

Neptune City Police Department  GENERAL ORDER		DATE: December 3, 2015	NUMBER: 2015 GO 02-2015
		SUBJECT: Uniform Policy Body Worn Audio Video Camera Recording System	
REFERENCE: 	RESCINDS: 	DISTRIBUTION: Full	

I. PURPOSE:

The purpose of this policy is to: (1) establish guidelines for the proper and lawful operation of the body worn audio/video camera recording systems worn by local law enforcement officers within Monmouth County; and (2) to define the media storage and retention system for the events recorded by the devices.

II. POLICY:

It is the policy of the Neptune City Police Department that officers shall deploy body worn cameras (hereinafter BWC) in a manner consistent with the provisions outlined in this written directive. These cameras are viewed as a valuable asset intended to assist local law enforcement officers in the prosecution of certain offenders by augmenting an officer's testimony with a video/audio record of the incident. Additionally, this equipment will aid the Neptune City Police Department administrators and the Monmouth County Prosecutor's Office in the investigation of citizen complaints. It is essential that all law enforcement agencies utilizing BWC's train personnel on the use, maintenance and storage of the BWC and the video recorded in order to preserve chain of custody for the footage, as well as ensure that all officers wearing a BWC understand this directive and all associated SOPs. This policy has been drafted in accordance with Attorney General Directive 2015-1.

III. GENERAL:

A. Administration

1. The Monmouth County Prosecutor's Office and the Neptune City Police department has approved the use of BWCs to accomplish several objectives. The primary objectives are as follows:

- a. BWCs allow for accurate documentation of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.
 - b. Audio and video recordings also enhance this agency's ability to review probable cause for arrest, officer and suspect interaction, as well as evidence for investigative purposes. These recordings also provide additional information to assist with officer evaluation and training.
 - c. BWCs may also be useful in documenting crime and collision scenes or other events that include the confiscation and documentation of evidence or contraband.
2. The Neptune City Police Department recognizes that video images cannot always depict the full story, nor do video images capture an entire scene and that there will be occasions when there will be technical problems with either a BWC or the retention and storage of its video. The use of BWCs do not eliminate the requirement to provide thorough written documentation of an incident. Persons reviewing BWC recordings must also take into account that the video captured by a BWC is but one piece of evidence that provides only one perspective regarding the situation that has been recorded.

B. Equipment

1. The Chief of Police/CEO of the law enforcement agency is given the authority to utilize the BWC that is most conducive to their agency. However, the use of BWCs with electronically enhanced audio/visual capabilities such as infrared/night vision features are not authorized for use in Monmouth County.
2. The BWC purchased by the Neptune City Police Department shall be the only BWC authorized for use by its members. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Neptune City Police Department.
3. The Chief of Police/CEO shall designate one or more training coordinators to maintain proficiency in instructing others in the use of this equipment.
4. Law enforcement officers who are assigned BWCs must complete the agency provided training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.

5. The Chief of Police/CEO shall determine which officers will be equipped with BWCs and the type of duty assignments (e.g., uniformed patrol, plainclothes detective, special/tactical operations deployment, etc.) when those officers will wear the BWC. In the case of a task force, team, or unit composed of officers from more than one law enforcement agency, the chief law enforcement officer of the agency overseeing the task force, team, or unit (e.g., the County Prosecutor in the case of a county wide task force) shall determine whether and in what circumstances officers assigned to the task force, team, or unit will wear BWCs.
6. The Chief of Police/CEO shall establish agency guidelines in reference to how the BWC unit will be affixed to the law enforcement officer's person.
7. Neptune City Police officers assigned to the patrol division and who have been assigned BWCs shall wear the device as an authorized component of the uniform of the day. Each BWC has a unique serial number and has been assigned an internal tracking identification number. Neptune City Police officers assigned BWCs shall use the equipment unless otherwise authorized by a supervisor.
8. Neptune City Police officers on extra-duty assignments shall also deploy their assigned BWCs during the traffic or security detail. Neptune City Police officers shall utilize the BWC during the detail in accordance with the requirements of this policy.
9. BWC equipment is the responsibility of the assigned Neptune City Police officers and shall be used with reasonable care to ensure proper functioning. Neptune City Police Department officers shall inspect and test the BWC prior to the start of their shift and any equipment malfunctions shall be immediately brought to the attention of the officer's supervisor as soon as possible so that a replacement unit may be procured. Neptune City Police officers reporting a malfunction of a BWC shall complete the appropriate agency report documenting the malfunction, unique serial number of the BWC and the supervisor shall be notified.
10. Neptune City Police officers deploying a BWC shall document the device number on the appropriate agency report at the start of each shift.

