

VINELAND CITY POLICE DEPARTMENT GENERAL ORDER		
General Order #: 2017-009	# OF PAGES: 15	
SUBJECT: BODY WORN CAMERAS (BWC)		
BY THE ORDER OF: Captain R. Beu	ACCREDITATION STANDARDS: 3.5.5	
Effective Date: June 1, 2017	SUPERSEDES ORDER #: 2015-016	

Revised April 27, 2018

PURPOSE The purpose of this general order is to establish procedures for the use body worn cameras (BWC). BWC are intended to enhance officer safety, produce effective materials for training and to produce an additional method of collecting evidence to prosecute those who violate the law.

POLICY It is the policy of the Vineland City Police Department to utilize BWC to their fullest extent for the day-to-day patrol function and to maintain the necessary safeguards that will ensure their non-discriminating use and the proper preservation of evidence through use of this technology.

All personnel shall use this equipment consistent with manufacturer's guidelines, this general order, and the NJ Attorney General Law Enforcement Directive 2015-1 regarding Body Worn Cameras (BWC) and Stored BWC Recordings.

BWC are invaluable to law enforcement for evidential purposes. BWC have consistently demonstrated their value in the prosecution of criminal, traffic, and other related offenses and to protect personnel from false claims of misconduct. Additionally, this equipment will provide valuable instructional material that can be utilized for in-service training programs.

While visual and audio evidence may be captured on the recordings, the use of BWC is not intended to document all evidentiary material relevant to court or administrative proceedings, but it can serve to supplement an officer's senses and eyewitness account. There is no intent to utilize the BWC as a management tool to punish officers for minor departmental rule infractions. Personnel shall not be subject to criticism for the proper exercise of lawful discretion in enforcement matters and BWC shall only be utilized for legitimate law enforcement purposes.

Adequate safeguards are necessary to ensure that this technology is used in a non-discriminating way, used to properly preserve evidence and used to safeguard against potential violations of the New Jersey State Wiretap Laws, NJSA 2A: 156A-1, et seq.

PROCEDURES

I. GENERAL

- A. All references to BWC include the body worn devices, equipment installed in headquarters, related software, and where appropriate other accessories necessary to operate these systems. All references to officers shall include all sworn officers and supervisors where appropriate.
- B. When properly used, this equipment will have the following capabilities:
 - 1. Creation of accurate documentation of community/citizen contacts and other patrol related activities.
 - 2. Preservation of an audio and video record of events, actions and conditions during arrests, critical incidents, and prisoner transports.
- C. Installation, removal, or repairs to any BWC equipment shall only be performed under the direction of Services Division Commander or his/her designee.
- D. The Services Division will be responsible for training officers in the proper use of BWC devices. Training shall include a review of the NJ Attorney General Directive 2015-1, this policy, and a review of video recording, preservation, and tagging. Only officers who have received training in the use of BWC are permitted to use these systems and must demonstrate a satisfactory degree of familiarity and efficiency in the use of these systems.
- E. Damage found to any BWC system components will be immediately reported to the on-duty Supervisor and documented on a Damage to City Property Report. The completed report shall be forwarded to the Communications Supervisor.
- F. Any malfunction of BWC system components shall immediately be emailed to the Help Desk. This email shall identify the malfunctioning component, specifically what the problem includes, and what the user was doing when they encountered the problem.
- G. BWC are intended for official police department use only and are not to be used for frivolous or personal activities. Any sworn officer, or civilian employee, who knowingly violates the requirements of the NJ Attorney General Law Enforcement Directive 2015-1, or this policy, shall be subject to discipline.
- H. No BWC recording shall be accessed, viewed, copied, disseminated, or otherwise used by a sworn officer, or civilian employee, except for an official purpose as specified in the NJ Attorney General Law Enforcement Directive 2015-1 and/or this policy.
- I. When issued, BWC shall be worn and utilized on all extra duty assignments (e.g., security, traffic, etc.)
- J. General BWC Considerations:
 - 1. Officers will use only those devices approved and issued by the Chief of Police through the Services Division. Wearing any personally owned

video/audio recorder is not authorized without the expressed written permission of the Chief of Police, Internal Affairs Commander, the Cumberland County Prosecutor's Office, or the New Jersey Division of Criminal Justice. Violations will be subject to disciplinary action, up to and including termination.

