

EFFECTIVE: 1 March 2018

REVISED:

SUBJECT: Body Worn Camera Policy

ISSUED BY: Fernando Solorzano

I. PURPOSE

The purpose of this policy is to establish guidelines for the use of Body Worn Cameras (BWC) by officers working for the California State University, Long Beach Police Department while on-duty and during work related contacts with the public in accordance with the law.

II. OBJECTIVES

CSULB PD has adopted the use of the BWC to accomplish several objectives. The primary objectives are as follow:

- a. Collect evidence for use in criminal investigations and prosecutions;
- b. Deterring criminal activity and uncooperative behavior during police-public interaction;
- c. Assist officers with completing reports and providing testimony in court;
- d. Promote accountability;
- e. Assist in resolving complaints against officers including false allegations by members of the public; and
- f.

recordings. It shall be used to document incidents that occur in official duties of CSU peace officers.

The following shall be the policy when using the BCW:

- (a) On-duty uniformed officers responding to calls for service or taking enforcement

to the attention of the officer's on-duty supervisor via a memorandum outlining the circumstances that led to the affected BWC so a replacement unit may be procured.

- b. Files should be securely stored in accordance with CSU Records and Retention Policy. The files should be stored no longer than useful for the purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice system.
- c. Officers shall have the right to review their recordings and use the recordings as a resource for preparing to write police reports, to participate in an internal affairs interview and/or to provide a statement regarding a critical incident. The section does not apply to a public safety statement regarding a critical incident. Officers should not use the fact that a recording was made as a reason to write a less detailed report.
- d. All images and sounds recorded by the BWC are the exclusive property of the Department. Accessing, copying or releasing files for non-law enforcement purposes is strictly prohibited and may result in disciplinary action.
- e. Command staff retains authority to audit the storage at random in order to ensure authorized users are accessing the data for legitimate and authorized purposes.
- f. Command staff retains the authority to randomly view officer recordings for the purpose of validity testing. The random viewing will be conducted by the Operations Captain or Lieutenant. The method of random selection will be agreed upon by the SUPA Representative and the Chief of Police. One recording per officer may be selected each month and reviewed. Any performance issue will be discussed with the officer. Violations of policy will be reviewed using the campus' procedures for conducting Internal Affairs Violations.
- g. Specific and targeted audits for cause are not allowed unless well-founded suspicion that the officer has been violating policy or performance standards. Command Staff shall be notified and the campus' procedures for conducting Internal Affairs Investigations will guide the review.
- h. Video and/or audio recordings may be played for the purposes of training with written approval from the Chief of Police or his/her designee. If an involved officer objects to the playing of an audio/video recording, his or her objection will be submitted to the Chief of Police or his/her designee to determine if the training value outweighs the officer's objection to have others review the audio/video file.
- i. In no event shall any recording be used or reviewed for the purpose of officer ridicule or embarrassing an employee.
- j. In compliance with a public records act request no outside member of the department may review stored footage without the consent of the Chief of Police and after a reasonable attempt to notify the officer has been made.
- k. Upon Command Staff approval, recorded files may be reviewed by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.
- l. Pursuant to lawful process, recorded files may be reviewed or provided to court personnel who are authorized to review evidence in a related case.
- m. Media personnel with permission of the Chief of Police or the authorized designee may review or be provided recorded files.
- n. All recordings will be reviewed by a member of the Command Staff prior to public release. Recordings that unreasonably violate a person's privacy or sense

