


<p><b>CFA Standards:</b> 17.13M</p>	<p><b>University of Central Florida Police Department</b></p>  <p><b>General Order</b></p>	<p><b>Pages:</b> 4</p> <p><b>Responsibility:</b> Administrative Bureau</p> <p><b>Review:</b> February</p> <p><b>Effective:</b> 2/17/2015</p> <p><b>Rescinds:</b> New</p>
<p><b>TITLE: 5700 – PERSONAL BODY CAMERA SYSTEMS</b></p>		

### 5700 Personal Body Camera Systems

**5700.1 Purpose** The purpose of this General Order is to establish guidelines and procedures for the use of Personal Body Camera (PBC) systems by members of the University of Central Florida Police Department (Department).

**5700.2 Discussion** The University of Central Florida Police Department is committed to protecting the constitutional rights of all people. The Department recognizes the benefit of employing equipment and technology that will assist us in our ethical, legal, and moral obligation to identify, collect, and preserve evidence. The use of PBC systems have been employed to assist in obtaining that goal and increase transparency and accountability to the University community the Department serves and protects.

#### 5700.3 Training

- A. All sworn personnel are required to complete a training course to become familiar with the use of the PBC equipment, Evidence.com™, and this General Order.
- B. Supervisors will have additional training regarding their responsibilities.
- C. All sworn personnel are required to have an Evidence.com™ account.

**5700.4 Procedures** PBC Systems will be issued to every sworn law enforcement officer. Every officer issued a PBC will be responsible for the care, custody, and control of all issued equipment. The PBC will be operated in accordance with the manufacturer's recommendations and departmental regulations.

- A. **17.13M A** Officers are required to ensure that their PBC is working properly and fully charged at the beginning of every shift.
  - 1. Officers will immediately notify a supervisor of any malfunctions that are discovered.
  - 2. Supervisors will issue a functional camera.
  - 3. Officers engaged in law enforcement related to overtime details are required to wear and utilize their PBC.
- B. **17.13M A** Officers will make every effort to upload recordings by the end of their shift. If uploading the recordings by the end of shift is not possible, footage should be uploaded no later than the last day of the officer's shift rotation (e.g., Tuesday, Thursday, Sunday) or prior to approved leave.
  - 1. Any recordings associated with a case number will be labeled under the appropriate category in Evidence.com™
  - 2. The recordings will be labeled in the following manner:
    - a. ID Section – YEAR-#### (e.g., 2015-1234)
    - b. Description Section – Any pertinent information relating to the incident/recording.
    - c. Supervisors will ensure compliance with uploading procedures.
  - 3. Officer should inform their supervisor of any recordings that may be of value for training purposes.
- C. Officers issued an Axon Flex will utilize one of the camera mounting options that best depicts the officer's perspective. (e.g., epaulette mount, head mount, sunglass mount, etc.) **17.13M A**
- D. Officers issued an Axon Body camera will wear the camera on their Class A or B uniform shirt in a comfortable position for optimal field of view. The Axon Body camera may be mounted on the Class C uniform on the mic loop