2. Officers engaged in undercover operations or surveillance activities are not required to utilize BWC.
3. BWC shall be used only in conjunction with official law enforcement duties. The BWC shall not be used to record:
 - a. Courtroom proceedings, unless responding to a call for service or incident;
 - b. Communications with other police personnel for purposes unrelated to official duties without the advanced permission of the Chief of Police, Internal Affairs Commander, the Cumberland County Prosecutor's Office, or the New Jersey Division of Criminal Justice;
 - c. Encounters with undercover officers or confidential informants;
 - d. Breaks or other personal activities;
 - e. Police union business;
 - f. Strip searches;
 - g. Locations where individuals have a reasonable expectation of privacy, such as a restroom, locker room or break room; or
 - h. Conversations involving counseling, guidance sessions, personnel evaluations, or any similar supervisory interactions.
4. Officers are not required to activate the BWC when engaged in conversations with individuals with whom the officer has a privileged relationship (e.g., spouse, attorney, priest, minister, rabbi, etc.).
5. Unless an officer is actively engaged in investigating the commission of a criminal offense, or is responding to an emergency, or reasonably believes that he/she will be required to use constructive authority or force, the officer shall not activate a BWC, or shall deactivate a BWC that has been activated, while the officer:
 - a. Is in a school or youth facility or on school or youth facility property under circumstances where minor children would be in view of the BWC;
 - b. Is in a patient care area of a healthcare facility, medical office, or substance abuse treatment facility under circumstances where patients would be in view of the BWC; or

- c. Is in a place of worship under circumstances where worshippers would be in view of the BWC.
- 6. If an officer is required to deactivate the BWC in accordance with the provisions of this order, or otherwise deactivates a BWC as permitted by this order, the officer shall narrate the reasons for the deactivation and shall reactivate the BWC when required as soon as it is safe and practicable to do so.
- 7. In the event that a BWC captures the image of a patient in a substance abuse treatment facility, the County Prosecutor or designee, or Director of the Division of Criminal Justice or designee, shall be notified to ensure compliance with all applicable federal laws and regulations providing for the confidentiality of substance abuse treatment information.

II. INCIDENTS TO BE RECORDED

- A. When an officer is equipped with a functioning BWC, officers shall activate the BWC in any of the following circumstances as soon as it is safe and practical to do so:
 - 1. Responding to all calls for service at or near the location to which the officer has been dispatched (this includes incidents involving Emotionally Disturbed Persons (EDP) or those believed to be under the influence of alcohol/drugs)
 - 2. Motor vehicle stops;
 - 3. Motorist aid, motor vehicle assistance calls and other community care-taking checks;
 - 4. Arrests;
 - 5. Investigative detentions and protective frisks for weapons;
 - 6. Searches (consensual or otherwise, but not strip searches);
 - 7. Responses to any type of crime, disturbance, civil disorder strike, picket line, protest, demonstration or other circumstance where the officer is engaged with or in the presence of civilians where the officer on scene may be required to employ constructive authority or force;
 - 8. The officer uses constructive authority or force, or reasonably believes that constructive authority or force may be used in any encounter or situation not otherwise listed in this subsection based on specific and articulable facts warranting heightened caution that are documented by narration on the recording and/or in any investigation or incident report;
 - 9. Field interviews;
 - 10. Transport of arrestees, prisoners or other persons in confinement (to a police station, county jail, or other place of confinement, or a hospital, medical care, or mental health facility);

