

**CITY OF NEW HAVEN
DEPARTMENT OF POLICE SERVICE**

GENERAL ORDER



GENERAL ORDER 7.10

EFFECTIVE DATE: June 14, 2022

BODY-WORN AND DASHBOARD CAMERAS

7.10.01 PURPOSE

The purpose of this policy is to set standards related to the use, management, storage, and retrieval of digital multimedia video files stored on or generated from the use of department issued or approved body-worn cameras (BWC) and dashboard cameras (DC), including but not limited to:

- Creating video and audio records to contribute to the accurate documentation of critical incidents, police-public contacts, crime and accident scenes, and arrests.
- Preserving visual and audio information for use in current and future investigations in accordance with applicable guidelines referenced herein.
- Capturing crimes in-progress, whether committed against the police officer or the community, and to preserve evidence for presentation in court.
- Documenting police response to an incident.

- Aiding in the documentation of victim, witness, or suspect statements pursuant to an on-scene response and/or documentation of the advisement of rights, and consents to conduct a lawful search, when applicable.

The purpose of equipping police officers with issued or approved BWC and police vehicles with issued or approved DC is to assist in the following:

- Strengthening police accountability by documenting incidents and encounters between officers and the public.
- Resolving officer-involved incidents and complaints by providing an objectively independent record of events.
- Improving agency transparency by allowing the public to see video evidence of police activities and encounters in accordance with applicable laws regarding public disclosure.
- Identifying and strengthening officer performance by using footage for officer training and monitoring when appropriate and consistent with the law.
- Improving evidence documentation for investigation, prosecutions, and administrative reviews of employee performance and/or civil actions.

It should be noted that the video footage captured from the BWC, and DC represents the 'perspective' of the video camera and is not the same as the officer's perception from his/her perspective during an encounter. All other available evidence, such as witness statements, officer interviews, forensic analyses and documentary evidence should be evaluated to determine the appropriateness of an officer's actions.

7.10.02 POLICY

It is the policy of the New Haven Department of Police Service (NHPD) that all BWC and DC equipment and media associated with BWC and DC data, images, video/audio, and metadata captured, recorded, or otherwise produced by the BWC and DC shall not be viewed, copied, released, disclosed, or disseminated in any form or manner outside the parameters of this policy pursuant to the City of New Haven's FOIA policy and practice. This policy does not govern the use of surreptitious/covert recordings devices used in undercover operations.

7.10.03 DEFINITIONS

ADMINISTRATIVE VEHICLES: Any unmarked police issued vehicle that is not outfitted with a Mobile Communications Terminal (MCT).

AXON BODY-WORN CAMERA: The Department authorized BWC. This BWC is a single unit device that can attach to the outermost garment of an officer's uniform with a variety of mounting options.

AXON FLEET 3 DASHBOARD CAMERA: Axon Fleet 3 solution is a purpose-built in-vehicle recording system capable of capturing video and audio supplemented by artificial intelligence designed for use in high-risk environments encountered by Law Enforcement. The Axon Fleet 3 system records events for secure storage, retrieval, and analysis leveraging Axon's Evidence services. The recorded events are transferred securely to Axon Evidence using Long-Term Evolution (LTE), Wi-Fi or manual operations.

AXON SIGNAL VEHICLE: Axon Signal is a technology that enables your Axon body-worn and Fleet (dashboard) Cameras to sense nearby events and start recording. The Fleet Hub and Axon Signal Vehicle, the in-vehicle products, detect certain trigger events, such as turning on a vehicle's light bar, and take actions to activate nearby Axon cameras. With Axon Signal helping to record events, officers can focus on critical situations rather than on their cameras. Axon Evidence administrators can configure which Axon Signal, Fleet Hub, and Weapon triggers will activate body-worn and dashboard cameras.

BODY-WORN CAMERA (BWC): A body-worn camera is an "on-the-body" video and audio recording system worn by a police officer to capture digital multimedia evidence as an additional means of documenting specific incidents in the field in the course and scope of his/her police duties.

BODY-WORN AND DASHBOARD CAMERA SYSTEM

ADMINISTRATOR: A sworn member of the Department assigned by the Chief of Police or his/her designee to administer the Dashboard Camera System for the Department. This person is responsible for completing all the training needs of the department related to BWC and DC.

