

Body-Worn Cameras

422.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices, colloquially known as body-worn cameras, by members of this department while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn, hand-held, or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews, or interrogations conducted at any New Bedford Police Department facility, authorized undercover operations, wiretaps, or eavesdropping (concealed listening devices).

This policy will also provide personnel with instructions on how to properly use the department-approved body-worn camera and recordings, in accordance with federal/state law, department policy and manufacturer's recommendations.

422.2 POLICY

The New Bedford Police Department 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 Department by accurately capturing contacts between members of the Department and the public.

422.3 DEFINITIONS

Law enforcement-related activities – Activities in which an officer is interacting with members of the public in the performance of their official duties or any event that results in a call for service log entry. Some examples include: traffic or pedestrian stops, assisting motorists, arrests, searches, interviews, use of force, motor vehicle crashes, alarms, pursuits, and crowd control. This is not to include tasks such as participating in town halls or other community outreach, or completing paperwork while alone or only in the presence of other law enforcement officer(s).

Body-worn camera (BWC) – An electronic camera system for creating, generating, sending, receiving, storing, displaying, and processing audio/visual recordings that may be worn on the person of a law enforcement officer.

422.4 BODY-WORN CAMERA COORDINATOR

The Chief of Police or the authorized designee should designate a coordinator responsible for:

- (a) Establishing procedures for the security, storage, and maintenance of data and recordings.
- (b) Establishing procedures for accessing data and recordings.
- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging, or marking events.

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- (e) Establishing procedures for maintaining portable audio/video recorder equipment in accordance with manufacturer specifications.
 - 1. Repairs to any portable recorder should only be performed at the direction of the coordinator or the authorized designee.
 - 2. Maintenance and repairs should be documented.

422.5 BODY-WORN CAMERA ASSIGNMENTS

All sworn officers shall be issued a body-worn camera. These members, by nature of their job description, are routinely engaged in law enforcement-related activities.

422.6 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of this department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

422.7 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable BWC recorder, issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall immediately report the failure to his/her supervisor. Upon being notified of a BWC recorder malfunction, the supervisor shall notify the BWC Coordinator via email. If the supervisor is unable to correct the malfunction, the supervisor will assign a spare body-worn camera to the officer as they were trained.

422.8 BODY-WORN CAMERA USE

The following guidelines apply to the use of BWCs:

- (a) Officers shall only use a body-worn camera assigned to them unless a spare is necessary due to a malfunction of the camera.
- (b) Officers shall notify the supervisor immediately if their body-worn camera is malfunctioning.
- (c) Officers are required to wear their assigned BWC on their outermost garment positioned at or near chest level and as close to the center of their body as practicable.
- (d) Officers are responsible for ensuring there are no obstructions and that the BWC remains in a position suitable for recording.
- (e) Officers assigned to any SEMLEC Unit or other agency task force will follow SEMLEC Policy or designated task force policy on the use of body-worn cameras while under their control.
- (f) Officers' use of a BWC is an acceptable method of conducting a recording of custodial interrogations and crime scenes.

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422.8.1 PLAIN CLOTHES PERSONNEL

Plain clothes personnel should have their body-worn cameras charged and readily accessible at all times, but are not required to wear them on their person unless they reasonably expect to engage in law enforcement-related activities.

- (a) Officers are not required to wear or have their body-worn cameras readily accessible while working in an undercover capacity.
- (b) Detectives will have the discretion to not utilize a body worn camera to record specific incidents when they determine that it would not be beneficial to advance an investigation (e.g. awaiting the download of security footage, waiting for family members to arrive at a scene, and incidents not involving direct contact with the general public).
- (c) Nothing in this procedure shall prohibit detectives from engaging in law enforcement-related activities when it is not practicable to equip themselves with a body-worn camera due to exigent circumstances.

422.8.2 PROHIBITIONS

BWCs should not be used to record:

- (a) Routine administrative activities of the Department that do not involve interactions with the public. Care should be taken to avoid incidentally recording confidential documents that the Department has a duty to keep secure (i.e., criminal justice information).
- (b) Areas within the department facilities where members have a reasonable expectation of privacy (e.g., locker rooms or dressing areas, breakrooms) unless responding to a call for service or conducting an investigation.
- (c) Conversations of other members without their knowledge.
- (d) When a member is taking an authorized break or otherwise engaged in personal activities.
- (e) In a courtroom unless responding to a call for service or emergency situation.
- (f) Interactions with undercover officers or confidential informants.
- (g) Strip searches.