11. Transports of other passengers at the officer's discretion;
 12. Interviews with a witness in the course of investigating a criminal offense;
 13. Custodial interrogation of a suspect, unless the interrogation is otherwise being recorded;
 14. Sobriety and inspection checkpoints or other similar motorist contact; or
 15. Any situation where an officer reasonably believes that any other officer on the scene has undertaken or is engaged in any of the forgoing police actions/activities.
- C. Officers shall activate their BWC prior to arrival at the scene of a dispatched call for service. For proactive events, officers shall activate their BWC prior to initiation of the event or as soon as safely possible. This will allow the maximum amount of information regarding the incident to be captured.
- D. Officers wearing BWC should inform individuals that they are being recorded, whenever appropriate. When a BWC is activated during an encounter with a civilian occurring inside the person's residence, or with a person reasonably believed to be a victim of a criminal offense, the officer shall verbally notify the person(s) with whom the officer is conversing that the BWC has been activated, unless it is unsafe or not feasible to provide such notification. If the officer decides not to provide notification of BWC activation, because it is unsafe or not feasible to do so, the officer shall document the reasons for that decision in a report and/or by narrating the reasons on the BWC recording.
- E. Officers have no obligation to stop recording in response to a person's request if the recording is pursuant to an investigation, arrest, lawful search, or the circumstances clearly dictate that continued recording is necessary. However, when a civilian conversing with an officer requests that the device be turned off under circumstances where it reasonably appears that the person will not provide information or otherwise cooperate with the officer unless that request is respected, the officer may de-activate the BWC. Such request for deactivation must be self-initiated by the civilian.
- F. An officer may deactivate a BWC when a person, other than an arrestee, is seeking emergency medical services for him or herself or another, and requests that the BWC be deactivated.
- G. In any circumstance in section IIE and IIF above, when an officer deactivates a BWC, the following procedures shall be followed:
1. The conversation between the officer and the civilian concerning the request for deactivation shall be electronically recorded;
 2. The officer, before deactivating the BWC, shall narrate the circumstances of the deactivation;
 3. The officer shall report the circumstances concerning the deactivation to his/her superior as soon as is practicable; and

4. The officer shall document the circumstances of the deactivation in any investigation or incident report concerning the incident under investigation.
- H. If an officer declines a request to deactivate a BWC in any of the circumstances described above, the reasons for declining the request must be documented and shall be reported to the officer's superior as soon as it is safe and practicable to do so.
- I. An officer may deactivate a BWC while participating in a discussion pertaining to criminal investigation strategy and planning, provided that the strategy/planning discussion is not conducted in the immediate presence of a civilian, and further provided that the BWC equipped officer is not actively engaged in the collection of evidence. When an officer deactivates a BWC pursuant to this section, the officer shall narrate the circumstances of the deactivation. The officer shall reactivate the BWC when the strategy/planning discussion has concluded, or the officer becomes in the immediate presence of a civilian, or engages in the collection of evidence, or when otherwise required to activate the BWC as required by this order.
- J. An officer may deactivate a BWC when specifically authorized to do so by an assistant prosecutor or assistant or deputy attorney general for good and sufficient cause as determined by the assistant prosecutor or assistant or deputy attorney general. When an officer deactivates a BWC pursuant to this section, the officer shall narrate the circumstances of the deactivation indicating the assistant prosecutor or assistant or deputy attorney general who authorized the deactivation.
- K. In any instance where a BWC was deactivated pursuant to the circumstances set herein, if the circumstances develop so that an officer is authorized to use force, the BWC shall be reactivated as soon as it is safe and practicable to do so.
- L. Subject to any other provisions described in this order, by law or Attorney General directive, BWC shall remain activated for the entire duration of the event until either the officer or involved persons have departed the scene.
- M. Officers wearing a BWC, and providing assistance or back up to an officer on an event detailed in subsection II, are required to have their BWC activated until the subject has departed the scene or their assistance is no longer needed.
- N. BWC use in headquarters:
 1. BWC shall remain activated during the transportation of all arrestees from the scene of the arrest to headquarters and continue to remain activated until the arrestee is secured in the processing room or other area covered by indoor headquarters surveillance, at which time the BWC shall generally be deactivated.
 2. When an officer deactivates a BWC upon arrival at headquarters, they shall reactivate their BWC as soon as safe and practical, any time they use constructive authority or force, or reasonably believe that constructive authority or force may be used in an encounter or situation at headquarters.
 3. Interviews and interrogations at headquarters should be conducted in interview

rooms, and BWC should not normally be used for this purpose. BWC may be used to capture spontaneous statements when necessary and may be used when all interview rooms are in use.

