

## BODY – WORN CAMERA (BWC)

This special order provides guidelines for the use of portable audio/video recording devices by members of this office while in the performance of their duties (RCW 10.109.010). Portable audio/video recording devices include all recording systems whether body-worn, hand held or integrated into portable equipment.

The Whatcom County Sheriff's Office may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Office by capturing contacts between members of the Office and the public, and providing valuable evidence in criminal prosecutions

### Categories

Whenever deputies label a BWC video, they **must** include a category. More than one category can be selected if appropriate.

The categories have been created in compliance with records retention laws. The categories and examples are listed hereafter, ordered in what is presumed to be the most common.

Category	Retention	Example of When to Use
1 Report "R"	5 Years	Calls cleared that generate a Spillman report "R" "A", etc.
1.1 HB 1223 Interrogations	Indefinite	Any time there is a custodial interrogation of a juvenile for any crime or adult in a felony case
2 No Report / No Enforcement	90 Days	"Outcome of investigation was "N" No report or no enforcement "Z" Zebra. (e.g. civil problems, juvenile problems, traffic warnings, neighborhood disputes, etc.)  G - Gone on arrival N - No Report O - Refer to other agency U - Unfounded W - Warning Z - No Spillman workflow
3 Traffic Infractions	3 Years	Traffic Infractions
4 DUI	10 Years	All DUI arrests or investigations
5 Juvenile Arrest or Juvenile PC	Indefinite	Any juvenile arrest or PC posting 23 YOA
6 Missing persons / Runaway	Indefinite	
7 Use of Force	5 Years	

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8 Non-Disclosure Request	5 Years	DV and sexual assault cases where the victim requests non-disclosure or where the individual has an articulable reasonable fear for their safety.
9 Partitioned / Restricted	Indefinite	Situations warrants restricting viewing by others. Includes inadvertent recordings
Homicide	Indefinite	
Records Hold	Indefinite	Only to be used by records
Training Demo	7 Days	

### Labeling Video

Prior to the end of a deputies scheduled shift BWC video should be properly labeled. This can be accomplished using the Axon View App on issued iPhone or through Evidence.com. The iPhone allows dictation to make this easy.

#### **ID:**

##### **Case #**

All videos will be labeled with the case number if there is one using a five-digit format (e.g. 21A12345).

##### **“Z”**

If there is no associated event number list “Z” in the ID Field.

#### **Title:**

This field is not required and is optional.

#### **Categories:**

Drop down menu. Pick the most relevant categories. **All videos must be categorized.**

### Camera Features

Deputies may refer to the Axon Body 3 Function Guide for activation and deactivation of camera features.

### Upload Requirements

BWC footage should be regularly uploaded throughout a deputy’s workweek. Upload docks are available at the Station report room, Laurel Substation, Evidence Building and Foothills Office. Deputies working in remote locations such as resident positions may be provided single bay upload docks.

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Deputies should complete uploads associated with custodial arrests and threats to public safety before the end of their shifts. Deputies should ensure that all footage is uploaded by the end of their scheduled work week. If they anticipate holding footage over their weekends, deputies should consult with the shift supervisor.

### Upload Procedure

BWC footage is uploaded by docking in one of the docking stations. If the iPhone app is used to label the video nothing further is required. If the app is not used footage can be labeled using Evidence.com.

### Status lights

While in the dock the camera front triad lights will illuminate to indicate the upload/charge/update status. The cameras can safely be removed from the dock without losing data with the exception of when the lights are white. **If the lights are cycling white do not remove the camera from the dock.** When cycling white the camera is receiving a firmware update. Deputies may be required to leave their cameras for several hours between shifts or on days off when notified there is a firmware update.



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## Inadvertent Recordings - Review and Deletion

A member may inadvertently/accidentally record themselves, or others, while the BWC is activated. These particular inadvertent/accidental recordings do not meet the statutory definition of a public record as described in RCW 40.14.100 because they are not made in connection with the transaction of public business, and as such may be deleted.

The following procedure has been established for videos that should be deleted because they are inadvertent or accidental:

1. **Deputy** categorizes the recording "Partitioned / Restricted."
  - This restricts the video so that other deputies and sergeants cannot see the video.
2. **Deputy** emails the BWC Program Coordinator indicating:
  - date and time of recording
  - circumstances surrounding the accidental recording
  - requesting video be reviewed for deletion

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3. **Program Coordinator** reviews the information provided by the deputy and if necessary the video footage to determine if the video should be deleted.
4. If determined that deletion is appropriate the **Program Coordinator** deletes the footage.
  - A reason for deletion will be listed in Evidence.com (e.g. inadvertent recording)