



The Aberdeen Police Department Policies & Procedures Manual Chapter Contents



Chapter 37 Department Operations Equipment

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Chapter 37 Department Operations Equipment
Section 01 Mobile Video Recording System (MVRS)

GO 19-005, 03/18/2019
Supersedes GO 18-083

A. Policy (41.3.8a)

1. It is the policy of the Aberdeen Police Department that officers will use the Mobile Video System equipment to record contacts that occur between officers and the public.
2. The Department has adopted the use of the Mobile Video System for purposes that include but are not limited to:
 - a. Enhancing officer safety;
 - b. Collecting evidence;
 - c. Providing a supplement to personal testimony in court by recording actions, conditions and statements which can be used to aid in the prosecution of those who violate traffic and criminal laws;
 - d. Allowing for the viewing of events as they occurred and providing corroboration of officers' action/testimony;
 - e. Providing material to be used in performance evaluations; and
 - f. Providing an aid for training.

B. Definition

1. Mobile Video Recording System (MVRS)
 - a. Digital/audio video equipment – Audiovisual recording equipment for fixed installation in patrol vehicles.
 - 1) Does not apply to the use of hand-held camcorders or audio/video surveillance devices.
2. System Equipment
 - a. Front Video Camera – Primary camera used for capturing MVRS video data.
 - b. Video Processing Unit – A video system hardware component installed in each MVRS equipped vehicle.
3. Microphones
 - a. Body Microphone – The wireless remote microphone transmitter has a microphone built into the transmitter.
 - 1) An extension microphone, which connects by wire, is used to support audio clarity.
 - b. Vehicle Microphone – The internal microphone allows audio recording inside the interior of the vehicle.

C. MVRS Equipment Installation, Care and Maintenance

1. System Equipment List
 - a. Front windshield mounted camera
 - b. Video system processing unit
 - c. Body and Extension Microphones
 - d. Vehicle Microphone



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2. Installation

- a. The Administrative Lieutenant shall be responsible for the installation and maintenance of all MVRS equipment.
 - 1) Only authorized technicians shall install, repair, or modify equipment.
- b. The MVRS and video file server/viewing program shall be configured to prevent unauthorized deletion or editing of video files.
- c. Only Department-approved MVRS equipment shall be installed or used in Department vehicles.

3. Care and Maintenance (41.3.8e)

- a. Officers assigned to the vehicle shall be responsible for the proper care of the equipment in conformance with the manufacturer's recommendations.
- b. Officers shall report any MVRS issues to the IT Specialist.
 - 1) The officer shall complete Form 207 Information Technology Request and place the request in the IT Specialist's box.

D. Situations for Use (41.3.8c)

- 1. Officers shall use the MVRS only for official purposes.
- 2. Officers may use the MVRS when officers feel that a recording may have a legitimate law enforcement purpose. These situations may include but will not be limited to:
 - a. Crime scenes;
 - b. Disorderly conduct;
 - c. Investigative detentions;
 - d. A motorist's driving that provides probable cause for a traffic stop or arrest;
 - e. Suspicious situations; and
 - f. Traffic crash scenes.

E. Activation (41.3.8b)

- 1. Officers may record any incident if all parties consent.
- 2. Except in the case of traffic stops emanating from traffic violations, if one of the parties does not give consent, the officer must disengage the audio portion of the recording.
- 3. Subjects seated inside a Department vehicle shall be recorded.
- 4. Officers shall ensure that the MVRS is activated and audio/video recordings shall be made during all:
 - a. Vehicle Stops;
 - b. Vehicle Pursuits;
 - c. Operations necessitating a priority response (lights/siren); and
 - d. Prisoner Transports.



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F. General Instructions

1. Officers shall be trained on the MVRS and functions prior to use. (41.3.8f)
 - a. Only trained officers may use the MVS.
2. At the beginning of each shift, officers shall ensure that their MVRS equipment is operational. (41.3.8b)
3. Officers, both on and off duty, shall ensure that the MVRS power is turned on each time the vehicle is started. (41.3.8b)
4. Officers shall wear the body and extension microphones on their person while on duty and working in uniform on patrol assignment with a vehicle equipped with MVRS.
5. Officers shall turn on the body microphone to record the audio.
6. Officers shall ensure the microphone transmitter is fully charged and synched prior to each shift.