"COLD" CAMERA: A back-up camera stored on the dock during an officer's shift.

DASHBOARD CAMERA (DC): A camera that affixes to a dashboard, prisoner compartment and windshield of a police vehicle that electronically records video of the

view through the vehicle's windshield and has an electronic audio recorder that may be operated remotely.

DIGITAL MULTIMEDIA VIDEO FILES (DMVF): Digital multimedia files consist of all digital recordings, to include but not limited to audio, video, photographs, and their associated metadata. Metadata includes any digital identifiers that are captured as part of the actual recording, such as date/time, GPS coordinates, labeling, etc.

DOCKING STATION: Hardware connected to the NHPD's network that is designed to offload recordings from the BWC.

EVIDENCE TRANSFER MANAGEMENT (ETM): ETM is the transfer of media from the body worn and dashboard camera to a secured server or other reliable secured storage source. The method of evidence transfer management for BWC and DC shall be approved by the Chief of Police.

“HOT” CAMERA: The BWC in use during an officer's shift that may contain digital files.

POLICE PATROL VEHICLE: Any department issued vehicle other than an administrative vehicle in which an occupant is wearing body worn camera equipment, a bicycle, a motor scooter, an all-terrain vehicle, an electric personal assistive mobility device, or an animal control vehicle, is subject to this General Order.

SIGNAL VEHICLE: Automatically starts recording of Axon body-worn cameras in Bluetooth range when a qualified trigger event occurs (such as the lightbar being activated, weapon rack release, etc.) 30–50-foot range.

TRIGGER EVENT: An event that causes the vehicle's dashboard camera system to begin recording audio/video of an event. Trigger events can be configured to activation of emergency lights, vehicle collision sensor, vehicle speed exceeds preset threshold, manual activation. The recording ends when the officer presses the TWO stop buttons.

PRE-EVENT RECORDING FOR DASHBOARD CAMERA: The vehicle Dashboard Camera system will retain the video recording made prior to a trigger event, up to 30 seconds, depending on system settings. Audio is not recorded until the trigger event occurs.

PRE-EVENT RECORDING FOR BODY-WORN CAMERA: The body-worn camera will retain the video recording made prior to the manual activation of the BWC,

up to 30 seconds, depending on system settings. Audio is not recorded until the activation occurs.

METADATA: Descriptors that identify the time, date, location, badge #, vehicle # linked to the creation of the record and officer interaction/offense categorization of the BWC and DC recordings.

7.10.04 TRAINING

- All sworn personnel will complete a course of prescribed instruction prior to use of the BWC and DC.
- The BWC and DC system administrator will be charged with providing appropriate training to ensure proper use and operation of the BWC and DC. The training will include, but not be limited to the following:
 - All practices and protocols contained in the General Order on BWC and DC.
 - An overview of relevant state laws governing consent, evidence, privacy, and public disclosure.
 - Scenario-based exercises that replicate situations that officers might encounter in the field.
 - Procedures for operating the equipment safely and effectively.
 - Procedures for downloading and tagging recorded data.
 - Procedures for accessing and reviewing recorded data.
 - Procedures for documenting and reporting any malfunctioning device or supporting system.
 - A knowledge test of the course material.
- Additional training will be provided at least once a year 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.

7.10.05 PROCEDURES

ISSUANCE OF BODY-WORN CAMERAS

- BWC shall be issued to and used by all sworn personnel. Within this policy, all sworn personnel will be referred to as police officers, regardless of rank or assignment.
- Officers must use only the Department issued BWC equipment per this General Order unless otherwise authorized by the Chief of Police or her/his designee.

ISSUANCE/INSTALLATION OF DASHBOARD CAMERAS

- A Dashboard Camera System shall be installed in all police patrol vehicles and any police department issued vehicle equipped with an MCT.
- Officers must use only the authorized DC equipment per this General Order unless otherwise authorized by the Chief of Police or her/his designee.