BWCs shall not be used for the purpose of embarrassment, harassment, or ridicule of any individual or group

422.9 ACTIVATION OF THE BODY-WORN CAMERA

This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

Officers are required to activate their BWC during all calls for service and the performance of law enforcement-related functions. Officers are not required to activate their BWC during casual or informal contacts with members of the public that are not part of or related to law enforcement

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functions. However, officers will also activate their BWC any time a contact with an individual becomes hostile or adversarial.

Every officer is required to record, regardless of the number of BWCs present and recording.

Unless otherwise authorized by this policy or approved by a supervisor, BWCs should remain activated until the call for service or law enforcement-related function has concluded. An officer may cease recording if they are simply waiting for a tow truck or a family member to arrive, or in other similar situations.

At no time is an officer expected to jeopardize their safety to activate their BWC. However, the BWC should be activated as soon as reasonably practicable in required situations.

Prior to arriving at a dispatched location or upon self-initiated activity or during a spontaneous incident all law enforcement-related activities will be recorded by switching the body-worn camera to 'Record' mode. At no time is a member expected to jeopardize his/her safety in order to activate a body-worn camera. However, the recorder should be activated in situations described above as soon as practicable.

If an officer attempts to activate their BWC but the BWC fails to record an event, the officer should notify their supervisor as soon as practicable.

The BWC is required to be activated with the express or implied consent of all parties in any of the following situations which include, but are not limited to:

- (a) All calls for service in which an officer is dispatched to a location that will involve contact with civilians
- (b) All enforcement and investigative contacts including stops and field interview (FI) situations
- (c) Traffic stops, including but not limited to traffic violations, stranded motorist assistance, and all crime interdiction stops
- (d) Self-initiated law enforcement-related activities in which a member would normally notify the Communication Center

Members may only record without the express or implied consent (e.g. a visible recording device, oral notification, conspicuous written notification) of all parties to ensure the safety of an officer acting undercover or as a witness, to investigate a designated offense involving organized crime, or if authorized to do so by court order (G.L. c. 272, § 99).

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

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422.9.1 OPERATION OF BODY-WORN CAMERAS

While at any department facility where general access is restricted, officers shall not activate their body-worn cameras. Officers may remove or turn off their camera while in a department facility. This does not apply to interaction with the public in the lobby, through the lobby windows, or in the booking area.

- (a) Officers shall remove a body-worn camera before entering any department restroom or locker room. Members are responsible to put a body-worn camera back on after exiting any department facility.
- (b) Officers shall turn a body-worn camera off before entering non-departmental restrooms, locker rooms, changing areas, or other sensitive places except during law enforcement-related activities. Members are responsible to put a body-worn camera back into 'On/Buffering' mode after exiting the sensitive area.
- (c) The camera will remain in 'On/Buffering' mode while signed off on breaks at public spaces (e.g. restaurants, coffee shops, etc.).
- (d) Officers shall have the body-worn camera in the 'On/Buffering' mode whenever they work a traffic detail, security detail assignment, etc.
- (e) Officers in department vehicles with municipal police plates shall have the camera in the 'On/Buffering' mode whenever operating the vehicle (e.g. to and from work, specialist call-out, etc.)
- (f) Officers using a body-worn camera to record a law enforcement-related encounter may use 'Stealth' mode to turn off all lights/sound/vibration notifications when it is reasonable for officer safety. The camera shall be returned to normal operation when officer safety is no longer a concern and/or when the law enforcement-related encounter or activity has concluded.
- (g) Officers recording a law enforcement-related encounter or activity with a body-worn camera, and not in the immediate presence of an involved subject(s), may only use the 'mute' function to mute the audio between officers discussing the following:
 - 1. Briefing a supervisor or other officers on the law enforcement-related encounter or activity
 - 2. Tactics/officer safety
 - 3. Information provided by a confidential informant
 - 4. Training or correction of department personnel

Audio recording shall resume as soon as practicable following these situations and whoever initiated the mute, shall verbally record the explanation of the muting immediately before or after it.

Officers recording a law enforcement-related activity with a body-worn camera may only return the body-worn camera to 'On/Buffering' mode under the following circumstances:

- (a) The law enforcement-related activity has concluded, and the officer is no longer in contact with any members of the public.