C. General Public Notice

1. Every law enforcement agency that acquires/deploys BWCs shall take reasonable steps to ensure the public is informed of the agency's decision to deploy this technology. The Monmouth County Prosecutor's Office may assist local law enforcement agencies in providing such notification pursuant to this policy.

D. Violations

Any willful or repetitive violations of this written directive shall be reported directly to the County Prosecutor who shall report such violations to the Director of the Division of Criminal Justice. The County Prosecutor is authorized to take such actions as are reasonable and necessary to ensure compliance with this written directive and to prevent future violations.

IV. OPERATION:

- A. Neptune City Police officers shall activate the BWC to record all calls for service to include, but not limited to:
1. The officer initiates an investigative detention (e.g., field interviews, motor vehicle stops, criminal suspicion stops, checkpoint or roadblock stops);
 2. The officer is conducting a motorist aid or community caretaking check;
 3. The officer is interviewing a witness in the course of investigating a criminal offense;
 4. The officer is conducting a custodial interrogation of a suspect, unless the interrogation is otherwise being recorded in accordance with Rule 3:17 (electronic recordation of station house interrogations);
 5. The officer is making an arrest;
 6. The officer is conducting a protective frisk for weapons;
 7. The officer is conducting any kind of search (consensual or otherwise);
 8. The officer is engaged in a police response to any type of civil disorder in circumstances where the officer is engaged with or in the presence of civilians and the officer or any other officer on the scene may be required to employ constructive authority or force;
 9. 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 the 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.
 10. The officer responds to or is involved in a deadly force encounter or an officer requests emergency assistance (e.g., shots fired, officer in distress).

11. The officer is transporting an arrestee to a police station, county jail, or other place of confinement, or a hospital or medical care or mental health facility; or
 12. The officer reasonably believes that any other officer on the scene has undertaken or is engaged in any of the forgoing police actions/activities.
- B. The use of BWCs allow for a clearly documented, first hand, and completely objective account of an incident. Therefore, Neptune City Police officers shall activate their BWC prior to arrival at the scene of a dispatched call for service and officers shall activate their BWC for a proactive event 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.
- C. When Neptune City Police officers are involved in any stop, response or situation where the BWC s activated, the officer shall, if possible, "tag" the circumstances at the start of the encounter audibly so that the recordings on the BWC will be easier to locate if review of the video is necessary at a later time. For instance, a Neptune City Police officer coming upon the scene of a serious MVA may "tag" the recording by stating as the BWC is activated, "Officer Smith coming upon the scene of a serious MVA at the corner of Highway 35 and Steiner Avenue."
- D. Neptune City Police officers shall verbally inform individuals that they are being recorded, unless it is unsafe or infeasible to provide such notification. If an officer decides to not provide notification of BWC activation because it is unsafe or infeasible to do so, the officer shall document the reasons for that decision in his/her report and/or by narrating the reasons on the BWC recording.
- E. If a civilian inquires of a Neptune City Police officer whether the officer is equipped with a BWC, or inquires whether the device is activated, the officer shall answer truthfully unless the County Prosecutor or designee, has expressly authorized the officer to make a covert electronic recording.
- F. Neptune City Police officers may deactivate a BWC when a civilian conversing with the 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 the request is respected. The Neptune City Police officer shall not suggest to the person that the BWC should be deactivated; nor shall an officer ask the person whether he or she would prefer that the BWC be deactivated. Rather, the request for de-activation must be self-initiated by the civilian. The Neptune City Police officer may explain the consequences of deactivation (e.g., evidence relevant to a criminal investigation will not be recorded).
- G. Neptune City Police officers have no obligation to stop recording in response to a citizen's request if the recording is pursuant to an