G. MVRS Operational Procedures for Traffic Stops (41.3.8b)

1. Officers shall ensure that all traffic stops are audio/video recorded through their entirety.
2. The officer initiating the stop shall be the primary officer and shall not cease audio and video recording until the end of the stop.
3. The equipment is automatically activated when the vehicle emergency equipment is turned on.
4. Prior to exiting the vehicle, officers shall ensure:
 - a. The camera is recording the subject vehicle; and
 - b. The AM/FM/Satellite radio is turned off while the camera is recording.
5. At the beginning of every traffic stop, officers shall:
 - a. Ensure the microphone transmitter with extension microphone is turned on;
 - b. Identify themselves; and
 - c. Tell the vehicle occupants:
 - 1) They are being audio and video recorded; and
 - 2) The reason for the traffic stop.

H. Reporting Use of MVRS (41.3.8b)

1. The officer shall state in the Incident Report that the incident was recorded, when the MVRS was used and a written report is required.

I. Prohibitions

1. Department personnel are prohibited from tampering with MVRS equipment.
2. Officers shall not release digital media for any purpose other than official, unless approved in advance by the Chief of Police.
3. Officers and non-sworn personnel shall not alter, erase, modify, reuse or tamper with MVRS digital media.



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4. All Department personnel are prohibited from making copies or releasing recordings without orders from the Administrative Lieutenant.
5. Employees are prohibited from making copies of video recordings for personal use.

J. Video File Uploads and Archiving Recordings

1. At the beginning of each shift officers shall ensure that the video and audio is operational.
 - a. Officers shall create a test recording that will confirm performance.
2. All videos must be classified using one of the label options available in the drop-down menu.
3. Officers shall enter the Incident Report number in the classification area Case File number.
4. Officers shall upload recordings completely at least once during every 4-day work week.
5. Officer shall:
 - a. Log on to Front-End Client; and
 - b. Upload.

K. Security and Access

1. All video recordings from the MVRS shall be the property of the Aberdeen Police Department.
2. Access to recordings
 - a. Officers shall have access to view data from the in-car recording system and make copies as needed for evidence and report purposes.
 - b. Supervisors shall have access to view all officers' recordings.
 - c. The Administrative Lieutenant, the Patrol Commander, and the Information Technology Manager shall have access to all officers' recordings and all archived recordings.
3. The Administrative Lieutenant is authorized to release recordings after having received the appropriate approvals. (See Video Recordings for Evidence or Other Purposes in this policy.)

L. Inspections of Equipment

1. Supervisors shall inspect the MVRS and test the equipment during monthly vehicle inspections.
2. Supervisors shall randomly inspect and test the equipment and document the inspection and test.

M. Review, Retention, and Storage of Recordings

1. Administrative Lieutenant Responsibilities
 - a. The Administrative Lieutenant shall check, periodically, a sampling of MVRS to verify that recordings were downloaded and/or archived as required.
2. Supervisory Responsibilities
 - a. Supervisors shall ensure that officers are trained to use the assigned in-car camera equipment MVRS according to policy and procedure.
 - b. Supervisors shall inspect the MVRS during each monthly inspection.



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- c. Supervisors shall review two (2) video files every month, of officers assigned to their shift (41.3.8g)
 - 1) Supervisors shall note the date and time of the video file reviewed on the Monthly Vehicle Inspection report APD Form 97.
- d. Supervisors shall offer constructive criticism to improve quality of enforcement techniques or officer safety.
- e. The Patrol Commander shall have access rights to review Backend client software of all MVRS users.

3. Officer Responsibilities

- a. Officers may review a recording for which they were the recorder by logging onto the Front-End Client Software. (APD form# 195)
- b. Officers must submit a Mobile Video Recording System request form # 195 to the Administrative Lieutenant for the downloading and preservation of video files.
- c. Officers shall submit to the Administrative Lieutenant the form #195 immediately following an arrest or other incident to ensure the video file is preserved.