below the collar buttons. **17.13M A**

- E. Officers are not required to wear their assigned PBC when attending training, court, funerals, award ceremonies or any other event that is approved by their supervisor. **17.13M A**
- F. **17.13M B** Officers shall use the PBC system to record the following incident types regardless of being the primary or secondary unit. (In all situations, tactical and officer safety considerations are always paramount before activating the PBC system.)
  - 1. Responding to calls for service in an emergency Code 3 status,
  - 2. All traffic/foot pursuits,
  - 3. All traffic stops,
  - 4. Suspicious persons/vehicle,
  - 5. All requests for searches, when practical,
  - 6. K9 deployments,
  - 7. All arrests/NTAs. The PBC should be left on until the arrestee is safely secured inside the patrol vehicle and the situation is calmed, or upon the completion of an NTA. Officers have the discretion to keep the camera on at all times, and
  - 8. Any incident upon the direction of a supervisor or at the request of another law enforcement officer.
- G. Nothing in this procedure shall prohibit an officer from activating their PBC system whenever the officer deems the use to be appropriate, unless directed by a supervisor. An officer will document in his/her report if the entire incident or any portion is not recorded. **17.13M B**
- H. Officers providing assistance to other law enforcement agencies under Section 5700.4(E)(1-7), will notify them that the incident is being recorded. **17.13M A**
- I. Officers should write any reports before reviewing recordings that are associated with a particular incident. Prior to submitting the report the officer may choose to review the associated recordings. The officer will notate any newly discovered information at the bottom of their report (e.g., “Upon reviewing the video, it was discovered, etc.”). **17.13M C**
- J. Officers will only use Department-issued PBC systems to record official Department activities. All recordings are the property of the University of Central Florida Police Department. **17.13M E**
- K. The PBC system may be manually deactivated during non-enforcement activities such as protecting an accident scene from vehicular traffic or during personal time (e.g., using the restroom etc.) **17.13M E**
- L. Consideration should be given as to whether to record incidents of a sensitive nature, including but not limited to, interviewing victims of crimes, situations involving minors, and recording the interior of a victim’s residence, etc. It is recommended that officers make victims aware of the presence and/or recording of an incident. **17.13M E**
- M. **17.13M E** Every officer should restrict recording under the following circumstances:
  - 1. Undercover officers,
  - 2. Confidential informants,
  - 3. Law enforcement intelligence,
  - 4. Other law enforcement sensitive information, and
  - 5. Events in restrooms, dressing rooms, or other areas where there is a reasonable expectation of privacy, unless special circumstances exist.
- N. In the event a video is recorded of any of the specific restrictions listed in Section 5700.4(M)(1-5), the officer shall categorize the video in Evidence.com™ as “Exempt.” **17.13M C,E**
- O. **PBC System Control and Management**
  - 1. PBC systems shall not be left in vehicles between shifts to alleviate overexposure to extreme heat/cold. **17.13M E**
  - 2. PBC systems will be assigned by the PBC Coordinator.
  - 3. PBC recordings shall be stored and purged in accordance with local, state, and federal guidelines in addition to the established departmental retention schedules. **17.13M D**
    - a. Categories marked for manual deletion shall only be deleted with approval from the Chief of Police or designee.
    - b. PBC recordings will be uploaded only to Evidence.com™.
    - c. This policy prohibits sharing, viewing, or uploading videos other than for official agency purposes.
  - 4. Supervisory access to officers’ recordings is restricted to viewing, downloading, sharing, and reassigning. Supervisors do not have the ability to edit recordings. **17.13M E**
    - a. Command Staff members can designate a non-supervisory person to have access to recordings as deemed necessary.
- P. **Court and Evidentiary Recordings**
  - 1. When recordings are to be held for court and/or evidentiary purposes, the officer should indicate the recording’s existence at the bottom of their incident report and/or charging affidavit. For example: “[A

*portion of this incident/This incident] was captured on a [TASER Axon Flex/TASER Axon Body] camera that is owned and maintained by the University of Central Florida Police Department. A copy of the video is securely stored on Evidence.com.” 17.13M C*

2. When a recording depicts a vehicle crash in which an officer is involved, the supervisor shall complete a memorandum indicating the existence of the recording. The supervisor shall include a narrative detailing the incident. **17.13M C**
3. The Records Custodian will coordinate with the Evidence Technician to ensure all recordings involving an arrest are delivered to the State Attorney’s Office. **17.13M C**

**Q. Requests for Copies and/or Access to Recordings**

1. All lawful requests for copies of existing recordings will be honored in accordance with established departmental protocols and in compliance with FSS Chapter 119. Refer to [GO 8000 – Records](#) for the retention schedule.
2. Outside criminal justice organizations (e.g., State Attorney’s Office, other law enforcement agencies, etc.) requesting a copy of videos will be processed in accordance with existing Department procedures.
3. PBC Coordinator or designee will have the ability to share recordings via email within Evidence.com™ with an outside Criminal Justice Organization.
4. The Records Custodian will document any records requests for recordings in a log. **17.13M C**

