



# Alexandria Police Department



## Directive 2.8

# Body-Worn/ In Car Cameras

Effective Date: **11-18-2024**

Cancels: 4-14-2023

Updated Date:

Section(s):

SME Review Date:

Updated Date:

Section(s):

2028

Updated Date:

Section(s):

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### 2.8.01 PURPOSE/POLICY

[41.3.8a]

1. This policy outlines procedures for managing the Alexandria Police Department (APD) Body Worn Camera (BWC) and In Car Camera (ICC) program.
2. BWC equipment will be provided to all sworn employees, and ICC equipment will be provided to select sworn employees. All BWC and ICC captured images, video, audio, and data are the property of APD.
3. Employees shall use BWC/ICC and associated software, hardware, and equipment according to this policy to optimize documentation, meet operational goals, and maintain program and evidence integrity.

4. Implementing a BWC and ICC program is crucial to enhancing trust, professionalism, transparency, and procedural justice in police-community encounters. The program is anticipated to bring several benefits, including improved officer safety, efficient investigations, effective evidence collection, thorough court preparation, successful criminal prosecution, enhanced training, and accurate resolution of complaints against department employees. **[41.3.8a]**
5. BWC technology should never replace an individual's reasonable beliefs and perceptions during an incident, nor should it discount the physiological response that may occur during critical situations.
6. BWC/ICC recordings should not be relied upon as the sole source of truth, as they only capture video and audio evidence from the camera's physical position and may not reflect the full perspective of the officer.
7. BWC/ICC files should be considered as one element in understanding an incident and should be combined with the officer's experience, perceptions, state of mind, and processing of senses to form a more comprehensive understanding. BWC/ICC technology only captures a limited and less detailed image compared to the human senses, and an officer's experience and recollection may differ from what is recorded.
8. The safety of all individuals involved should always be the top priority, and recording events should not interfere with this. **[41.3.8A]**

## **2.8.02 DEFINITIONS**

1. Activation: The start of a BWC/ICC recording that captures audio and video evidence.
2. Audit Trail: An electronic tracking system that records uploads, views, downloads, transfers, and modifications to copies of **Electronic File Management System** files.
3. Body-Worn Camera (BWC): Wearable recording device that captures audio and video of an incident or encounter from an officer's perspective.
4. BWC/ICC File: A **digital evidence file** captured from a BWC/ICC device.
5. Buffering Mode: An operational mode that facilitates continuous recording, but only saves the recording to permanent storage when the officer manually activates the recording or when a signal event occurs.
6. Critical Incidents: Incidents involving police use of lethal force, in-custody deaths, or other actions resulting in death or serious bodily injury.
7. Digital Evidence: Video or audio evidence created by a BWC, ICC or another electronic file stored in the **Electronic File Management System**.

8. Electronic File Management System (EFMS): A system consisting of recording devices (ICC, BWC) and a cloud-based storage system which houses digital evidence captured by BWC/ ICC as well as digital evidence gathered by sources outside the system. For the purposes of this directive, this solely refers to Evidence.com as the current EFMS.
9. Deactivation: The termination of a BWC/ICC recording.
10. Docking Station: A hardware device that charges, updates firmware, and uploads BWC files.
11. Event Mode: An operational mode where the BWC or ICC is actively recording both audio and video.
12. In-Car Camera: (ICC) A device mounted in a police vehicle capable of digitally recording audio and video.
13. Metadata: Searchable data specific to the digital file used to identify digital evidence and required to be added to files stored in the EFMS.
14. Mute Mode: An operational mode where the BWC/ICC audio recording feature is disabled, but the camera continues to record video footage.
15. Plainclothes Officer: Sworn employees not wearing a department-issued uniform and displaying limited to no law enforcement markings or insignia.
16. Signal Technology: Technology that automatically activates BWC/ICC recordings when a firearm is removed from a holster, a taser is activated or an ICC system is activated.
17. Sleep Mode: An operational mode where the BWC is placed in an idle state that disables recording and buffering.
18. Stealth Mode: An operational mode where the BWC/ICC disables LED lights, sounds, and vibrations.

### **2.8.03 EQUIPMENT CONSIDERATIONS**

#### **A. USE, CARE, AND MAINTENANCE**

1. All sworn employees of this department will be assigned a BWC device and associated hardware and software.
2. Employees shall not alter, dismantle, or tamper with any hardware or software component of the BWC/ICC program. The use of digital evidence files shall not be discriminatory, arbitrary, or capricious.

3. Employees shall use, care, and maintain their EFMS hardware and software in accordance with department training and manufacturer instructions.
4. Only authorized employees who have completed department training may operate BWC/ICC hardware and software. Training for employees will cover policy, procedures, and best practices for operating the BWC/ICC system to ensure that it is used in accordance with this policy. The training will also include hands-on practice using the hardware and software and instruction on how to properly store, handle, and secure files in the EFMS.
5. Employees shall monitor their BWC device's battery level during their duty tour and switch to an alternate device if needed.