N. Copies of Recordings

- 1. Copies of recordings needed for court, training, or other official purpose shall be produced by the Administrative Lieutenant or designee.
- 2. The Administrative Lieutenant shall contact the requestor when the copied video recording is ready to be released.
- 3. All copied recordings shall be picked up in person from the Evidence & Property Custodian.
- 4. Copies of video files will be returned to the Evidence & Property Unit at the completion of the court proceedings.

O. Video Recordings Used for Evidence or Other Purposes (41.3.8c)

- 1. Used as Evidence
 - a. The Administrative Lieutenant or Information Technology designee shall:
 - 1) Download the MVRS recording;
 - 2) Save it to a DVD or other approved data storage media;
 - 3) Label the media, appropriately, for evidence;
 - 4) List and describe the DVD first, if possible, on Form 6 – Property Form with all the other evidence collected and packaged; and
 - 5) Submit the evidence, including the DVD and the form according to procedures in *Chapter 30.02*.
- 2. Used by attorneys or the public
 - a. Public Requests
 - 1) All public requests for video recordings shall be submitted on the Request for Public Information Form to the Administrative Lieutenant at least (14) days in advance of the need.



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- 2) Administrative Lieutenant shall submit the request to the City Attorney for approval.
 - 3) Upon attorney approval, the Administrative Lieutenant shall have the requestor submit the \$75.00 duplication fee.
 - 4) Upon receipt of the fee, the Administrative Lieutenant will have a copy of the video recording made.
3. Used by State's Attorney or Attorney General
 - a. Requests shall be submitted on Form #195 – MVRS Recording Request Form.
4. Used for training or other approved purpose
 - a. The requesting officer shall:
 - 1) Describe in detail the plans and objectives for using the video, on a Form 37; and
 - 2) Submit the Form through the chain of command to the Division Commander, through the Training Coordinator to the Deputy Chief.
 - b. If approved, the Deputy Chief shall forward the approved Form 37 to the Administrative Lieutenant who shall have the video recording available.

P. Retention (41.3.8d)

1. The Property Officer shall archive recorded digital media on a designated server according to the following retention schedule:
 - a. Non-evidentiary value – Eighteen (18) months; and
 - b. Evidentiary value – Follow established case retention guidelines.



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Chapter 37 Department Operations Equipment
Section 02 Mobile Data Terminals (MDTs)

GO 14-026, 03/10/2014
New Policy

A. Policy

1. It is the policy of the Aberdeen Police Department to protect sensitive and personal information retrieved from METERS/NCIC and other law enforcement-related sensitive information.
2. This policy describes authorized use of MDTs by officers to improve police service in Aberdeen.

B. Procedures

1. Officers shall log into the system with his/her user name and password.
2. Officers shall use the MDT for official duties and official business.
3. Officers shall keep confidential, from unauthorized personnel, the law enforcement information displayed on the MDT screen.

C. Prohibitions

1. Officers shall not introduce software programs or other files. (41.3.7a)
2. Officers shall not manipulate nor alter current software running on Department-owned mobile, desktop or handheld computers. (41.3.7b)
3. Officers will not operate the MDT while they are driving.
 - a. Any activity which requires more than a quick glance of the monitor will be accomplished only when the vehicle is not in motion.
4. Officers shall not log into the system with another person's user name and password.
5. Communications shall not contain any offensive or indecent, profane, vulgar language, or any language of a sexual nature.

D. Security

1. Officers are responsible to insure the security of the MDT assigned to them
2. The MDT may be secured in the trunk of the Department vehicle or in the officer's residence when the officer is off duty.

E. Inspections

1. Supervisors shall inspect each MDT and docking station mount, including bolts, wires, and connections, during vehicle inspections, for signs of damage or disrepair.
2. Officers shall report any problems with the MDT unit to his/her supervisor.