investigation, arrest, lawful search, or the circumstances clearly dictate that continued recording is necessary. However, officers should evaluate the situation and consider the privacy and safety interests of the person requesting deactivation, whether the encounter is occurring in the person's residence, and the need for the information or assistance that the person will provide only if the deactivation request is honored. Such requests for deactivation include, but are not limited to:

1. Citizens reporting confidential information regarding criminal activity;
2. Citizens requesting to remain anonymous
3. When a person other than an arrestee, is seeking emergency medical services for him/herself or another and requests that the BWC be deactivated; or
4. When authorized to do so by an Assistant Prosecutor for good and sufficient cause as determined by the Assistant Prosecutor. The Neptune City Police officer shall narrate such circumstances for deactivation on the BWC recording (e.g., "I am now turning off my BWC as per the instruction of Assistant Prosecutor.

H. When a Neptune City Police officer deactivates a BWC pursuant to a civilian's request, the Neptune City Police officer shall:

1. Record the conversation between the citizen and the officer concerning the request to deactivate.
2. Narrate the circumstances surrounding the deactivation (e.g., "I am now turning off my BWC as per the victim's request.") prior to the deactivation of the BWC;
3. Report the circumstances concerning the deactivation to his/her supervisor as soon as is practicable;
4. Document the circumstances of the deactivation in any investigation or incident report concerning the incident under investigation. It is critical that the circumstances surrounding the deactivation of the BWC be documented as the law enforcement officer will likely be subject to cross-examination regarding same;
5. The BWC shall be reactivated as soon as it is safe and practical to do so and when the circumstances requiring deactivation no longer exist and the officer would be otherwise required to activate the BWC.

I. If a Neptune City Police officer declines a request to deactivate a BWC pursuant to IV. F. the reasons for declining the request must be documented and shall be reported to the officer's supervisor as soon as it is safe and practicable to do so. In the event a Neptune City Police officer declines a deactivation request, the officer immediately shall inform the person making the request of that decision.

- J. BWCs shall remain activated for the entire duration of the event, as required of subsection IV. A., until either the Neptune City Police officer or citizen has departed the scene or the event is concluded.
1. Any Neptune City Police officer providing assistance or back-up to an officer on an event detailed in subsection IV. A. is required to have their BWC activated until the citizen has departed the scene or their assistance is no longer needed.
 2. Neptune City Police officers at the scene of an incident detailed in subsection IV. A., may deactivate the BWC for the specific purpose of briefing assisting officers or supervisors, conducting in-person or telephone notifications as required by this policy or 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 physical evidence (e.g., conducting a search).
 - a. Neptune City Police officers shall only deactivate the BWC when not in direct contact with the victim, suspect, witness or an individual who is being detained.
 - b. Prior to deactivating the BWC, Neptune City Police officers shall record their intention to deactivate along with the reason for such action and must document same in their written reports (e.g., "I am now turning off my BWC to discuss investigative strategy with my supervisor.").
 - c. In the event that citizen contact is reestablished, the BWC shall be immediately reactivated.
- K. When the BWC is activated, Neptune City Police 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 available, officers may also audibly "tag" or mark significant events while recording and provide details of the marked segments.
- L. BWC recordings that may raise special privacy or safety issues shall be "tagged" to include, but not limited to:
1. Captures the image of a victim of a criminal offense;
 2. Captures the image of a child;
 3. Was made in a residential premise, a school or youth facility, a healthcare facility or medical office, a substance abuse or mental health treatment facility, or a place of worship;