## **B. WEAR AND PLACEMENT**

1. Employees will be issued numerous camera BWC mounts designed to accommodate varying uniforms, equipment, and individual preference. Only mounts issued by this department may be utilized.
2. Employees shall mount their BWC on their person and in a location that allows for effective recordings. Supervisors may instruct relocations if necessary.
3. BWC devices shall be mounted on the outermost garment, or in a way that does not unreasonably interfere with the device's audio and video function.
4. All employees wearing Class B, C, D, or E uniforms must position their BWC device in front of their body, with the device facing forward and centered or slightly off-center. The device should be located no lower than the navel line and below the height of the shoulders.
5. Plainclothes employees shall position their BWC device with the device lens facing forward, centered or slightly off-center. The device should be worn at or above the beltline and no higher than shoulder height.
6. It is prohibited to intentionally obstruct, shield, or interfere with the device's audio or video functions.

## **C. PRE-SHIFT INSPECTION**

1. At the beginning of their shift or extra duty detail, employees shall inspect their assigned BWC devices to ensure that they are in good working order. Any malfunctioning equipment shall be returned to the Body-Worn Camera Section as soon as practical.
2. If an employee does not have two functioning BWC devices while on duty or during an off-duty detail, they shall inform a supervisor. Similarly, employees will advise a supervisor if their vehicle's ICC system is not functioning correctly. The supervisor of the BWC/ICC program shall be notified of any malfunctioning equipment as soon as practical.

**[41.3.8E]**

3. The supervisor will decide the appropriate course of action, to include the option to provide the employee with a loaner device. Use of loaner devices may only be done with the approval of a supervisor.

#### **D. END OF SHIFT RESPONSIBILITIES**

1. BWC devices shall be docked before an employee concludes their shift. Employees may request assistance from a coworker to place their device in a docking station, if necessary.
2. Before completing their shift, employees shall input the required metadata for each [digital evidence file created](#). It is strictly prohibited to carelessly or intentionally mis-categorize metadata.
3. [Employees shall log out of their vehicle's ICC at the end of their shift.](#)

#### **2.8.04 STORAGE AND ACCESS TO DEVICES**

1. All [digital evidence](#) files are stored within a cloud based [Electronic File Management System](#) that is designed to securely store, manage, and share digital evidence such as videos, images, and audio recordings.
2. Employees will be issued two identical BWC devices to create program resiliency. All BWC devices shall remain in constant rotation for firmware updates, and employees shall consider both of their BWCs as primary devices, equally utilizing and rotating them between shifts.
3. While on duty or working an extra duty detail, employees shall have ready access to both of their assigned BWC devices. To meet this requirement, employees can either keep both devices in their immediate possession or keep one device on their person and the other in a designated department docking station.
4. Off-duty employees operating take-home vehicles shall have access to at least one BWC device while operating within the City of Alexandria's jurisdictional boundaries.
5. Off-duty employees assigned take-home vehicles shall ensure they can promptly retrieve their BWC if called back to work. It is recommended that employees store their BWCs in a secure location alongside their other law enforcement equipment.
6. [When on duty, an employee operating a police vehicle equipped with an ICC must have an operational ICC. When off duty, the employee must activate the ICC if taking police action.](#)
7. Employees are responsible for securing their BWC devices when not in use, and they shall not store a device in an unattended vehicle for an extended period while off-duty.

8. When not in use, employees shall ensure that all assigned BWC devices are fully charged (90% or higher) or in the process of becoming fully charged by using a docking station or portable charger.

## **2.8.05 OPERATIONAL MODES**

1. All employees shall wear and operate their assigned BWC/ICC device in accordance with this policy.
2. BWC/ICC devices are equipped with multiple operational modes, and employees are required to comply with this policy when using any of these modes.
3. The following subsections are the various BWC/ICC operational modes - Buffering, Event, Sleep, Mute, and Stealth Mode - and their required application.

### **A. BUFFERING MODE**

1. Buffering Mode is the default operational mode for the BWC/ICC, and employees shall keep their device in this mode while performing official duties, unless otherwise approved by this policy.
2. While buffering, the BWC/ICC devices capture new video (without audio) and concurrently overwrites old video as time passes. This record/overwrite process enables features such as Video Recall and Pre-Event recording, allowing devices to capture the moments leading up to device activation.
3. Buffered video is not permanently stored and will be overwritten eventually, except if an ICC or BWC device is activated. In that case, 30 seconds of video (without audio) that occurred before activation will be attached to the captured video file.