F. Training

1. All persons who are authorized to use METERS/NCIC shall receive required training to maintain authorizations.
2. Computer and related MDT training will be coordinated through the Training Coordinator.



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Chapter 37 Department Operations Equipment
Section 04 Body-Worn Camera System (Body Camera)

GO 20-002, 01/14/2020
Supersedes GO 19-033

A. Policy (41.3.8a)

1. The Aberdeen Police Department will use a Department-issued Body-Worn Camera System (Body Camera):
 - a. To document evidence and accurately record, through video and audio, interactions that occur between officers and members of the public; and
 - b. To enhance the efficiency and integrity of the Department's law enforcement mission, increase officer safety, and safeguard the rights of the citizens and employees in the use of the Body Camera.

B. Definitions

1. Body-Worn Camera System (BWCS or Body Camera) - a camera system that can record video and intercept oral communications.
2. Oral communication - any conversation or words spoken to or by any person in private conversation.

C. Authorized Users of the Body Camera

1. Uniformed officers or officers prominently displaying the officer's badge or other insignia who are trained in the proper use of the Department-issued Body Camera shall be authorized to use the system.

D. Basic Requirements for Use

1. During the officer's regular duty, officers may intercept an oral communication with a body-worn digital recording device when:
 - a. The officer is in uniform or prominently displaying the officer's badge or other insignia;
 - b. The officer is making reasonable efforts to conform to these standards for the use of body worn digital recording devices;
 - c. The officer is a party to the oral communication;
 - d. The officer notifies, as soon as practicable, the individual that the individual is being recorded, unless it is unsafe, impractical, or impossible to do so; and
 - e. The oral interception is being made as part of a videotape or digital recording.

E. Situations for Use, Activation, and Deactivation (41.3.8b)

1. Officers shall use Body Camera recordings and recording devices for official business only.
2. Officers shall activate the Body Camera during all law enforcement-related encounters and activities such as, but not limited to, the following:
 - a. At the initiation of a call for service or other activity that is enforcement or investigative;
 - b. All enforcement and investigation related citizen contacts;
 - c. Documentation of evidence that can be used in the prosecution of criminal and traffic offenses;
 - d. Arrests and transports;
 - e. Traffic stops;



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- f. Priority responses;
 - g. Vehicle and foot pursuits;
 - h. Suspicious situations;
 - i. All searches (persons, vehicles, structures, effects), except strip searches;
 - j. Interviews and interrogations;
 - k. Mental health interventions; and
 - l. Any contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording.
3. Officers shall continue to record until:
 - a. The officer has left the scene and anticipates no further involvement in the event; or
 - b. A supervisor has authorized that a recording may cease; or
 - c. The officer is no longer engaged in a related investigative or enforcement activity; or
 - d. The officer is entering an allied agency's facility whose policy requires deactivation of the camera; or
 - e. The event has concluded.
 - 1) An event will be concluded when:
 - a) All arrests have been made and arrestees have been transported and released from custody;
 - b) All witnesses and victims on the scene have been interviewed;
 - c) The continued recording will not serve to obtain additional evidence; and
 - d) No further law enforcement action is likely to occur.
4. Officers shall not deactivate (mute) the audio during any recording.
 - a. Exception: Persons Who Refuse to be Recorded
 - 1) When community members, witnesses, crime victims or other parties wish to share information related to criminal activity, but refuse to do so while being recorded, officers will have the discretion to turn off the Body Camera during the interview.
 - 2) Persons may be hesitant to provide information while being recorded due to a fear of retaliation, privacy concerns or a feeling that the information is sensitive.
 - 3) The officer must record a brief verbal explanation for the deactivation prior to turning off the recording.
5. Officers may stop a recording for the completion of arrest related paperwork in a secure facility, if they are not in contact with the prisoner.
 - a. The officer shall resume recording when the officer re-initiates contact with the prisoner.