4. Officers may use BWCs in headquarters in other situations where, subject to other provisions of this policy and in an officer's training and experience, they believe an incident should be recorded.
 5. The activation and use of BWC in headquarters, other than the brief use described in section II.N.1, shall be documented in a report and reported to a supervisor.
- O. When BWC are activated, officers are encouraged to provide narration where practical and appropriate in an effort to augment the value of the recording and to provide clarity for the viewer. If applicable, officers may also mark significant events while recording and provide details of marked segments.
 - P. If an officer fails to activate the BWC, fails to record the entire event or contact, or interrupts the recording, the officer shall document in the applicable incident or case report why a recording was not made, was interrupted, or was terminated.
 - Q. Officers shall note in incident and case reports when BWC recordings were made during the incident in question. However, BWC recordings are not a replacement for written reports.
 - R. Civilians shall not be allowed to review BWC recordings at the scene of contact. Officer complaints shall be handled in accordance with this department's general order on Internal Affairs and applicable Attorney General's Guidelines. All other requests to view and/or obtain footage by the public shall be handled in accordance with the agency's directives and the Open Public Records Act.
 - S. An officer while at the scene of a police deadly-force event or the on-scene investigation of that event shall not de-activate the BWC unless instructed to do so by the assistant prosecutor or assistant or deputy attorney general supervising the investigation of the deadly-force incident pursuant to Attorney General Law Enforcement Directive No. 2006-5, or his or her designee. Such instruction may be given telephonically by the assistant prosecutor, assistant or deputy attorney general, or designee supervising the investigation.
 - T. At no time is an officer expected to jeopardize their safety, or the safety of another person in order to immediately activate their BWC. Any BWC not immediately activated due to safety concerns shall be activated as soon as safe and practical.

III. OTHER OFFICER RESPONSIBILITIES

- A. When not in use, BWC shall be stored in the designated docking station. The docking station allows for the units to be charged and for the upload of video files to secure network storage.
- B. Officers shall inspect their BWC during every shift to guarantee both video and audio recording readiness of the system. The inspection shall include, but not be limited to:
 1. Ensuring that the battery is properly charged,

2. Ensuring that the device has sufficient memory to complete their tour of duty;
and
 3. Ensuring the proper positioning of the BWC on their uniform. Devices shall be worn on the outer most portion of the uniform (uniform shirt, vest carrier, jacket, etc.). Placement will be free from any obstruction and face forward directly away from the officer.
- C. As part of the daily inspection, the officer shall at least once per shift confirm that their BWC is properly recording audio and video. The results of the inspection, including any malfunctions or deficiencies, shall be reported to the immediate supervisor.
- D. The device number for a shared BWC will be provided to the Communications Center at the beginning of each shift, and shall be added to the officer information when their unit is placed "in-service" within the Computer Aided Dispatch (CAD) system
- E. Officers shall at the end of their shift upload the contents of the unit by placing the unit in a designated docking station.
- F. It is the officer's responsibility to ensure video is successfully uploaded to the secure network storage.
- G. Each uploaded video file contains system generated information, including the date/time of the video and the assigned officer. No later than the end of the user's next working day, the user shall include the following information in the media properties for every BWC video:
1. Incident/case number in the "Case Number" field (if a test, type "test" in this field;
 2. In the "Comments" field, enter the type of incident for all videos except tests (e.g., MV stop, Domestic related incident, etc.)
 3. If the video is "tagged", as per this order, the user shall select the appropriate reason from the "Category" field.
 4. If the video captures footage of a substance abuse treatment center, the user shall select that option in the "Category" field. (The prosecutor's office must be notified if the image of a patient in the substance abuse treatment center is captured).
 5. If the video does not require "tagging", the user shall leave the category section as "uncategorized"
- H. Officers shall document the use of a BWC in the narrative of the appropriate incident report when the device is used to capture the incident.
- I. BWC recordings must be "tagged" in any of the following circumstances:
1. Recordings that capture the image of a victim of a criminal offense;
 2. Recordings that capture the image of a child;
 3. Recordings made in a residential premises (e.g. home, apartment, college dorm room, hotel/motel room, etc.)