### **B. EVENT MODE**

1. Event Mode is when the BWC/ICC device is activated for recording, and it will capture a video/audio recording until the user deactivates the recording. Additionally, 30 seconds of buffered video (without audio) captured before the event will also be recorded.
2. Event Mode can be initiated by manual activation by the user or signal activation following the removal of a firearm from its holster, taser activation or an ICC system activation.
3. To determine when to activate a BWC device in Event Mode, employees shall refer to the guidelines provided in policy 2.8.07A - *Device Activation*.

### C. SLEEP MODE

1. Sleep Mode is designed to provide employees with temporary privacy during personal and/or protected activities. When in this mode, the BWC device is in an idle state that disables recording, buffering, and pre-event recording.
2. Employees are required to place their BWC device in Sleep Mode when entering restrooms, locker rooms, dressing rooms, or APD Headquarters, unless an incident or circumstances requires a recording. Additionally, when performing or witnessing a strip search, employees shall activate Sleep Mode. Upon exiting these locations, the device shall be returned to either Buffering Mode or Event Mode if a recording is required.
3. Sleep Mode shall not be used for any other purpose than the specified ones mentioned above, unless authorized by a supervisor.

### D. MUTE MODE

1. Mute Mode is intended to disable audio recording while a BWC/ICC device is actively recording video.
2. APD understands that employees may need to engage in personal, sensitive, or confidential conversations while using their BWC/ICC device. To accommodate these conversations, employees may activate Mute Mode **only after the scene or situation they are at has settled, which is:**
  - i. After responding officers and supervisors have discussed what the situation is and how it will be handled.
  - ii. No community members are in their immediate presence.
  - iii. Anyone taken into custody is secured and away from the officer's immediate presence.
  - iv. Prior to activating the Mute Mode function, employees shall verbally state the reason for muting, such as "personal conversation," "training discussion," or "supervisor coaching." The device should be unmuted as soon as possible and before undertaking any operational action or engaging/re-engaging with parties involved in an incident, when practical
3. By permitting Mute Mode, APD recognizes the importance of employee privacy and confidentiality in sensitive conversations, while maintaining video capture for transparency and accountability purposes. This policy embodies our commitment to striking a balance between safeguarding employee privacy rights and ensuring transparency and accountability in all interactions.

## E. STEALTH MODE

1. Stealth Mode is designed to disable LED lights, sounds, prompts, and vibrations on the BWC/ICC device. In the interest of officer safety, employees may use their discretion to activate Stealth Mode.
2. Stealth Mode does not impact the BWC/ICC device's ability to capture and record audio and video.

## F. POWERED-OFF MODE

1. Powered-Off Mode occurs when the BWC/ICC device is turned off, and all camera functions/operations are disabled.
2. Employees may use this mode for the BWC/ICC when they are off-duty or inside APD Headquarters.

## 2.8.06 SPECIAL FEATURES

### A. SIGNAL ACTIVATION

1. BWC/ICC devices are equipped with Signal technology, which enables the device to automatically transition from Buffering Mode to Event Mode when activated.
2. Signal technology is compatible with primary duty firearm holsters and tasers. It is designed to activate any BWC/ICC device within an approximate 40-foot proximity when a duty firearm is removed from its primary holster, a taser is activated or an ICC system is activated.
3. The ICC system will initiate signal activation when the front emergency lights are activated, the vehicle's speed exceeds 85 miles per hour, or when sensors detect sudden changes in acceleration/deceleration that can be associated with a motor-vehicle accident.
4. Although Signal technology is a valuable tool, it is susceptible to malfunctions and therefore cannot be relied upon as the sole means of activating a BWC/ICC. To ensure accountability and transparency, employees are required to manually activate their BWC/ICCs whenever it is safe and practical to do so. This redundant activation serves as a contingency plan in case of Signal technology failures, ensuring that critical moments are still captured on video.
5. Employees are not permitted to disable or interfere with Signal technology and shall promptly report any issues or malfunctions to a supervisor.

## **B. VIDEO RECALL**

1. BWC/ICC devices are equipped with a Video Recall feature that stores the most recent 18 hours of buffered video (without audio) on the device's hard drive. The buffered video is continuously overwritten, retaining only the latest 18 hours of video data.
2. Access to Video Recall files can be authorized exclusively by the Chief of Police, or their designee in the Chief's absence.
3. Video Recall files may only be accessed for specific law enforcement purposes and shall not be used to investigate any allegation or confirmed instances of policy or administrative regulation violations, Class 3 or 4 misdemeanors, or reckless driving offenses.
4. Access to Video Recall files should be restricted to the relevant portions of the investigation that prompted the use, ensuring privacy rights are upheld and the feature is utilized appropriately.
5. Employees will be notified if Video Recall was accessed on their device, except in cases where the employee is incapacitated or when doing so would unreasonably jeopardize a criminal investigation.

## **C. GPS MAPPING**

1. BWC/ICC devices have GPS mapping capability in Buffering Mode and/or Event Mode.
2. GPS mapping is restricted to sworn supervisors for specific law enforcement purposes, such as matters related to officer safety, supporting tactical operations, and strategic initiatives related to large-scale incidents or special events.

