or 4) at the discretion of the Chief of Police or his/her designee, the commanding officer shall take immediate physical custody of the camera and take responsibility for uploading the data.

Commented [SFPD29]: AB 69

2. When uploading recordings to the computer server, members shall identify each BWC recording with the incident report number, CAD number or citation number and the appropriate incident category title to ensure the recording is accurately retained and to comply with local, state and federal laws.

3. Members are prohibited from tampering with BWC recordings, accessing BWC recordings for personal use, and from uploading BWC recordings onto public or social media Internet Web sites without written approval from the commanding officer of the RMO.

Commented [SFPD30]: Per AB 69.

#### I. Duplication and Distribution.

The San Francisco Police Department's goal is to release BWC recordings to the greatest extent possible unless disclosure would:

- endanger the safety of a witness or another person involved in the investigation,
- jeopardize the successful completion of an investigation, or
- violate local, state and/or federal laws, including but not limited to, the right of privacy.

Commented [SFPD31]: Added per Commission's discussion about describing the Department's goals on disclosure.

#### 1. Departmental Requests

- a. The officer-in-charge or commanding officer of the investigative unit assigned the incident recorded by the BWC, or the commanding officer of the RMO shall have the authority to permit the duplication and distribution of the BWC files.
- b. Any member requesting to duplicate or distribute a BWC recording shall obtain prior approval from the officer-in-charge or the commanding

officer of the unit assigned the investigation, or the commanding officer of the RMO.

- c. Duplication and distribution of BWC recordings are limited to those who have a “need to know” and a “right to know” and are for law enforcement purposes only. The Department shall maintain a log of access, duplication, and distribution.
- d. When releasing BWC recordings, members shall comply with federal, state and local statutes and Department policy.

Commented [SFPD32]: AB 69

## 2. Non-Departmental Requests

Commented [SFPD33]: See corresponding note #21.

- a. The Department shall accept and process PRA requests in accordance with the provisions of federal, state and local statutes and Department policy.
- b. Members shall provide discovery requests related to the rebooking process or other court proceedings by transferring the BWC recording to the requesting agency by using the computer server where the BWC recording is stored.
- c. When requested by the OCC, members of the Legal Division shall provide the BWC recordings consistent with the Police Commission’s document protocol policy on OCC routine requests.

Commented [SFPD34]: This was just identified as an issue by the SFPD. Currently, recordings of any type are not listed as an OCC routine request. By default then, recordings are non-routine, giving the Department 15 days to comply with a request vs. 3 days for a routine request. The Commission would have to change its OCC Document Protocol policy, as that policy is a Police Commission policy, and add recordings to the routine request list prior to including this language in the BWC policy, since recordings are not currently consistent with routine requests. It may be a challenge for the Department to provide recording within the three day required timeframe – considering the recordings may need review, redaction, etc., and a departure from the current policy of treating all recordings as non-routine.

The original language read “...shall provide the BWC recordings consistent with the Police Commission’s document protocol policy on OCC non-routine requests.” Director Hicks asked that it be changes to routine.

## J. Retention.

1. Consistent with state law, the Department shall retain all BWC recordings for a minimum of sixty (60) days, after which recordings may be erased, destroyed or recycled.

Notwithstanding any other provision of this policy, the Department shall retain BWC recordings for a minimum of two years if:

- a. The recording is of an incident involving a member’s use of force or officer-involved shooting; or
- b. The recording is of an incident that leads to the detention or arrest of an individual; or
- c. The recording is relevant to a formal or informal complaint against a member or the Department in adherence with local, state, federal statues and Department policy.

2. Notwithstanding any other provision of this policy, a BWC recording may be saved for a longer or indefinite period of time as part of a specific case if deemed relevant to a criminal, civil or administrative matter.

3. A member may not delete any BWC recording without prior authorization. The member seeking to delete a recording shall submit a memorandum to his/her Commanding Officer requesting to delete footage from a BWC file and shall make an entry of the request in the appropriate case file, if applicable. The Commanding Officer shall then forward the memorandum to the Commanding Officer of the RMO for evaluation and appropriate action.

4. Subject to the above limitations, members of the RMO are authorized to delete BWC recordings in accordance with the Department's established retention policies on BWC recordings or when directed by the Commanding Officer of the RMO.

5. The Department shall retain permanently all records of logs of access as set forth in I.1.3 and deletion of data including memorandums as set forth in J.3 and J.4 from the BWC.

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K. Accidental or Unintentional Recordings.

If a BWC accidentally or inadvertently captures an unintended recording, the member may submit a memorandum through the chain of command specifying the date, time, location and a summary of the unintentionally recorded event. This memorandum shall be forwarded to the Commanding Officer of the RMO for evaluation and appropriate action.

L. Discovery of Potential Misconduct during Authorized Review.

Commented [SFPD36]: See corresponding note #24.

Members reviewing recordings should remain focused on the incident captured in the BWC and should review only those recordings relevant to the investigative scope. If a member discovers potential misconduct during any review of the BWC, the member shall report the potential misconduct to a superior officer. The superior officer shall adhere to the provisions of Department General Order 1.06, Duties of Superior Officers, Section I.A.4. Nothing in this procedure prohibits addressing Department policy violations.

**References:**

**Los Angeles Police Department's Body Camera Policy**

**Oakland Police Department's Body Camera Policy**

**Bart Police Department's Body Camera Policy**

**San Diego Police Department's Body Camera Policy**

**PERF/US DOJ Report: Implementing a Body-Worn Camera Program**

**DGO 1.06, Duties of Superior Officers**

**DGO 2.01, Rules 23 and 24, Use of Department Property and Loss or Damage to Department Property**

**DGO 2.01, Rule 56, Surreptitious Recordings**

**DGO 8.10, Guidelines for First Amendment Activities**