**R. 17.13M A Supervisory Responsibilities**

1. Supervisors are responsible for ensuring that all personnel assigned to their unit have uploaded their recordings by the last day of their shift rotation. (e.g., Tuesday, Thursday, Sunday)
2. Supervisors will review recordings of all officers involved in an incident involving:
  - a. Injury to prisoners,
  - b. Response to resistance,
  - c. Injury to officers,
  - d. Vehicle pursuits,
  - e. Response to Signal 43,
  - f. Citizen complaints,
  - g. Anytime it is deemed appropriate to review recordings, and
  - h. As directed by the Chief of Police or Deputy Chief of Police
  - i. Each week the supervisor will randomly select two (2) recordings to review in their entirety. These reviews will be conducted for training and integrity purposes. As part of the random selection, the supervisor will not include the review of any incident which was reviewed in accordance with Section 5700.4(2).
3. Supervisors will conduct periodic and random inspections of PBC equipment to confirm that it is in proper working order

**S. Maintenance, Repair, and Replacement of PBC Systems**

1. All malfunctioning equipment shall be submitted to the PBC Coordinator for service/repair.

**T. 17.13M A PBC Coordinator Responsibilities**

1. The PBC Coordinator will be the Patrol Commander.
2. The PBC Coordinator is responsible for the overall PBC Program coordination of training.
3. An Assistant PBC Coordinator may be appointed at the direction of the Chief of Police.
4. The Assistant PBC Coordinator will assist the PBC Coordinator in carrying out their duties.
5. The PBC Coordinator and Assistant PBC Coordinator will serve as the department’s administrators for Evidence.com™.
6. The PBC Coordinator is responsible for maintenance and repair of PBC equipment.
7. The PBC Coordinator and Assistant PBC Coordinator will conduct a bi-annual audit of PBC equipment and Evidence.com™ storage usage. Any discrepancies will be reported to the Administrative Deputy Chief.

**5700.5 Glossary**

**Axon Body** – TASER’s AXON Body™ is an on-officer camera. AXON body provides a 130-degree wide-angle lens and multiple on-body mounting options.

**Axon Flex** – TASER’s AXON Flex™ is a point-of-view video PBC system. The Axon Flex has a variety of camera mounting options. (Headband, collar mount, ball cap mount, helmet mount, epaulette mount, in dash car mount, etc.)

**Recordings** – The digital recordings taken as a result of activating the PBC system.

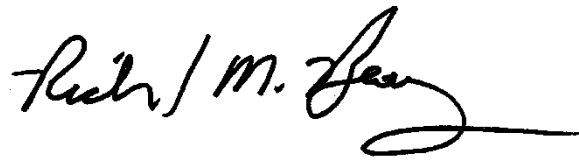
**Buffering** – The period preceding the officer’s manual activation of the PBC

**Evidence.com™** – A cloud-based online service that securely stores and encrypts digital recordings. The service allows UCF Police Officers to manage, share, and document recordings while maintaining the integrity of the evidence.

**MDT** – Mobile Dispatch Terminal (assigned laptop).

**PBC Coordinator & Assistant PBC Coordinator** – The individuals appointed by the Chief of Police to serve as the administrators of the PBC Recording Systems. The coordinators are responsible for the oversight, maintenance, management, and training of the PBC systems.

**PBC** – A personal body camera that is worn on an officer’s person and is capable of recording audio and video recordings. The University of Central Florida Police Department currently utilizes TASER Axon Flex™ and TASER Axon Body™ cameras as PBC systems.

A handwritten signature in black ink, appearing to read "Richard M. Lee". The signature is written in a cursive style with a long, sweeping underline that extends to the right.