## **D. LIVE STREAMING**

1. BWC/ICC devices are equipped with a Live Streaming feature that allows remote access to video feeds during officer safety, tactical, or strategic incidents.
2. Live streaming is available only on BWC/ICC devices which are actively recording. Operators control device activation, and remote activation is not possible.
3. If Live Stream is activated on a BWC/ICC device, the device operator will be notified through a unique audio, haptic, purple LED, and icon display.
4. Access to the Live Stream feature is restricted to supervisors and shall only be used for specific law enforcement purposes related to officer safety and tactical objectives. This includes monitoring pursuits, high-risk traffic stops, confrontations with armed, violent, or resistant suspects, building searches, officer location efforts, injured officer assistance, or when authorized by the user.

5. Live Streaming is not intended as a substitute for in-person response or supervision and should only be employed as a supplementary tool, considering the totality of circumstances.

## E. PRE-EVENT RECORDING

1. BWC/ICCs have Pre-Event recording capabilities to capture events leading to activation due to the unpredictable nature of law enforcement.
2. Pre-Event recording captures only video (no audio) of the preceding 30 seconds leading up to BWC/ICC activation.

## 2.8.07 RECORDING PROCEDURES

### A. DEVICE ACTIVATION

[41.3.8b]

1. While there are many situations that require BWC/ICC activation, employees must rely on their best judgment to determine when to activate the device in situations not explicitly covered by this policy.
2. Employees shall activate their BWC/ICC before the activity to be recorded or at the earliest safe and practical opportunity.
3. To ensure complete and accurate records of official law enforcement contacts and activities, employees are required to activate their BWC/ICC in the following circumstances:
  - a. Official in-person interactions with members of the public, unless such contact is informal, non-investigative, and non-adversarial. *Examples of public interactions that require BWC/ICC activation include, but are not limited to, arrests, detentions, consensual encounters intended to be investigative in nature, interactions with adversarial individuals, contact with mental health consumers needing services, traffic stops, and interviews with suspects, victims, and witnesses. Examples of public interactions that do not require BWC/ICC activation include, but are not limited to, community engagement activities, informal conversations, non-adversarial discussions, information sharing, and community meetings.*
  - b. Any incident involving the application of force, the threat of force, or where force is reasonably anticipated.
  - c. Any deployment of a weapon, such as firearms, tasers, pepper spray, or impact weapons.
  - d. On-scene activities related to active search, pursuit, or apprehension of a fleeing, concealed, or barricaded individual.

- e. On-scene activities associated with the care and/or investigation of an injured or deceased individual.
  - f. On-scene searches of individuals and tangible property, as well as any subsequent seizures of property or evidence, excluding those searches occurring within APD Headquarters.
  - g. Entering and remaining within a crime scene for the duration of an employee's presence.
  - h. Emergency vehicle operations, including vehicle escorts where emergency equipment is continuously or intermittently activated.
  - i. Transporting members of the public, whether in custody or not, except during a department-approved ride along.
  - j. Immediately following any officer-involved accident, injury, or vehicle crash, unless it is impractical or unsafe to do so.
  - k. During the process of obtaining a breath sample for a DUI arrest, including during the observation period.
  - l. All interactions with a Magistrate when employees are accompanied by an arrestee, suspect, victim, or witness.
  - m. When directed to do so by a supervisor.
4. Employees may record incidents that are not explicitly covered by this policy, as long as it serves a law enforcement purpose and is not otherwise restricted by policy.

## **B. DEVICE DEACTIVATION**

**[41.3.8b]**

1. Once a BWC/ICC is activated, it shall continue to record without disruption until the incident/event concludes.
2. An incident can be considered concluded when activities that require BWC/ICC activation have ceased and are not expected to resume for the remainder of that incident. Refer to section 2.8.07A, *Device Activation*, for a comprehensive list of activities necessitating BWC/ICC recording.
3. Employees are required to exercise sound judgment when deciding to deactivate their BWC/ICCs and should prioritize recording when in doubt. Appropriate deactivation instances may include but are not necessarily limited to: *after interviewing a crime witness and proceeding to document the investigation in a police report; after departing an incident scene and terminating future involvement; after concluding a traffic stop and the violator has left the scene; after gathering crime evidence and returning to APD Headquarters to process the evidence.*

4. Before deactivating the BWC/ICC, employees shall briefly state the rationale for deactivation (e.g., "Deactivating because the incident has transitioned to an investigative phase").
5. Employees shall remain vigilant, as static situations can evolve rapidly, potentially necessitating unanticipated BWC/ICC reactivation. If circumstances change or additional recording is needed, employees must reactivate their BWC/ICCs immediately, or as soon as it is safe and practical to do so.
6. In exceptional cases not explicitly addressed by the policy, supervisors may grant employees permission to deactivate their BWC/ICCs. Such approvals should be assessed on an individual basis, with supervisors thoroughly considering the department's and community's interests before making a decision.