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- (b) At the request of a crime victim, witness, or member of the public reporting a crime, provided that the recording officer shall have the discretion to continue recording based on a legitimate public safety concern.
- (c) When interacting with a confidential informant for the purpose of furthering a criminal investigation.
- (d) When NOT interacting with a prisoner in the secure custody area at headquarters, while the video recording system is recording.
- (e) When NOT interacting with a juvenile detainee in the non-secure juvenile holding area at headquarters, while the in-room video recording system is recording.
- (f) When in an interview room at headquarters, while the in-room audio/video recording system is recording.
- (g) When transporting a prisoner using a cruiser equipped with a prisoner compartment audio/video recording system, that is recording.

Officers engaged in primarily information gathering activity (e.g. neighborhood canvas, retrieving video evidence, conducting searches of electronic devices) may not be required to activate their BWC. The activation of an officer's BWC during these circumstances shall be at the discretion of the officer and/or their supervisor based on the nature and needs of the particular investigation.

Officers will activate their BWC during the execution of a search warrant of a premises and keep it activated for the entirety of the search until it has concluded and the scene is clear..

422.9.2 NOTICE OF RECORDING

Officers shall make every effort to inform others that they are being recorded at the earliest opportunity unless there is an immediate threat of safety which makes the notification dangerous. Officers should make every effort to notify of a recording.

Officers are not required to obtain consent to record.

422.9.3 DOCUMENTATION

Officers shall document the existence of a recording in the beginning of every narrative in any related report as follows;

Body-Worn Camera (BWC) video images were captured during this incident. This department recognizes that body-worn cameras, by virtue of their placement on a member's uniform/clothing, do not capture all visual and auditory observation made by a member on scene. This report is a summary of the events, and not intended to capture every detail.

Officers will also document in their report the following conditions and reason.

- (a) When they do not activate the BWC
- (b) When they delay in activating the BWC
- (c) When they deactivate the BWC prior to the call completion
- (d) When the BWC malfunction affected a recording

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- (e) When the victim or witness requests that the BWC be deactivated

Accident reports will only require documentation of a BWC recording in the report as follows;

BWC video available.

422.9.4 PRISONER WATCH

When assigned to a prisoner watch at the hospital, an officer's body-worn camera will be in the 'On/Buffering' mode. When the officer is interacting with the prisoner the body-worn camera will be in 'Record' mode for the duration of the interaction.

Any time an officer reasonably believes recording a prisoner may be beneficial in a non-criminal matter (e.g. self-harm or hostile contact) the body-worn camera should be set to 'Record' mode.

422.9.5 SURREPTITIOUS USE OF THE AUDIO/VIDEO RECORDER

Except as provided in G.L. c. 272, § 99, Massachusetts law prohibits any individual, including a police officer, from surreptitiously or secretly recording any conversation in which any party to the conversation has a reasonable belief that the conversation is private or confidential.

Nothing in this section is intended to interfere with an officer's right to openly record any interrogation.

Members shall not surreptitiously or secretly record another department member without a warrant or court order.

422.9.6 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

422.9.7 REQUEST TO REDACT

Officers utilizing BWC equipment should be aware that their BWCs may unintentionally capture private moments or experiences as well as security information such as door, phone, and computer codes. If the officer knows that their BWC captured sensitive information or material, the officer shall submit an email requesting to redact unintentional private/security information or sensitive material, to the BWC Coordinator by the end of the shift or as soon as practical. The officer shall document the nature of the information captured and the request for redaction. The BWC Coordinator or their designee shall authorize redaction when they determine it is necessary.

422.10 PROHIBITED USE OF PORTABLE RECORDERS

Members are prohibited from using body-worn cameras and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in an official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned

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recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Platoon Commander. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment, or ridicule.

422.10.1 IMPROPER USE OF RECORDERS

Members who improperly use a body-worn camera, including failing to activate a recorder when required by this policy or by law, may be subject to discipline.

422.11 IDENTIFICATION AND PRESERVATION OF RECORDINGS

Proper labeling and categorization of recorded data in evidence.com is critical.

- (a) Officers will label the corresponding dispatch Call Number (e.g., "24-12345") in the "ID" field of each recording that is uploaded. Uploaded recordings with no corresponding call number will be labeled in the "ID" field accordingly, e.g. Accidental Activation. If no report is taken, officers should document the above-listed conditions in the notes section of that video in evidence.com.
- (b) Officers must indicate the corresponding dispatch call number in all hearing, summons, and warrant requests.
- (c) If there is no report and no video, they should document the above-listed conditions in the Dispatch Call Log notes.
- (d) Officers will apply categories for each uploaded recording. Categorization options will be selectable in evidence.com. The retention time for recorded data typically depends on the category of the event captured in the video. The department may develop other categories, as needed. The categories include but are not limited to:
 - Death Investigation (retains permanently)
 - Crash Investigation-Fatal (retains permanently)
 - Sexual Assault/Abused Person (retains permanently)
 - Officer Injury (retains permanently)
 - Use of Force (retains 10 years)
 - Felony (retains 10 years)
 - Misdemeanor (retains 3 years)
 - Crash Investigation-Personal Injury (retains 3 years)
 - Investigate Person or Premise (retains 3 years)