BEGINNING OF THE SHIFT PROCEDURES

- Issued or approved BWC and DC shall be used by the police officer while in the performance of his/her scheduled duties and in accordance with this policy.
- Issued or approved BWC and DC shall be operated in accordance with the manufacturer's recommended guidelines, department training and department policies and procedures.
- At the beginning of each shift, the police officer issued shall test and perform an inspection to ensure that the BWC has a properly charged battery and is functioning correctly.
 - If problems are encountered with any component of the system, either the BWC or DC, the system shall not be used, and the police officer shall arrange for repair or replacement through

department established procedures. The police officer should be immediately provided a replacement BWC and/or DC, when practicable.

- Malfunctions, damage, loss, or theft of any issued or approved BWC shall be immediately reported by the police officer to the on-duty shift supervisor or other responsible person as designated by the Chief of Police. The police officer should be immediately provided a replacement BWC, if practicable. In case of a malfunctioning DC the police officer must be issued or assigned a vehicle with a functioning DC, when practicable.

PRE-SHIFT INSPECTION FOR DASHBOARD CAMERAS

- Log into Axon Fleet 3 module on MCT, using individual username and password (this is the same credentials as Evidence.com/CAD/MFR).
- Activate the cruiser's emergency lights to ensure the trigger event functions properly.
 - Inspect the lens for damage and/or debris (clean lens with a soft, dry cloth only. Do not use liquid solvents or cleaners of any kind.)
 - Ensure the windshield is free of debris.
 - Ensure the camera is oriented in the proper direction for appropriate recording.

USE AND ACTIVATION OF ISSUED OR APPROVED BODY-WORN CAMERAS

- Police officers issued or assigned a BWC shall wear such camera on his/her outmost garment and shall position it above the midline of his/her torso when in use.
- Police officers issued or assigned a BWC shall activate the camera at the inception of the interaction with the public in a law enforcement capacity. Officers are not required to notify the public when the camera

is in use. However, if asked, the Officer will inform the person that they are being recorded.

USE AND ACTIVATION OF ISSUED OR APPROVED DASHBOARD CAMERAS

- Police officers shall not cover or obstruct the video lens or microphone of the DC recording equipment for the purpose of intentionally defeating the recording capabilities of the DC when department policies and procedures would otherwise require the DC to record.
- Police officers issued or assigned a DC shall activate the camera at the inception of the interaction with the public in a law enforcement capacity. Officers are not required to notify the public when the camera is in use. However, if asked, the Officer will inform the person that they are being recorded.

USE AND ACTIVATION OF AN ISSUED OR APPROVED BODY-WORN AND DASHBOARD CAMERAS

- For the purposes of this policy, "interacting with the public in a law enforcement capacity," means that a police officer is in personal contact with one or more members of the public, the purpose of which is to conduct a self-initiated investigation into, or to respond to a third-party complaint involving, the possible commission of any offense, violation, or infraction.
- In addition, police officers equipped with BWC and DC shall record the following:
 - Vehicular pursuits
 - Foot Pursuits
 - Motor Vehicle stops
 - Serving arrest and search warrants
 - Motorist assists

- The taking of statements from suspects, witnesses, and victims
 - The conducting of interviews with suspects, witnesses, and victims
 - Transportation and processing of prisoners
 - Any incident or event not otherwise prohibited by this policy, which may be dangerous, unpredictable, or potentially useful for department training purposes
 - Situations where a police officer, by reason of training and experience, determines that the incident should be documented on video
 - Any incident or event not otherwise prohibited by this policy, where the police officer anticipates a use of force encounter may occur.
- The officer may turn on the BWC and DC in any other circumstances, not expressly prohibited by this policy.

Note: At no time shall police officers disregard officer safety or the safety of the public for the purpose of activating or utilizing the BWC and DC.

- Once the BWC and DC is activated for the purpose of documenting an interaction with the public in a law enforcement capacity, it should remain activated until the interaction with the public has concluded to ensure the integrity of the recording, except as otherwise provided for by law or by this policy.
 - Additional police officers arriving on a scene that have been issued or assigned a BWC and DC shall also record the interaction with the public and shall also continue to record until the completion of the incident.
 - For purposes of this policy, conclusion of an interaction with the public occurs when a police officer terminates his/her law enforcement contact with a member of the public.
- Officers shall not edit, alter, erase, duplicate, copy, share (except with other officers, as provided for in this policy), or otherwise distribute in any

manner BWC and DC recordings without prior written authorization and approval of the Chief of Police or his or her designee.