### C. DELAYS AND FAILURES TO RECORD

1. Any failures to record or material delays in recording shall be reported to a supervisor as soon as possible. The supervisor will consider the circumstances and take appropriate action in accordance with department policies.
2. Employees shall document any instances of failure to record or material delays in recording in related police reports or, if no report is completed, in the notes of a Computer-Aided Dispatch (CAD) disposition.

### D. ACCIDENTAL RECORDINGS

1. If a BWC/ICC is accidentally activated and the resulting recording serves no law enforcement or administrative purpose, employees may submit a deletion request to their immediate supervisor for approval. The request should include sufficient information (e.g., date, time, CAD number) to locate the recording, along with a brief narrative explaining the reason for deletion. The supervisor shall forward the request to a BWC Section Supervisor without reviewing the digital evidence file.
2. Upon receiving a deletion request, the BWC Section Supervisor will evaluate the associated digital evidence file to ascertain if it holds any official law enforcement or administrative value. If the recording is deemed purposeless, the BWC Section will proceed with its deletion and document the action in an audit log.
3. In exceptional cases where an employee is uncomfortable having their digital evidence file reviewed by a BWC Section Supervisor due to the presence of personally sensitive content, the employee may request an alternative method to protect the privacy of the BWC file. Within their request, the employee should state their privacy concerns and provide a general description of the contents of the digital evidence file (e.g., "device activated while inside a locker room"). The employee may request that the file be transferred without review to a confidential, restricted file location, inaccessible without the BWC Section's approval. However, it is important to note that digital evidence files stored in this location will be retained for the longest retention period, and this request

does not guarantee that the recording will remain unexamined if it is later alleged to be relevant to a law enforcement or administrative purpose.

## **E. PRIVACY AND PUBLIC NOTICE CONSIDERATIONS**

1. Employees are not required to obtain consent or provide notification to members of the public when recording an interaction. However, employees should remain mindful that choosing to provide notification may be beneficial in de-escalating incidents and achieving compliance.
2. Employees shall answer affirmatively if asked if an interaction is being recorded, unless doing so would adversely impact officer safety or an investigative objective.
3. Employees are not required to deactivate their BWC/ICC at the request or demand from a member of the public. However, employees may choose to honor the request if they believe it will improve the outcome of the interaction. Employees who choose to comply with a request to deactivate their BWC/ICC shall comply with all the following conditions:
  - i. The decision to deactivate the BWC/ICC device shall be based on the best judgment of the employees and the desired outcome of the law enforcement interaction.
  - ii. The request for deactivation shall be initiated by a member of the public, and employees shall capture the request on their recording and document it in a report.
  - iii. The interaction shall be non-confrontational and stable, with no foreseeable need for force or apprehension.
  - iv. Employees shall be accompanied by at least one other employee who can serve as a witness. Alexandra Co-Response Program (ACORP) Officers may rely on their partner clinician to satisfy this witness requirement.
4. Supervisors have the authority to permit employees to deactivate their BWC/ICCs in situations that do not meet the above conditions, based on their best judgment and consideration of department and community interests.
5. Employees shall reactivate their BWC/ICC as soon as practical if the conditions listed above are no longer being met or if the situation changes in a way that requires BWC activation.

## **F. REPORTING PROCEDURES**

1. Employees are required to indicate in their police reports whether a BWC/ICC was activated during a reportable incident by selecting the appropriate checkbox within the report management system.

2. Employees need to be cognizant of the distinctions between their personal observations and the information gathered after watching a [digital evidence](#) file, taking care not to conflate the two. Employees shall clearly document the source of their information when reporting.

## **2.8.08 EXEMPTIONS AND PROHIBITIONS**

### **A. EXEMPTED EMPLOYEES**

1. Certain employees are exempt from the BWC wear and use requirement, fully or in part, based on the nature of their assignment. These exemptions are as follows:
  - a. Undercover Employees: Employees in permanent undercover assignments are not required to wear and use their BWC during investigative or administrative tasks. However, when transitioning to an enforcement role, and if time and circumstances permit, they shall wear and use their BWC in accordance with this policy. For these employees, it is advised to attach the BWC to their ballistic vest, as donning the vest typically signifies a shift to an enforcement capacity.
  - b. Covert Employees: Employees not permanently assigned to undercover roles but occasionally assume a covert function are exempt from wearing and using their BWC during those specific instances. However, upon completing the assignment or when transitioning to an enforcement role, they must wear and use their BWC in accordance with this policy. For these employees, it is advised to attach the BWC to their ballistic vest, as donning the vest typically signifies a shift to an enforcement capacity.
  - c. Office of Professional Responsibility (OPR): OPR employees may choose not to wear a BWC during administrative or investigative activities related to their job function, if they reasonably can articulate that doing so would adversely impact their investigation. However, in all other situations, OPR employees must adhere to this policy and wear their BWC in accordance with this policy.
  - d. Task Force Employees: Employees assigned to a regional, state, or federal task force are required to wear and use their BWC in accordance with this policy, unless prohibited by their respective task force policy. If a prohibition exists, the task force officer shall comply with this restriction to the extent explicitly restricted by the task force policy.
  - e. Class-A Uniformed Employees: Employees wearing a Class-A Uniform are not required to wear a BWC as these uniforms are intended for ceremonial activities.
  - f. Senior Command Staff: Captains and Executive Staff are not required to wear a BWC.