4. Recordings made in a school or youth facility, healthcare facility or medical office, or mental health treatment facility;
 5. Recordings made in a place of worship;
 6. Recordings that capture a conversation with a person whose request to deactivate the BWC was declined;
 7. Recordings that capture a special operations event or execution of an arrest and/or search warrant where confidential tactical information may have been recorded;
 8. Recordings that capture the image of an undercover officer or confidential informant; or
 9. Recordings that capture the screen of a police computer monitor that is displaying confidential personal or law enforcement sensitive information.
- J. Any recording "tagged" pursuant to the section above shall not be accessed, viewed, copied, disseminated, or otherwise used without first obtaining permission from the county prosecutor or designee, or any one of the following:
1. Chief, captains or lieutenants.
 2. Communications Sergeant or ID Sergeant
 3. When the chief, captains, lieutenants, Communications Sergeant and ID Sergeant are not working, the shift commander (senior working Patrol Division sergeant) may grant this permission.
- K. BWC recordings made in a substance abuse treatment facility shall be "tagged" and shall not be accessed, viewed, copied, disseminated, or otherwise used without the permission of the County Prosecutor or designee.
- L. Video should be tagged if any question exists as to whether the criteria above regarding tagging BWC video applies. Video that does not meet the mandatory criteria above may be tagged at the discretion of the BWC user.
- M. The Communications Section of the Services Division may access stored video and disseminate it directly and only to the ID Section for evidence retention purposes in response to a Request for Electronic Evidence Preservation.

IV. SUPERVISORY RESPONSIBILITY

- A. Supervisors shall:
1. Ensure that all officers follow procedures for proper use of BWC as outlined in this general order;
 2. Ensure that BWC equipment is being fully and properly used;
 3. Identify material or incidents that may be appropriate for training;

4. Document requests for repairs, maintenance or replacement for non-functioning BWC equipment;
 5. Randomly review recordings to assist in appraising performance and objectives; and
 6. Ensure that BWC digital video procedures are followed.
- B. Subject to any restrictions described in this order, by law or Attorney General directive, supervisors may review BWC recordings, when necessary, in the following circumstances:
1. To investigate a complaint against an officer or a specific incident in which the officer was involved;
 2. To identify videos for training purposes and/or instructional use;
 3. When officers are still in a probationary period or are with a field training officer (FTO);
 4. When officers have a pattern of allegations of abuse or misconduct, or
 5. When an officer has been identified through an early warning/intervention system
- C. Supervisors shall encourage and assist officers in using BWC as a training aid.
- D. The officer's immediate supervisor will take physical custody of the BWC and will ensure successful video upload in the following circumstances: officer-involved shootings; in-custody deaths, or any other incidents involving the officer that result in a person's bodily harm or death.

VI. INTERNAL AUDIT COMMITTEE RESPONSIBILITIES

- A. An internal audit committee shall be created, within the department, whose function shall be the random review of video recordings. Such reviews can help proactively identify problems, determine system non-compliance, demonstrate overall accountability, and assess officer performance.
- B. The internal audit unit shall consist of the following personnel:
1. Patrol Division Commander, or his designee;
 2. A Patrol Lieutenant;
 3. Training Lieutenant, Training Sergeant or Services Division Commander
 4. Internal Affairs Lieutenant or Sergeant, and
 5. Community Policing or Traffic Sergeant
- C. The internal audit committee shall meet periodically and shall randomly review no less

than ten (10) video recordings. These reviews can include vehicle stops, investigative detentions, calls-for-service, and any other incidents of interest.

D. For each recording reviewed, the "Mobile Video/Body Worn Recorder Review Form" will be completed.

E. Completed review forms will be submitted to Internal Affairs and filed.

VII. RECORDS RETENTION AND REVIEW

A. All recording media, images, and audio will be stored on the secure agency network storage device(s). The contents (images and audio) of all BWC are the intellectual property of the Vineland City Police Department and will not be copied, released or disseminated in any form or manner outside the parameters of this General Order without the expressed written consent of the Chief of Police. Accessing, copying, or releasing files for non-law enforcement purposes, other than what is permitted below, is strictly prohibited.