- Officers shall note in incident, arrest, and related reports when recordings were made during the incident in question. Officers may review the recordings for arrest reports, use of force reports, and potential arrests or affidavits or as needed when preparing written reports of events to help ensure accuracy and consistency of accounts. However, BWC and DC recordings are not a replacement for written reports.

DASHBOARD CAMERA TRIGGER EVENTS:

- Rear door passenger side
- Emergency Light bar
- Weapon rack release (unlock button)
- Weapon/trigger release
- 4G crash impact (crash, high acceleration, and sudden brake impact)
- Taser or another fleet signal or signal sidearm activation within Bluetooth range (30 feet).
- When the vehicle speed exceeds 80 MPH.

Note: Officers should be aware that there is a 30 second pre-event buffer which is recorded with no audio.

WHEN AN ISSUED OR APPROVED BODY-WORN AND DASHBOARD CAMERA IS NOT TO BE ACTIVATED OR SHOULD BE DEACTIVATED

- Except as otherwise required by this policy, no police officer shall use either their BWC and/or DC recording equipment to intentionally record:
 - In headquarters or a substation, except when interacting with the public in a law enforcement capacity.
 - A communication with other law enforcement agency personnel, including personal conversations between employees, except as the officer performs his or her duties.
 - An encounter with an undercover officer or informant.

- When an officer is on break or is otherwise engaged in a personal activity.
- A person undergoing a medical or psychological evaluation, procedure, or treatment.
- Any person other than a suspect to a crime if an officer is wearing his/her issued or approved BWC in a hospital or other medical facility setting.
- In a mental health facility, unless responding to a call involving a suspect to a crime who is thought to be present in the facility.
- Any private conversation to which the officer is not a party.
- Any telephonic conversation unless specifically authorized by law while in the performance of their official duties.
- A strip search.
- In a locker room, changing room or restroom, unless confronting a violent or assaultive suspect or in an incident involving anticipated use of force.
- Deactivation of a BWC and/or DC under certain circumstances:
 - Although generally, BWC and DC should remain activated until the conclusion of an incident, police officers may consider requests to deactivate the BWC and DC should they determine that, based upon the circumstances, the investigation could be significantly hampered if the recording were to continue. Whenever possible, police officers should consult with supervisors before making the decision to deactivate their BWC and DC.
 - Whenever possible, a police officer who deactivates the BWC and DC during an event in which this policy otherwise requires recording, shall both record on the camera the reason for the interruption or termination of recording prior to deactivating the body-worn and dashboard camera, and document such event in his/her report.

- When extenuating circumstances prevent a police officer from activating a BWC and/or DC or cause a camera to be deactivated in accordance with the guidelines established within this policy, the officer shall activate or reactivate their cameras as soon as practical.

MALFUNCTION OF BODY-WORN AND DASHBOARD CAMERA

- Upon discovery that there is a malfunctioning or unintentional failure to record with either a BWC and/or DC, the police officer shall document the reason in a memorandum and notify his/her supervisor regarding the lack of recording.

END OF SHIFT PROCEDURES FOR BODY-WORN AND DASHBOARD CAMERAS

- Officers must sign out of Axon Fleet 3 at the end of each shift.
- At the end of their tour of duty, Officers shall switch the “hot camera” for the “cold camera” in the charging docks. The “hot” BWC will be docked to download video and to charge the camera. The “cold” BWC shall be removed from the dock and secured by the officer for his or her next assignment.
- For officers assigned to the Patrol Division, videos will be automatically tagged with metadata from Computer Aided Dispatch (CAD) and Records Management System (RMS). However, all officers shall ensure that the automatic tags generated through the system accurately categorizes the incident. If the tag is incorrect, the officer shall update the tag at the conclusion of their shift.
- In addition, Officers who have recorded an event on their BWC and/or DC shall ensure the event is classified into the appropriate retention category. Officers shall classify their videos with appropriate category by the end of their shift unless exigent circumstances exist which would delay doing so. A supervisor must authorize any delay in the categorizing an incident. Categorization of an incident can be delayed with authorization from a supervisor.
- Officer shall tag and categorize in the following manner:
 - ID must be 8 numbers. For example: YYXXXXX, 22000000
- Police Officers shall ensure that all files from an issued or approved BWC and DC are securely downloaded and retained in accordance with section 7.10.09 Store and Retention, of this policy, with sufficient frequency to ensure that there remains adequate data storage available for recording future incidents.