## B. EXEMPTED AND/OR PROHIBITED RECORDINGS

1. Recordings that are exempted and/or prohibited from being recorded, fully or in part, are as follows:
  - a. Surreptitious Recording: Employees are prohibited from surreptitiously recording another employee of the City. If a BWC/ICC is recording, employees shall answer in the affirmative if other employees inquire if they are being recorded. Although not required, employees should consider providing notification to other employees that a recording has been initiated [See 2.7 Audio/Video Recording Devices B.2].
  - b. Departmental Briefings: Employees are prohibited from recording departmental meetings and briefings, such as roll calls, planning sessions, performance discussions, tactical briefings, or similar internal meetings, unless authorized by a supervisor.
  - c. Training: Employees are prohibited from activating their BWC/ICC during training, except when explicitly authorized by a trainer.
  - d. Strip Searches: Employees are prohibited from recording a strip search and shall maintain their device in Sleep Mode as the search is being completed. Once the search is complete, the member shall reactivate their device in accordance with this policy.
  - e. Bomb Threats: Employees may, at their discretion, deactivate and power off their BWC/ICC when investigating bomb threats or suspicious packages under the same circumstances where utilization of the radio is prohibited due to concerns that radio transmissions could potentially cause detonation.
  - f. Interview Rooms: Employees may, at their discretion, not wear/activate a BWC while conducting an interview in a room equipped with operating audio and video recording equipment, provided the equipment is functioning correctly.
  - g. Traffic Crash Investigations: Employees may, at their discretion, not record property damage crashes. Crashes that involve injury, fatality, suspicion of a crime, adversarial subjects, or city property damage shall be recorded.
  - h. Command Functions: Employees are prohibited from recording activities in and around a command post, command bus, emergency operations center, joint operations center, tactical operations center, negotiation operations center, or similar function unless otherwise approved by an incident commander.
  - i. Attorneys: Employees are prohibited from recording any conversations/discussions with attorneys regarding a pending/ongoing criminal or civil matter.
  - j. Undercover Officers and Confidential Informants: Employees shall avoid, when practical, recording undercover officers and certified confidential informants who are performing activities on behalf of this department or other law enforcement agencies.

## **2.8.09 SPECIAL LOCATIONS**

1. Due to the sensitive nature that is inherent to certain locations, there is cause to modify recording practices to properly balance law enforcement objectives with community expectations. Employees shall abide by this policy while operating a BWC within a special location described below.

### **A. ALEXANDRIA POLICE DEPARTMENT HEADQUARTERS**

1. BWC activation within secured portions of APD Headquarters shall be limited to recording only events and activities explicitly required or permitted by this policy [2.8.07A, *Device Activation*]. Events and activities that may necessitate recording within APD Headquarters include interviews with suspects or witnesses, searches, arrests, or any other activity that may result in use of force, complaints, or recording requests. Recording of activities such as roll calls, tactical briefings, training, administrative investigations, employee wellness activities, meals, breaks, restrooms, and locker rooms is largely prohibited.
2. Employees are not required to wear their BWC within secured portions of APD Headquarters. If an employee elects to physically wear their device while within APD Headquarters, they shall maintain their device in Sleep Mode or Powered-Off Mode until after they exit the facility, or until there becomes a need to activate the camera pursuant to this policy [2.8.07A, *Device Activation*].
3. Employees are permitted to function-check their BWC momentarily within APD Headquarters.

### **B. HEALTHCARE FACILITIES**

1. Recording in healthcare facilities by employees is only permitted for specific law enforcement purposes. Discretionary recordings in these locations are prohibited. BWC devices may only be activated for reasons explicitly required by this policy [2.8.07A, *Device Activation*].
2. Employees may deactivate their BWC while within healthcare facilities to balance individual privacy interests, provided that the patient has been accepted to the facility and medical/mental care has begun, and the patient is cooperative and/or adequately secured, with no foreseeable need of force beyond handcuffs or similar restraints.
3. Employees shall continuously monitor the situation and the individual in their custody, and if needed, reactivate their BWC as soon as possible.
4. Employees are encouraged to use their best judgment when deciding to deactivate their BWC in a healthcare facility and consult with a supervisor for guidance. They should also keep in mind that the most prudent decision may be to continue recording.