B. Under no circumstances will any member of the Vineland City Police Department make, or permit to be made, a personal copy of any recorded event without the expressed permission of the Chief of Police.

C. Subject to any restrictions described in this order, by law or Attorney General directive, officers are permitted to conduct a review of the contents of a BWC to ensure accurate reporting and to assist in articulation of probable cause prior to uploading the events to the secure network storage.

D. As per section 10.2 of NJ Attorney General Directive 2015-1, to ensure the integrity of investigations of police-involved shootings and other use-of-force incidents covered under NJ Attorney General Directive 2006-5, and to avoid possible contamination of a witness's personal recollection of events that could undermine his or her credibility as a witness:

1. No civilian or law enforcement witness, including the principals of the investigation, shall be given access to or view a BWC recording of the incident covered under Directive 2006-5, or a BWC recording of the response or on-scene investigation of that incident, without the express prior approval of the assistant prosecutor, assistant or deputy attorney general, or designee.

E. Officers who capture evidence of critical incidents shall bring it to the attention of the shift supervisor. The shift supervisor shall then make arrangements to ensure the evidence is preserved.

F. Subject to section 10.2 of NJ Attorney General Directive 2015-1 and any restrictions described in this order, by law or other Attorney General directive, if an officer is giving a formal statement about the use of force, or if the officer is the subject of a disciplinary investigation, the officer shall;

1. Have the option of reviewing the recordings in the presence of the officer's attorney or labor representative; and

2. Have the right to review recordings from other BWC capturing the officer's image or voice during the underlying incident.
- G. No department personnel shall copy, record, or share any BWC recordings outside the agency except as permitted by this General Order without approval from the Chief of Police.
- H. Recordings are considered routine business records of this police department and shall be maintained and disposed of in accordance with New Jersey Division of Archives and Records Management (NJ DARM) Records Retention Schedules.
1. Routine video recordings shall be retained for a period of 90 days, at which time they will be automatically purged from the secure network storage system.
 2. Any recording which an officer wants preserved shall be requested via the "Request for Electronic Evidence" form prior to the end of the 90 day retention period, or officers may preserve BWC video consistent with the preservation options in the video management system as approved by the Services Division.
 3. Recordings that are being stored as evidentiary for criminal, civil, or administrative purposes shall be preserved on evidence grade media and are to be processed and submitted as evidence or shall be properly retained electronically.
 4. When a BWC records an arrest that did not result in an ongoing prosecution, or records the use of police force, any evidential recording shall be kept until the expiration of the statute of limitations for filing a civil complaint against the officer and/or agency.
 5. When the BWC records an incident that is the subject of an internal affairs complaint, the recording shall be kept pending final resolution of the internal affairs investigation and any resulting administrative action.
 6. Recordings being stored as evidence for criminal, civil, or administrative purposes must be maintained until the conclusion of the case. Recordings maintained for these purposes can only be erased or destroyed in accordance with New Jersey Bureau of Archives, Record Retention Schedule.
 7. When a recording pertains to a criminal investigation or prosecution, it shall be treated as evidence and kept in accordance with the retention period for evidence in a criminal prosecution. All BWC video that could reasonably be considered evidence of an offense must be preserved as evidence.
 8. All video from use of force incidents must be preserved as evidence.
 9. All video related to searches (except routine searches incident to arrest where no evidence was found) must be preserved as evidence.
 10. The Communications Section will be responsible for the retrieval, storage, and dissemination of BWC data.