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6. Off-Duty Use
 - a. Officers working off-duty uniformed extra-duty employment or Departmental overtime shall be equipped with a Body Camera.
 - b. Officers may wear but will not be required to use the Body Camera while the officer is off-duty.
 - c. Officers who use the Body Camera while off-duty shall use the Body Camera for law enforcement-related encounters or activities only.
7. If officers are unable to activate their Body Camera due to circumstances making it unsafe, impossible, or impractical to do so, officers shall:
 - a. Begin recording with the Body Camera at the first reasonable opportunity to do so; and
 - b. Document the reason for the delayed start in the incident report.

F. Notification that Individual is being Recorded by the Body Camera

1. Officers shall notify individuals that they are being recorded as soon as practicable, unless it is unsafe, impractical, or impossible to do so.
 - a. If another individual becomes party to the communication after the initial notice has been provided, no additional notification is required.
2. Examples of potential notification language include:
 - a. “You are being audibly and visually recorded”; or
 - b. “Our interaction is being recorded by my Body Camera”.

G. Prohibited Use (41.3.8b)

1. Officers shall not willfully intercept, endeavor to intercept, disclose, endeavor to disclose, use, or endeavor to use any oral communications.
2. Officers shall not use a Body Camera:
 - a. To create recordings in locker rooms, dressing rooms, and restrooms unless recording for a legitimate law enforcement purpose.
 - b. To create recordings of strip searches.
 - c. To covertly record conversations of citizens and employees.
3. Officers shall not intentionally activate a Body Camera to record conversations of fellow officers without their knowledge and consent during administrative and non-enforcement related activities.
4. Officers shall not intentionally record undercover officers or confidential informants without their consent.
5. Officers shall not record non-work-related personal activity.
6. Employees shall not access, obtain, attempt to obtain, or copy/convert for their personal use any recording produced by a Body Camera.
7. Employees shall not upload Body Camera recordings to public and/or social media websites.
8. Employees shall not attempt to copy, delete, alter, release, reuse, modify or tamper with Body Camera recordings in any manner.



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9. Employees are prohibited from making a copy of a Body Camera audio/video recording by using another recording device, such as a cell phone or digital camera.
10. Body Camera recordings shall not be routinely reviewed by anyone for the express purpose of discovering acts of misconduct or instances of poor performance without cause.
11. Video and audio data from a Body Camera recording shall not:
 - a. Be used to create a database or pool of mug shots;
 - b. Be used as fillers in photo arrays; or
 - c. Be randomly searched using facial or voice recognition software.

H. Reporting and Documenting

1. The reporting officers shall state in all FBR reports and in any charging documents of events that generate police reports:
 - a. **Incident captured on Axon body-worn camera.**
2. The officer shall upload all Body Camera recordings at the end of his or her assigned shift, unless an exception is authorized by a supervisor.
3. The officer shall be responsible for properly categorizing the recording prior to the upload.
4. A supervisor may immediately take custody of the Body Camera and shall be responsible for docking the camera for upload in a critical incident (such as an officer involved shooting, in-custody death or other officer involved incident that results in serious injury or death).
5. Officers shall document their access to all recordings in a log. The log will include the:
 - a. Name of the officer accessing the recording;
 - b. Reason for access;
 - c. Date recording was accessed; and
 - d. Any copying, downloading, redacting, or sharing the officer performed.

I. Internal Access, Review, and Use of Recordings (41.3.8c)

1. Officers shall have timely and ongoing access to recordings and the logs of their recordings.
2. An officer may review a Body Camera recording for any work-related reason, including but not limited to:
 - a. Ensuring the Body Camera system is working properly;
 - b. Assisting with the writing of a report or other official document;
 - c. Reviewing and critiquing the officer's own performance;
 - d. Preparing for court; and
 - e. Responding to a civil suit, criminal investigation (if the officer is the subject of the investigation), citizen complaint, or administrative complaint.
 - 1) The officer shall have the ability to review the officer's Body Camera recording of the subject incident prior to making a statement.
3. An officer may utilize the Axon View mobile device application for the following purposes:
 - a. Review recorded videos; and