- Officers assigned to Divisions other than Patrol shall tag their videos with the appropriate categories by the end of their shift or as soon as practicable.
- Police Officers shall ensure that all files from an issued or approved BWC and DC are securely downloaded (e.g. docked) and tagged for retention in accordance with 7.10.09, Storage and Retention section of this policy, with sufficient frequency so as to ensure that there remains adequate data storage available for recording future incidents.
- Officers shall cause the recorded video to be stored, downloaded, transferred, or otherwise saved and tagged as evidence in the following circumstances:
 - Any incident where an arrest is made or may be made, and/or a search is conducted.
 - An event that captures an officer's reportable use of force in the discharge of his/her official duties.
 - Any interaction with the public where the officer determines that it would be prudent to retain the recording for longer than the minimum retention period set forth in this policy.
 - An event that is a major motor vehicle or criminal incident involving death, serious injury, or catastrophic property damage.

RETENTION CATEGORIES:

- Arrest
- Backgrounds
- Dash Cam Pilot Program
- Felony Investigation (No arrest)
- FOI/Request
- FTO
- Homicides
- Infraction
- Injury to Officer or Prisoner (Non-use of Force)
- Misdemeanor Investigation (No arrest)
- NHPD Swat
- Officer Involved Shooting
- Pending Review
- Photographs
- Pursuit

- Restricted
- Routine Calls for Service
- Sig 8 (No arrest)
- Traffic Crash (fleet vehicle)
- Traffic Crash (property damage, minor injury)
- Traffic Crash (serious injuries, fatal)
- Traffic Stop
- Training
- Unintentional recording

Note: This list is subject to change and not encompassing of all retention categories.

7.10.06 RESPONSIBILITIES OF SUPERVISORY PERSONNEL

CHIEF OF POLICE

- The Chief of Police or his/her designee shall designate one or more sworn members of the department to oversee and administer the storage and management of all digital multimedia video files generated using issued or authorized BWC and DC.
- The Chief of Police or his/her sworn designee may authorize BWC/DC policy that provides additional guidelines and training requirements not mandated by this policy, if it does not conflict with state or federal law, or the provisions set forth in this policy.
- The Chief of Police or his/her sworn designee shall ensure the BWC/DC data collection and storage is purged from the systems operation storage and/or software program in accordance with the State of Connecticut Library Records of Retention schedule and department policy.
- The Chief of Police or his/her sworn designee shall ensure that BWC and DC video files that are subject to a preservation request or court order are appropriately catalogued and preserved.
- The Chief of Police or his/her sworn designee shall approve the method of evidence transfer management (ETM) from the body-worn

and dashboard camera to a secured storage server, cloud, website, or other secured digital media storage.

SUPERVISORS

- Supervisors shall ensure that police officers equipped with issued or approved BWC and DC are using the camera and audio in accordance with policy and procedures as defined herein.
- Supervisors shall periodically inspect issued or approved BWC and DC equipment assigned to police officers to ensure proper operability per testing protocols provided through training and manufacturer's recommendations.
- Supervisors or other sworn persons designated by the Chief of Police may periodically review issued or approved BWC and DC recordings of traffic stops and citizen contacts in accordance with this policy as well as reports generated because of these incidents to:
 - Ensure BWC and DC equipment is operating properly
 - Ensure that police officers are utilizing the BWC and DC appropriately and in accordance with policies and procedures
 - Immediately resolve citizen complaints by reviewing video captured by BWC and DC. In those circumstances where a complaint is resolved with no further action needed, supervisors will document the incident in a memo and submit it through their chain of command.
 - Identify any areas in which additional training policy revisions or guidance is required.
- When an incident arises that requires the immediate retrieval of a digital recording, (for example, serious crime scenes, officer involved shootings, department involved motor vehicle accidents which resulted in serious physical injury), a supervisor may respond to the scene to secure both BWC and DC to maintain the chain of custody.
- Supervisors shall ensure that all BWC and DC video files are appropriately preserved in accordance with this policy.