- J. BWC recordings shall be provided in discovery to defendants and their attorneys, in accordance with *R. 3:13-3*, *R. 7:4.2*, and *R. 7:7-7*.
1. Such request must be specific and on the proper instrument, i.e., subpoena, discovery request, etc.
 2. Only those portions of the recording pertinent to the request shall be forwarded.
 3. All requests for copies or review of BWC recordings are subject to the fee requirements of the prevailing municipal ordinance.
 4. Requests for copies of the entire contents of an BWC recording shall only be provided upon issuance of an order by a superior court judge.
- K. In the event that a recording is required for use in court or by another law enforcement agency, that recording shall not be released without the prior approval of the Chief of Police or designee and only if a duplicate copy is retained by the department.
1. Duplicate copies shall be maintained as evidence in accordance with this department's property and evidence guidelines.
 2. The property/evidence officer shall ensure that any media used for duplicate recordings is properly stored away from magnetic fields (speakers, etc.) or other areas that may facilitate corruption in the property room.
- L. Open Public Records Act (OPRA) and common law right to access requests shall be handled according to departmental procedures and Attorney General Guidelines on releasing such records. As per section 11.1 of Attorney General Directive 2015-1, the County Prosecutor shall be notified within one business day of receiving such requests for BWC data and before complying with any request.
- M. Copies of any event captured on BWC will not be released to other criminal justice agencies, other than the Cumberland County Prosecutor's Office, without the expressed permission of the Chief of Police or his/her designee.
- N. All requests by the media, or general public, to view video/hear audio related to a crime must be referred to the Cumberland County Prosecutor's Office.
- O. Electronic records through BWC may prove useful as training aids. Officers are encouraged to inform their supervisors of any video/audio sequence that may be of interest for training purposes, prior to the 90 day retention period for "routine" recordings. Requests for the preservation of recordings for training purposes will follow the same procedure as the preservation of evidentiary video.
1. Subject to any restrictions described in this order, by law or Attorney General directive, officers are entitled to review recordings depicting their own activity to evaluate their own performance.
 2. Requests to view BWC recordings of other officers or events shall be made

in writing and forwarded to the Services Division Commander or designee, through the established chain-of-command. The request must articulate the reason for the review.

3. Subject to any restrictions described in this order, by law or Attorney General directive, officers may review their own BWC recordings in headquarters by logging into the system. They can review, classify, reclassify or bookmark their video recordings as well as assign case numbers.
- P. Recorded video of unusual or significant incidents, deemed to be beneficial for departmental training, may be utilized for departmental in-service training purposes with the approval of the Chief of Police or designee upon completion of any associated criminal case.
- Q. The Chief of Police or designee may conduct random reviews of BWC recordings to assess the training needs of the department and to ensure compliance with current safety procedures.
- R. Personnel shall not erase or in any other manner alter, tamper with, destroy, or conceal video/audio recordings or remove or disable any camera, monitoring device, DVR, or any other system component installed in a police vehicle or headquarters. Any such tampering is a violation of NJSA 2C: 28-7, and is a 4th degree crime.

V. CONTROL AND MANAGEMENT

- A. BWC recordings containing information that may be of value for case prosecution or in any criminal or civil adversarial proceeding shall be safeguarded as other forms of evidence. As such:
1. The secure agency network storage, or other designated storage, shall be designated as the authorized storage location of all BWC recordings.
 2. BWC software shall be designated as the activity tracking software for all BWC recordings.
 3. All BWC recordings covered in this General Order shall be maintained on agency approved network storage until such time they are authorized for destruction by statute, rule, or other directive governing the record.
 4. Video recordings shall not be released to any person without proper written approval.
 5. BWC recordings authorized for release shall be preserved to portable media and shall be subject to the same security restrictions, chain of evidence safeguards, and documentation in accordance with the agency's evidence General Order.
 6. BWC recordings will not be released to any person or agency without having a duplicate copy made and entered into evidence or otherwise stored in compliance with evidential rules.

- B. The BWC system administrator will routinely conduct system audits which will detail who accesses recorded video files, when, and for what purpose. Audits will also ensure system data has not been tampered or altered.
- C. The BWC video management system shall document the following information automatically:
 - 1. Date and time of access;
 - 2. Specific recording(s) that was/were accessed;
 - 3. Employee who accessed the stored recording.
- D. Employees who access BWC video(s) shall document the following information in the "Comments" or "Notes" field of the media properties for the video:
 - 1. The person who approved access, where applicable; and
 - 2. The reason(s) for the access, specifying the purpose or purposes for access (include relevant case/incident numbers and other information, where applicable).