4. Captures a conversation with a person whose request to deactivate the BWC was declined;
 5. Captures a special operations event or execution of an arrest and/or search warrant where confidential tactical information may have been recorded;
 6. Captures the image of an undercover officer or confidential informant;
or
 7. Captures the screen of a police computer monitor that is displaying confidential personal or law enforcement sensitive information
- M. If a Neptune City Police officer fails to activate the BWC, fails to record the entire event 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.
- N. Neptune City Police 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.
- O. Citizens shall not be allowed to review the recordings at the scene of contact. Officer complaints shall be handled in accordance with the agency's Internal Affairs directive and the 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.
- P. Neptune City Police officers utilizing the BWC shall periodically, and no later than the end of each shift, download the contents of the unit by placing the unit in the designated docking station. Each file downloaded shall contain information related to the date, BWC identifier, and assigned officer. The recordings should be labeled in accordance with agency policy to include, but not be limited to:
1. Incident #;
 2. Type of incident (e.g., MV stop, crime scene, arrest, etc.);
 3. CAD entry (if different from the Incident #).

V. RESTRICTIONS:

- A. BWCs shall be used only in conjunction with official law enforcement duties. BWCs shall not be used to record:
1. Courtroom proceedings, unless responding to a call for service or incident;

2. Communications with other police personnel without the permission of the Chief of Police/CEO or their designee;
 3. Encounters with undercover officers or confidential informants;
 4. When on break or otherwise engaged in personal activities or police union business;
 5. In any location where individuals have a reasonable expectation of privacy, such as a restroom, locker room or break room;
 6. Unless the officer is actively engaged in investigating the commission of a criminal offense, or is responding to an emergency, or reasonably believes that he or 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 your 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.
 7. In any room where an electronic alcohol breath testing device is being utilized. If an officer is wearing a BWC, it must be removed from the officer's uniform before entering any room where an electronic alcohol breath testing device is used.
- B. Neptune City Police officers shall not be required to activate the BWC when engaged in conversations with individuals with whom the officer has a privileged relationship (e.g., spouse, attorney, minister, etc.).
- C. Neptune City Police officers assigned as a school resource officer shall only activate the BWC during student encounters in accordance with subsection IV. A. The BWC shall not be activated or shall be deactivated upon being advised the incident involves:
1. Student(s) meeting with the school counselors, SAC or child study team (CST) members and the SRO or other police personnel are called in for assistance. (Due to the confidential status that must be maintained by State Law);
 2. Conversations between the student, counselor, SAC or CST about any ongoing counseling services or follow-up after a crisis,

3. The SRO being called in for information during intervention and referral service (I&RS) meetings;
 4. Conversations in regards to homeless, DCP&P and educational Stability students;
 5. A school counselor, SAC or CST member reporting a confidential incident to the SRO may request the BWC be deactivated in accordance with subsection IV. F.
- D. Neptune City Police officers assigned to their detective bureau or criminal investigations unit shall wear a BWC as practicable when assigned as primary officer for incidents detailed in subsection IV. A., or when assigned to a traffic, security or other detail requiring a class A or B patrol uniform.
 - E. Neptune City officers assigned to the detective bureau or criminal investigations unit may utilize a BWC for the purpose of interviewing individuals as part of a criminal investigation.
 - F. Neptune City officers assigned to the detective bureau or criminal investigations unit assisting in the service of a warrant, and with markings clearly identifying themselves as police officers shall wear a BWC and activate the BWC prior to the service of the warrant, but not during circumstances prior to the warrant service that may be confidential in nature.

VI. INSPECTION AND MAINTENANCE:

- A. When not in use, BWCs shall be stored in the designated docking station. The docking station allows for the units to be charged and for the download of events to the secure storage device.
- B. Neptune City Police officers shall inspect their BWCs at the commencement and conclusion of each 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 fully 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 the officer's uniform.
- C. When conducting the pre and post-shift inspection, the Neptune City Police officer shall activate the BWC and verbally state the date, time, whether a pre or post-shift inspection is being conducted, and that a test is being performed on the unit. The results of the inspection, including any

malfunctions or deficiencies, shall be noted on the appropriate agency report.