- Except as delineated in the section of this policy under the System Administration, supervisors shall not review video recordings for the purpose of searching for instances of Department members committing violations of law or Department policy, unless such reviews are related to a specific complaint, third-party allegation, or observed Departmental policy violation(s).
- Upon request, the Union will be provided with audit trails related to specific videos viewed by supervisors, unless such requests interfere with an ongoing investigation.

BODY-WORN AND DASHBOARD CAMERA SYSTEM ADMINISTRATOR:

- The BWC and DC system administrator must be a sworn member of the Department who will be designated by the Chief of Police and have oversight responsibilities to include, but not limited to, the following:
 - A. Operator and user administration of the system
 - B. System evaluation
 - C. Training
 - D. Policy and procedure review and evaluation
 - E. Coordination with IT regarding system related issues
 - F. The OIC or his/her sworn designee will randomly review BWC/DC recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.
 - G. Ensure BWC/DC files of evidentiary value are secured and retained per this policy.

- H. Ensure BWC/DC files are reviewed and released in accordance with federal, state, local statutes, and New Haven Department of Police Service retention policy.

7.10.07 AUTHORIZED PERSONNEL ACCESS TO UPLOADED DIGITAL MULTIMEDIA VIDEO FILES

- General access to digital multimedia video files shall be granted to persons authorized under this policy. Accessing, copying, or releasing any digital multimedia video files for other than official law enforcement purposes is strictly prohibited, except as otherwise required by state and federal statutes, policies, and procedures. The system shall not be configured to allow the camera footage to be viewed remotely.
 - A. The Chief of Police or his/her sworn designee may review specific BWC and DC digital multimedia video files for the purpose of training, performance review, critique, early intervention inquiries, civil claims, administrative inquiry, or other articulable reason.
 - B. A police officer may review and/or share with another officer a recording from his or her BWC and/or DC equipment to assist such officer with the preparation of a report or otherwise in the performance of his or her duties.
 - C. If a police officer is giving a formal statement about the use of force, or if an officer is the subject of a disciplinary investigation in which a recording from BWC recording equipment or a DC with a remote recorder, is being considered as part of a review of an incident, the police officer shall have the right to review such recording in the presence of the officer's attorney or labor representative at the conclusion of the investigation and upon request receive a copy of the BWC/DC footage. Further, such police officer shall have the right to review recordings from other police officers' BWC and DC recording equipment capturing the police officers' image or voice during the incident under review, at the conclusion of the investigation. Not later than forty-eight hours following an officer's review of a recording under subparagraph (A) of this subdivision, or if the officer does not review the recording, not later than ninety - six hours following the initiation of such disciplinary investigation,

whichever is earlier, such recording shall be disclosed, upon request, to the public, subject to the provisions of C.G.S. 29-6d subsection (g).

- D. If a request is made for public disclosure of a recording from BWC recording equipment or a DC of an incident about which (A) a police officer has not been asked to give a formal statement about the alleged use of force, or (B) a disciplinary investigation has not been initiated, any police officer whose image or voice is captured on the recording shall have the right to review such recording in the presence of the officer's attorney or labor representative. Not later than forty-eight hours following an officer's review of a recording under this subdivision, or if the officer does not review the recording, not later than ninety-six hours following the request for disclosure, whichever is earlier, such recording shall be disclosed to the public, subject to the provisions of C.G.S. 29-6d subsection (g).
- Under no circumstances shall any individual with access to BWC and DC media or data files be allowed to use, show, reproduce or release recordings for the purpose of ridicule or embarrassment of any police officer or individual, or for other non-law enforcement related purposes. This includes disclosure of any portion of a BWC and DC video files to a media organization unless such disclosure has been approved by the Chief of Police or his/her designee.
 - Digital multimedia video files may be reviewed by individuals other than the recording police officer in any of the following situations:
 - A. By a supervisory department member investigating or adjudicating a complaint regarding a specific act of officer conduct
 - By technical support staff for purposes of assessing proper functioning of BWC.
 - By the Internal Affairs Unit or other Unit or sworn person(s) designated by the Chief of Police, when participating in an official misconduct investigation concerning a specific act or officer conduct alleged in a complaint of misconduct