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- Traffic Stop (retains 3 years)
- Field Interview Observation/Encounter (retains 3 years)
- Miscellaneous-Non Criminal, e.g. Domestic Verbal Argument (retains 3 years)
- Crash Investigation-Property Damage Only (retains 1 year)
- Call for Service-No Report (retains 1 year)
- Prisoner or Civilian Transport (retains 1 year)
- Test/Training (retains 1 year)
- Accidental Recording (retains 25 weeks)

All recordings should be uploaded prior to the end of the shift.

- (a) If the recording is not able to be uploaded prior to the end of the shift, the officer shall ensure the recordings are uploaded, labeled, and categorized within three days of making the recording or prior to the recorder storage becoming full, whichever occurs first.
- (b) A supervisor's approval is required if a recording will not be uploaded, labeled, and categorized within three days.
- (c) If the software automatically labels and categorizes a recording, officers are responsible to ensure the recordings were correctly labeled and categorized.

To assist with identifying and preserving data and recordings, members should tag, or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag, or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil, or administrative matters.
- (b) A complainant, victim, or witness has requested non-disclosure.
- (c) A complainant, victim, or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.
- (g) Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

422.12 RETENTION OF RECORDINGS

All recordings shall be retained for a period consistent with the requirements of the Massachusetts Municipal Records Retention Schedule, Massachusetts General Laws, and this policy manual.

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The department will retain relevant recordings for possible uses in grievance/arbitration, civil service, or other administrative or court proceedings, internal affairs investigations, investigation of employee misconduct, or other proceedings arising from labor relations issues from initiation to final disposition.

422.12.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with Policy and the Massachusetts Municipal Records Retention Schedule. All recordings should be reviewed by the Keeper of Records or designee prior to public release to ensure adherence to the Massachusetts public records law MGL c. 66 s. 10. Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law, order of the court, or they can be adequately redacted. Sworn Officers shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes (e.g. The Court Officer may release requested audio/video recordings to authorized personnel with the District Attorney's Office or for use in court proceedings).

422.12.3 SECURITY PROCEDURES

Data security and recordings are kept on remote servers maintained by the vendor

422.12.4 THIRD-PARTY VENDOR CONTRACTS

Any contracts with third-party vendors for data storage of department recordings should contain the following provisions:

- (a) All recordings are the sole property of the Department.
- (b) Recordings cannot be used by the vendor for any purpose without explicit approval of the Chief of Police or the authorized designee.
- (c) Recordings cannot be used by the vendor for any purpose inconsistent with department policies and procedures.

422.13 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource. However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing a member's performance.

Recorded files may also be reviewed:

- (a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

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- (c) By media personnel with permission of the Chief of Police or the authorized designee.
- (d) In compliance with a public records request, if permitted.

Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

422.13.1 OFFICER REVIEW AND ACCESS

Officers may review their BWC footage when they are:

- (a) Involved in an incident, for the purposes of completing an investigation and preparing official reports.
 - 1. To help ensure accuracy and consistency, officers should review the BWC recording prior to preparing reports; Officers should not use the fact that recording was made as a reason to write a less detailed report.
- (b) Preparing for court. Officers should advise the prosecuting attorney that they reviewed the BWC recording.
- (c) Providing a statement pursuant to an internal investigation.
- (d) To ensure the BWC system is working correctly.
- (e) To review/critique his or her own performance.
- (f) Officers may allow fellow officers to view their footage for report writing purposes.

422.13.2 OFFICER INVOLVED SHOOTING (OIS) OR DEATH, BWC REVIEW AND ACCESS

- (a) Any officer or supervisor at the scene of or involved in an officer-involved shooting, use of deadly force, or officer-involved death, is prohibited from reviewing BWC footage, prior to it being uploaded into the system.
- (b) These officers or supervisors may review their BWC recording related to the incident prior to completing and submitting any required reports and/or being interviewed by the appropriate investigative unit.
- (c) The on-scene incident commander shall be permitted to view the BWC video prior to uploading, and relay necessary information if exigent circumstances exist and it is necessary to view the video to; identify suspect information or, gather pertinent information that is necessary to protect life or safety prior to the investigating detectives arrival.
- (d) Officers are encouraged to seek counsel from their attorney regarding when to view BWC footage in relation to making a written or oral statement. The officer's attorney may be present when the officer views the video.
- (e) BWC video footage is a tool that may aid officers in providing an accurate and complete account of the incident. BWC video footage should not replace an officer's memories of the incident and the officer should base their statement on their memories, not solely on the video.