5. Employees shall resume recording once the treatment is over and the individual returns to the care and custody of the police department.

### **C. ACADEMIC INSTITUTIONS OCCUPIED BY JUVENILE STUDENTS**

1. BWCs may be used for law enforcement purposes in academic institutions occupied by juvenile students. However, to protect privacy interests in these sensitive areas, employees shall limit recordings to only situations explicitly required or permitted by this policy [2.8.07A, *Device Activation*]. Discretionary recordings in academic institutions are prohibited.

### **D. RESTROOMS, LOCKER ROOMS, AND DRESSING ROOMS**

1. Employees are authorized to record in these facilities for law enforcement purposes, but the use of BWCs shall be restricted to only those situations that are explicitly required or permitted by this policy [2.8.07A, *Device Activation*]. Discretionary recordings in these locations are prohibited.
2. Employees entering these locations for non-law enforcement or personal reasons shall place their device in Sleep Mode and maintain the device in this mode until after they exit the location.

### **E. ADULT AND JUVENILE DETENTION CENTERS**

1. Unless otherwise prohibited by detention center rules, employees are permitted to record within these facilities for law enforcement purposes.
2. Employees transporting an arrestee to the City of Alexandria Adult Detention Center and the Northern Virginia Juvenile Detention Centers shall maintain their BWC device in recording mode throughout the transport, arrival, entrance into the sally port, and during the prisoner search process. However, if the search process involves a strip search, the required BWC operational mode outlined in 2.8.08B, *Exempted and/or Prohibited Recordings*, shall apply.
3. Once admitted to the facility, employees may deactivate their BWC device at their discretion. However, it is important to note that employees are still required to record suspect/arrestee interviews and interactions with the Magistrate when accompanied by the suspect/arrestee. [reference: 2.8.07A, *Device Activation*].
4. Employees shall keep their BWC activated while obtaining a breath sample following a DUI arrest, including during the observation period.

### **F. COMMUNITY SHELTERS AND SUBSTANCE ABUSE TREATMENT CENTERS**

1. Recording in these locations for law enforcement reasons is permitted but limited to only those situations explicitly required by this policy [2.8.07A, *Device Activation*]. Discretionary recordings are prohibited.

## G. COURTHOUSE / COURTROOMS

1. BWC devices are prohibited in City of Alexandria courtrooms, and employees shall store them in the weapon lockers located within the Commonwealth Attorney's Office to comply with this prohibition.
2. Employees may use their BWC devices in other areas of the City of Alexandria Courthouse, including lobbies, hallways, and meeting rooms, as long as such use complies with this policy and other relevant laws and regulations.
3. Employees in courthouses outside the City of Alexandria shall follow the policies established by the respective location.

## H. OFFICE OF THE COMMONWEALTH ATTORNEY AND CITY ATTORNEY

1. To protect sensitive activities within the Office of the Commonwealth Attorney and the City Attorney's Office, the activation of BWCs shall be limited to explicitly authorized events and activities as outlined in policy [2.8.07A, Device Activation]. Discretionary recordings in these locations are prohibited. This restriction applies to all non-publicly accessible areas, including permanent and temporary office spaces.

## I. LOCALITIES WITH TWO-PARTY CONSENT LAWS

1. Some states, including Maryland, have two-party consent laws that prohibit recording or eavesdropping on confidential communications, such as private conversations or telephone calls, without the consent of all parties involved.
2. Employees performing activities within the State of Maryland may use BWC/ICCs while performing lawful duties but shall proactively notify individuals being recorded unless it is unsafe to do so. Notification can be given by stating, "I am notifying you that this interaction is being audio and video recorded," or something functionally equivalent.

<b>2.8.10</b>	<b>ACCESS TO BWC/ICC FILES</b>
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1. All **digital evidence files**, including images, videos, audio, and data, are the property of the APD. Employees shall not copy, publish, share, release, or disseminate any **digital evidence files** except to support a bona fide investigation to a law enforcement officer. Authorization by the Chief of Police or the designee acting in the Chief's absence is required to release **digital evidence files** to anyone other than a law enforcement officer.
2. Employees shall not edit, delete, or alter any **digital evidence files** stored on the cloud server or other storage media devices, except as authorized by the Chief of Police, or the designee acting in the Chief's absence.