- By a sworn law enforcement officer who is participating in a criminal investigation
- By the City's legal representative, in the course of their official duties
- Law enforcement personnel may review a recording from their own issued or assigned BWC and DC recording equipment in order to assist such officer in providing a statement as a witness to events which are the subject of a department internal administrative inquiry, including officer shooting investigations
- By representatives of the Division of Criminal Justice including members of the Inspector General's Office, Office of the Corporation Counsel, Office of the Attorney General, retained counsel and other representatives authorized by the municipality, such as municipal insurance carriers, in the course of their official duties
- By other sworn personnel as authorized by the Chief of Police or his/her designee, as consistent with this policy

7.10.08 RELEASING OR DUPLICATING BODY-WORN AND DASHBOARD CAMERAS RECORDINGS

RELEASING BODY-WORN AND DASHBOARD CAMERAS DIGITAL MULTIMEDIA VIDEO FILES

- The release of a recording(s) to any person shall be made in accordance with applicable law including but not limited to, the Freedom of Information Act (FOIA) and Connecticut General Statutes Sec. 1-210.
 - All FOIA requests for BWC and DC digital multimedia video files shall be processed through the Office of the Chief of Police or his/her designee. Prior to release, said designee shall review and redact the video files in accordance with applicable law.

- The officer(s) recorded in the BWC/DC, requested under FOIA, shall be provided a copy of the released video upon written request.

DUPLICATING BODY-WORN AND DASHBOARD CAMERA DIGITAL MULTIMEDIA VIDEO FILES

- When a police officer who is required to produce a digital multimedia video file pursuant to a subpoena or other court order, the Chief of Police or other designee shall arrange, prior to the date of the court appearance, for a copy of the required portion of the original video file to be duplicated. Any officer required to appear in any such case shall be provided an opportunity to review his or her subpoenaed BWC and/or DC video prior to such appearance.
- The original video file, as well as any duplicate copy, shall be held as evidence in accordance with this policy.

7.10.09 STORAGE AND RETENTION

- Digital multimedia video files shall be maintained in an approved storage location, such as a server, storage device, cloud storage, website, or other approved secure storage media, authorized by the Chief of Police.
- Requests for deletion of portions of the recordings (e.g., in the event of a personal recording) must be submitted in writing and approved by the Chief of Police or his or her designee in accordance with state record retention laws. All requests and final decisions shall be kept on file.
- All digital multimedia video files shall be securely stored in accordance with state record retention laws and Department policy.
 - Digital multimedia video files not reproduced for evidentiary purposes or otherwise required to be preserved in accordance with this policy shall be maintained for a period of a minimum of ninety (90) days.

- Digital multimedia video files shall be preserved while a case remains open and under investigation, or while criminal or civil proceedings are ongoing or reasonably anticipated, or in accordance with the State Records of Retention schedule, whichever is greater.
- All other digital multimedia video files reproduced for evidentiary purposes or otherwise caused to be preserved shall be maintained for a minimum of four (4) years.
- Digital multimedia video files shall be preserved in accordance with any specific request by representatives of the Division of Criminal Justice, including members of the Inspector General's Office, Office of the Corporation Counsel, Office of the Attorney General, Department of Justice, retained counsel and other authorized claims representatives in the course of their official duties.
- Digital multimedia video files shall be preserved in response to oral, electronic, or written preservation requests from any member of the public where such requests indicate that litigation may be reasonably anticipated.
 - All such preservation requests shall promptly be brought to the attention of the recipient's supervisor and the Office of the Corporation Counsel.

Note: SIGNAL VEHICLE CONFIGURATION: Refer to photos depicted in Appendix A, B, C and D.

OTHER

While not exempting a police officer from the requirements of this General Order, there will be a ninety (90) day grace period from the completion of prescribed dashboard camera training wherein no disciplinary action will be taken against the police officer for failure to activate the system except for repeated violations during the grace period.