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- (f) The BWC Coordinator or his designee will be responsible for downloading and tagging the video and confirming that the video is secure, after which he will return the assigned BWC to the officer.
- (g) Any BWC video footage of an OIS or death will be given restricted access from all users except investigators assigned to the case. The Chief of Police or their designee may approve access as necessary.
- (h) Any BWC video, and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or City Solicitor's Office, as appropriate.
- (i) The Public Information Officer is authorized to review recordings for purposes of preparing media-related press releases or in preparation of, or response to, media inquiries.

422.13.3 COLLECTING AND SECURING (BWC) FOLLOWING (OIS) OR DEATH

As soon as circumstances allow, the patrol supervisor, shall collect all BWC equipment of the officers who; were involved in the incident, or discharged their weapon, or witnessed the incident or parts thereof. The supervisor will store their equipment in a secure compartment of their vehicle until it is retrieved by investigating detectives.

422.13.4 AUDIT OF RECORDINGS

Supervisors assigned to the Division of Professional Standards, or their designee should review and document at least one and no more than three randomly selected recordings quarterly for each member issued a BWC. Audits to check compliance with this policy shall be performed utilizing *AXON Performance* with the aforementioned criteria.

The review should include:

- (a) Confirmation that portable audio/video recorders are properly maintained and functioning.
- (b) Confirmation that the officer is using the portable recorder in accordance with this policy and applicable department procedures.
- (c) Identification of additional training or guidance needed for the officer and the recordings that support that need.
- (d) Activation compliance.

Additionally, random audits also serve the purpose of enhancing department or individual officer training as well as enhancing department policy. Any minor policy violations discovered through this process shall not result in officer discipline (e.g., lack of courtesy, uniform violations, personal appearance violations, tardiness, etc.) Acts of misconduct (e.g., excessive force, racial bias, theft, negligence, etc.) and criminal conduct discovered through this process may be subject to discipline or referral to a prosecutor's office.

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A twice-yearly audit of all access will be conducted by the BWC coordinator or their designee to ensure that this feature is not being used for unauthorized reasons or otherwise abused. The results will be made available to commanding officers.

AXON Respond provides an "Event Mode" function is a resource to aid in obtaining "real time" information to assist in critical incidents, preplanned events, or search and rescue management. Only Command Staff, authorized by the Chief or his designee, may access the "Event Mode" function of the BWC system during critical incidents, preplanned events, or search and rescue incidents which pose a serious risk to life, serious risk of bodily harm, or imminent danger to any persons. Any command staff that activates "Event Mode" shall complete a report to the Chief documenting why the function was activated and the duration of the incident. Additionally, the officer must be notified that the "Event Mode" function is activated.

A quarterly audit of "Event Mode" activation will be conducted by the BWC coordinator or their designee to ensure that this feature is not being used for unauthorized reasons or otherwise abused. The results will be made available to commanding officers.

422.14 FACIAL RECOGNITION RESTRICTIONS

Portable recorders shall not be equipped with facial recognition software, and video from portable recorders shall not be subject to facial recognition or other biometric-matching software or other similar technology, except as permitted by and consistent with procedures established in commonwealth law and as provided in the Investigation and Prosecution Policy (G.L. c. 6, § 220).

422.15 TRAINING

All sworn personnel shall receive training prior to their use or deployment of the body-worn camera. Training will be provided by the AXON personnel and/or department personnel. Training shall include:

- (a) Body-Worn Camera policy and procedure
- (b) Operation of the department approved body-worn camera
- (c) Automatic activation of the body-worn camera
- (d) Wearing
- (e) Recording
 - 1. Officer activation
 - 2. Automatic activation
 - 3. Cessation of recording
 - 4. Tagging, labeling, or categorizing recordings
- (f) Uploading recordings
- (g) Viewing recordings
- (h) Charging, including keeping the recorder charged for extended periods of time

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- (i) Care and maintenance
- (j) Troubleshooting
- (k) Scenario-based training incorporating the use of body-worn cameras