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- b. Add notes pertaining to the video.
 - 1) Officers shall not add metadata, other than notes, in the Axon View mobile device application.
 - 2) Officers shall not alter the case ID or category designation of any video (modifications will be made by the BWCS administrator or their designee).
4. Recordings may be reviewed, with approval of the Chief of Police:
 - a. By a supervisor;
 - b. By the BWCS administrator or designee for compliance reviews of Body Camera usage; or
 - c. By a person authorized by the Department participating in an official investigation such as a formal personnel complaint, administrative inquiry, or a criminal or civil investigation.
5. A supervisor shall review the Body Camera recording of an incident when: (41.3.8c)
 - a. An officer is involved in a reportable use of force incident;
 - b. An officer is injured during the performance of the officer's duty;
 - c. An officer is involved in a vehicle pursuit;
 - d. An officer is involved in a departmental vehicle crash; and
 - e. When the supervisor is investigating a complaint.
 - 1) An officer's supervisor may use the recordings to address performance when cause exists.

J. Monthly Compliance Reviews

1. The BWCS Administrator or designee shall conduct monthly compliance reviews of recordings: (41.3.8g)
 - a. To ensure compliance with this policy including:
 - 1) Activating and deactivating the Body Camera; and
 - 2) Giving the required notification of recording.
2. Recordings from one authorized user from each shift will be selected on a rotating basis to ensure that recordings of every officer are reviewed for compliance. (41.3.8g)

K. Storage and Retention of Recordings (41.3.8d)

1. The BWCS administrator shall archive recorded digital media on a designated server and shall retain recordings using the following retention schedule:
2. All videos are required to have a category assigned to them for retention purposes.
 - 1) The following retention schedule shall be stored in Axon evidence:

Description	Retention
Uncategorized	Until Manually Deleted
1.Non-Evidentiary	550 days
2.Evidentiary/Report	5 years



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Description	Retention
3.Arrest	7 years
4.DUI/DWI	7 years
5.Use of Force	7 years
HCMST Operations	5 years
Homicide	90 years
Pending Review	Until manually deleted
Photos	Until manually deleted
Restricted	Until manually deleted
Taser Weapon Logs	3 years
Training	3 years
Uploaded Media	10 Days

L. Deleting a Recording

1. If an officer activates a Body Camera inadvertently generating a recording of a prohibited use or that which is not a law enforcement-related encounter or activity, the officer shall notify his or her supervisor as soon as the recording is discovered.
 - a. The supervisor shall submit a form 37 to the BWCS administrator detailing the nature of the incident and make a formal request to have the video deleted.
 - b. The BWCS administrator or the Deputy Chief of Police will delete the video after following established policy.
2. Rights for deletion of recorded Body Camera videos shall only be designated to the deputy chief of police and the BWCS administrator.
 - a. Prior to placing the videos in the deletion queue, a form 37 must be submitted through the chain of command. Final deletion authority is granted by the Chief of Police.

M. Records Requests and Release of Recordings

1. The Records Section will release to the public or through subpoenas and summonses Body Camera recordings according to the Public Information Act described in this *Policies & Procedures Manual*.
2. The Records Section shall maintain a log of all requests for Body Camera recordings.
3. The Records Section shall release recordings of an officer's death or injury only for compelling law enforcement-related reasons or in situations where the release is required by law.
4. Department personnel may disseminate Body Camera recordings only with written permission from the Chief of Police.
5. A sworn supervisor may use recognition software to analyze the recording of an incident when a sworn supervisor has reason to believe that a specific suspect or person in need of assistance may be subject of a recording.

N. Inspection and Maintenance (41.3.8e)

1. Officers shall perform a function test of the BWCS before going into service at the beginning of each shift to ensure that the Body Camera is operating properly.



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2. Officers who discover a BWCS malfunction during the function check or at any time, shall promptly report the malfunction to a supervisor.
3. The supervisor shall immediately notify the BWCS administrator or designee and will track repair or replacement.

O. Training Requirements (41.3.8f)

1. Officers and supervisors shall undergo initial training before they are approved to use the Body Camera.
2. Training will include, but will not be limited to:
 - a. Operation of the Body Camera; and
 - b. A review of policy and laws.