RELATED GENERAL ORDERS

Other general orders related to this policy, include, but may not be limited to:

- A. General Order 4.11 Mobile Communications Terminal/COLLECT

- B. General Order 12.03 Vehicle Pursuits
- C. General Order 7.01 Assignment and Accountability of Equipment
- D. General Order 10.01 Incident Reports
- E. General Order 5.02 Prisoner Transportation

This supersedes General Order 7.10 issued on October 18, 2017.

This General Order was approved by the civilian Board of Police Commissioners on (June 14, 2022)



Karl Jacobson
Acting Chief of Police





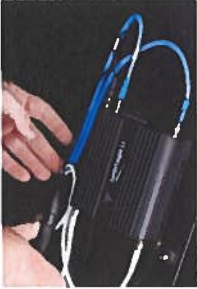



Date

Appendix A:

Axon Fleet 3




System Overview

<p>Fleet Hub</p> <ul style="list-style-type: none"> • 240GB Solid State Drive • Wi-Fi 6 & BLE • GNSS with IMU and dead reckoning • Controls recording of cameras and mics • Stores all evidence securely • Automatic wireless evidence upload using Ethernet connected WAN source • Automatically starts recording of Ethernet connected cameras when an appropriate event occurs (such as the lightbar being activated) 	
<p>Fleet Dashboard</p> <ul style="list-style-type: none"> • Interface for camera activation, evidence review, and evidence tagging. • ALPR hotlist notification and response • Windows 10 recommended, Windows 7 supported 	
<p>Cradlepoint IBR-900 Router</p> <ul style="list-style-type: none"> • The router is connected to the Fleet Hub using an Ethernet cable. When the router has an active 2FF SIM in the primary modem, it can provide WAN via LTE. When the router connects to a Wireless Access Point network with direct Internet connectivity, the router can be configured to connect as a Client enabling WiFi as WAN. • The MDC connects to the Hub through the router 	<p>FRONT</p>  <p>REAR</p>  
<p>Airgain 5-in-1 Antenna</p> <ul style="list-style-type: none"> • Mounted to the exterior of the vehicle • Enables WAN connectivity and GNSS positioning for the vehicle Router • Includes 2 elements for Wi-Fi, 2 elements for Cellular, and 1 element for GNSS communications 	

Appendix B:

Axon Fleet 3

System Overview

<p>3-in-1 Antenna</p> <ul style="list-style-type: none"> Internally mounted in the vehicle on glass or flat surface with view of sky Enables communication between Fleet Hub and Axon Body Worn cameras (BWCs) Enables GNSS positioning data in evidence and Axon Respond. Includes 2 elements for Wi-Fi and Bluetooth, and a GNSS antenna 	
<p>Wireless Mic (Optional)</p> <ul style="list-style-type: none"> Includes Charging Base, lapel mic, and belt clip Maximum of 2 per vehicle 1,000ft range with 12-hour battery life When inserted in the Charging Base, a Wireless Mic will recharge to 85% within 2 hours RapidLock mount works seamlessly with existing Axon BWC mounting solutions 	
<p>Signal Vehicle</p> <ul style="list-style-type: none"> Automatically starts recording of Axon body cameras in Bluetooth range when an appropriate event occurs (such as the lightbar being activated) 30 foot range 30 second broadcast maximizes the likelihood that nearby body cameras start recording 	

Appendix C:

Axon Fleet 3

System Overview

Additionally, TASER 7, TASER X2, and X26P Smart Weapons that are equipped with a Signal Performance Power Magazine (SPPM) can alert Axon Body-Worn and Fleet cameras. Axon Evidence administrators can configure if the SPPM alerts cameras when the CEW is armed, when the trigger is pulled, and/or when the arc is engaged.



Appendix D:

Axon Fleet 3

System Overview

Axon Fleet 3 cameras are activated by their Ethernet connected Fleet Hub, while Axon Body-Worn Cameras are activated by Axon Signal Vehicle. Agencies that do not want to activate Axon Body-Worn Cameras using Fleet trigger events do not need Axon Signal Vehicle.

Example: An administrator configures the lightbar to activate Body Worn cameras and the Fleet 3 front camera. When vehicle A turns on its light bar, the Fleet 3 front camera and any Axon Body-Worn Cameras in range will begin recording. The front cameras in other vehicles are not activated.