- D. Neptune City Police 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 downloading the events to the digital storage device, subject to the restrictions established in subsection VI. F.
- E. Viewing of BWC events is strictly limited to sworn law enforcement officers of the Neptune City Police Department and the Monmouth County Prosecutor's Office. Viewing by any other person is prohibited unless authorized by the Prosecutor, Chief of Police/CEO, their designee, or consistent with a provision of this written directive.
- F. To insure the integrity of investigations of police involved shootings and other use of force incidents and to avoid possible contamination of a witness's personal recollection of events that could undermine his or her credibility as a witness, notwithstanding any other provision of this written directive, no civilian or law enforcement officer witness, including the subject/target(s) of the investigation, shall be given access to or view a BWC recording of the incident, without the express prior approval of the Assistant Prosecutor or designee.
- G. If a Neptune City Police 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, subject to the restrictions established in subsection VI. F.;
- 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 BWCs capturing the officer's image or voice during the underlying incident.

VII. CONTROL AND MANAGEMENT:

- A. Contents downloaded from BWCs will be stored on the secure agency server or other designated storage device(s). All images and sounds recorded by the BWC are the exclusive property of the Neptune City Police Department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.
- B. Copies of an event captured on BWCs will not be released to other criminal justice agencies other than the Monmouth County Prosecutor's Office, without the express permission of the Chief of Police/CEO or their designee.
- C. 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 server or other designated storage device shall be designated as the authorized storage location of all BWC recordings.
 2. The BWC software shall be designated as the activity tracking software for all BWC recordings.
 3. All BWC recordings covered in this subsection shall be maintained on the agency server until such time as authorized to be destroyed 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 burned to portable media and shall be subject to the same security restrictions and chain of evidence safeguards and documentation in accordance with the agency's Evidence directive.
 6. BWC recordings will not be released to any person or agency without having a duplicate copy made and entered into secure storage.
 7. BWC recordings provided in discovery shall be redacted prior to release when feasible. The method of redaction shall leave no possible way of retrieving the redacted information.
 8. If disclosure of a BWC recording as part of the State's discovery obligation in a prosecution might present a danger to any officer or civilian, or might reveal confidential tactical information the disclosure of which might jeopardize future operations or officer safety, the County Prosecutor shall, in the exercise of sound prosecutorial discretion, take such steps as are appropriate and authorized by law and/or Court Rule to protect the information from disclosure, such as seeking a protective order from the court.
 9. BWC recordings shall be released to comply with any other legal obligation to turn over the recording to a person or entity. If, however, the release is in response to a subpoena or court order, or a request pursuant to the Open Public Records Act or the common law right to know, release/disclosure of the BWC is permitted only after providing notice to the County Prosecutor or designee. Any law enforcement agency receiving a subpoena, court order, or request pursuant to the Open Public Records Act or the common law right to know, for a BWC recording shall, within one business day of receipt of such subpoena, court order, or request, and before complying with it, provide notice to the County Prosecutor. Such notice shall state clearly the deadline by which a response must be made.
- D. BWC recordings not utilized for court proceedings or other agency uses shall be maintained 90 days and purged in accordance with directives set forth by the New Jersey Division of Archives and

Records Management. BWC recordings shall be subject to the following additional retention periods:

1. When a BWC recording pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution, the recording shall be treated as evidence and shall be kept in accordance with the retention period for evidence in a criminal prosecution.
 2. When a BWC records an arrest that did not result in an ongoing prosecution, or records the use of police force, the recording shall be kept until the expiration of the statute of limitations for filing a civil complaint against the officer and/or agency.
 3. When a 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.
- E. The Neptune City Police Department shall establish and implement a system that permits the agency to locate and retrieve all recordings associated with a specific incident/event, investigation, case, or criminal charge. Accordingly, the Neptune City Police Department deploying BWCs shall be required to develop and maintain a BWC control ledger or log, which may be computerized.
- F. The Chief of Police/CEO or their designee must specifically authorize all access to downloaded BWC files and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes. The Neptune City Police Department record keeping system shall document the following information to include, but not be limited to:
1. The date and time of access;
 2. The specific BWC that was/were accessed;
 3. The officer or civilian employee who accessed the stored BWC recording;
 4. The person who approved access, where applicable, and
 5. The reason(s) for access, specifying the purpose or purposes for access authorized pursuant to subsection VII. and specifying the relevant case/investigation number, where applicable.
- G. All recordings are maintained within the BWC system in the BWC's software and are authenticated by an internal audit program with the BWC system.

- H. BWC recordings "tagged" in accordance with subsection IV. M. shall not be accessed, viewed, copied, disseminated, or otherwise used without first obtaining the permission of the County Prosecutor or designee. The County Prosecutor may authorize the Chief of Police/CEO and one or more superior officers designated by the Chief of Police/CEO permission to access, view, copy, disseminate, or otherwise use such recordings as "tagged" pursuant to subsection IV. M.
- I. The Chief of Police/CEO shall appoint a system administrator to manage the BWC equipment. The system administrator shall have access to delete video/audio segments.
- J. Under no circumstances shall any Neptune City Police officer erase, reuse or alter the recording of any BWC system. It is a fourth degree crime to purposely and knowingly alter, destroy, conceal, remove or disable any camera or monitoring device including any videotape, film or other medium used to record sound or image that is installed in a police vehicle (N.J.S.A. 2C:28-7c).
- K. Neptune City Police officers shall inform their supervisor of any recordings that may be of value for training purposes. Recordings from BWCs may be shown for training purposes upon completion of a criminal case. All such use shall be pursuant to the written authority of the Chief of Police/CEO. Neptune City Police officers shall be provided with at least thirty (30) days' notice if recordings intended for use for training purposes were either made by them or captured their image or voice. All BWC recordings used for training purposes must be edited so that the identity of individuals depicted in the recordings cannot be determined by persons viewing the recordings unless the depicted individuals have consented to the recording being used for training purposes.

VIII. SUPERVISORY REVIEW:

- A. Supervisory personnel shall ensure that Neptune City Police officers under their command equipped with BWC devices utilize them in accordance with the policy and procedures defined therein.
- B. The Chief of Police/CEO shall designate personnel who are responsible for the periodic and random reviewing of non-evidential BWC events in an effort to ensure the equipment is operating properly, to assess officers' performance and adherence to written directives and established professional standards, and to identify other training needs.
- C. In order to maintain fairness in the selection of videos reviewed, the designated personnel shall create a list of randomly selected individual Neptune City Police officers to observe.
- D. Upon completion of the periodic review, the designated personnel shall prepare a special investigations report documenting any positive or

negative activities observed. This should include any recommendations for training and/or discipline resulting from the observations.

- E. The Internal Affairs Unit shall retain all special investigation reports generated in accordance with this policy and a copy will be forwarded to the Chief of Police/CEO for review.
- F. Separate from the above-mentioned periodic review of randomly selected officers, the Chief of Police/CEO or Internal Affairs Commander may review specific BWC footage if circumstances arise that requires an investigative effort to commence.

This policy is developed by the Neptune City Police Department for internal use only and does not enlarge an officer's civil or criminal liability in any way. This policy should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy can only be the basis of a complaint by this department and then only in an administrative disciplinary setting.

All sworn officers will sign the verification form placed at the Neptune City Dispatch Desk, acknowledging receipt, review and understanding of GO 02-2015.

By order of the Director of Public Safety



Edward D. Kirschenbaum, Sr.
Neptune City Police Department

EDK:syh

C:
Mayor Robert Brown
Councilman Larry Cross
Borough Administrator Mary Sapp