## **A. ACCESSING DIGITAL EVIDENCE FILES FOR LAW ENFORCEMENT PURPOSES**

1. Employees are permitted to access their own **digital evidence** files solely for valid law enforcement purposes, including but not limited to report writing, court preparation, training, and investigative activities.
2. Employees may further access **digital evidence** files belonging to their colleagues, but only when it is essential for advancing an active criminal investigation. For any other reasons, such as report writing, court preparation, or training, access to a colleague's **digital evidence** files must be authorized by the file's owner or a supervisor.
3. While accessing a colleague's **digital evidence** files, employees must exercise the highest level of discretion and strictly limit access to the approved and intended purpose only.
4. Employees must be aware that all access to the **EFMS** is permanently recorded in the video audit log, which serves as an official record of employees who have accessed **digital evidence** files, including the date, time, and length of access. Unauthorized access or improper use of the **EFMS** may result in disciplinary action.

## **B. ACCESSING DIGITAL EVIDENCE FILES IN ADMINISTRATIVE INVESTIGATIONS**

**[41.3.8c]**

1. Employees are authorized to review their own **digital evidence** files before participating in internal investigations, such as administrative investigations, use of force investigations, administrative inquiries, unit-level inquiries, community review board inquiries, or other similarly purposed administrative investigations.
2. Employees may also be granted access to pertinent **digital evidence** files generated by a colleague, contingent upon obtaining prior authorization and being supervised by the case investigator. This access shall not be granted if it significantly and unjustifiably jeopardizes the integrity of an ongoing investigation, as determined by the case investigator. Employees who are denied access have the right to appeal this decision to the Chief of Police or a designated representative in the Chief's absence.
3. The investigation or interview will commence immediately following the **digital evidence** file review period unless a delay is authorized by the case investigator for a justifiable reason.

## **C. ASSESSING DIGITAL EVIDENCE FILES IN EMPLOYEE-INVOLVED CRIMINAL INVESTIGATIONS [41.3.8c]**

1. The Department is committed to ensuring that employees understand the legal distinctions between administrative reviews and criminal investigations and that the legal rights and due process protections of employees are respected in both contexts. Employees shall be reminded that the nature of a criminal investigation is to determine if any laws were violated, and to identify the person(s) responsible for the violation.

2. During any employee-involved criminal investigation, including those pertaining to critical incidents such as officer-involved shootings, employees are prohibited from accessing their own **digital evidence** files or that of their colleagues unless explicitly authorized by the case investigator. This restriction serves to uphold the integrity of the investigation and safeguard the legal rights and due process protections of all parties involved.

#### **D. ACCESSING DIGITAL EVIDENCE FILES IN EMPLOYEE-INVOLVED CIVIL MATTERS**

1. Employees are authorized to review their own **digital evidence** files prior to participating in a lawsuit or similarly purposed civil matter.
2. Employees are further authorized to review relevant **digital evidence** files created by other employees unless doing so would profoundly and unreasonably jeopardize court proceedings.

#### **E. ACCESSING DIGITAL EVIDENCE FILES FOR TRAINING PURPOSES**

1. The Department recognizes that some employees may have concerns about utilizing their **digital evidence** files for training purposes, but also acknowledges the significant potential training value that it holds.
2. In instances where alternative resources are unavailable, trainers may submit a detailed memorandum requesting approval to use **digital evidence** files for training purposes to their respective Unit Captain. The Unit Captain will weigh the value of training against officer privacy interests to make a decision.
3. If the request is granted, the trainer must inform all involved employees of the intent to utilize the **digital evidence** files for training purposes. If any employees object, they have the right to appeal the decision to the Chief of Police. In such cases, the **digital evidence files** may not be utilized until the Chief of Police reaches a final decision.
4. Field Training Officers/Supervisors may access and review **digital evidence files** of their trainees without any limitations provided it is for the purpose of evaluating, coaching, counseling, training, or addressing performance deficiencies.

#### **F. CONFIDENTIAL AND RESTRICTED DIGITAL EVIDENCE FILES**

1. Safeguarding the confidentiality of **digital evidence** files is essential to ensure the integrity of investigations, uphold privacy rights, and prevent any negative repercussions resulting from unauthorized disclosure.
2. In certain cases, it may be necessary to classify specific **digital evidence** footage as "confidential" to safeguard the integrity of an internal or administrative investigation. Only the Chief of Police or the Commander of Office of Professional Responsibility (OPR) has the authority to assign this classification. Once marked as confidential, the employee

who designated the file as such assumes responsibility for controlling access and use of the file.

3. Designation of **digital evidence** footage as "restricted" may be appropriate for sensitive or delicate incidents, at the discretion of a supervisor. Supervisors may designate an incident as "restricted" and determine which employees, if any, may access the related **digital evidence** footage. Employees who encounter such incidents are encouraged to confer with their supervisor if they believe the situation warrants classification as restricted.

## **2.8.11 CRITICAL INCIDENTS**

1. Upon becoming involved in a critical incident, as defined by department policy, employees shall ensure their BWC/ICC is activated as soon as it becomes safe and practical to do so. Employees shall not deactivate their BWC/ICC until instructed to do so by a supervisor.
2. Supervisors responding to these incidents shall recognize these events are handled as criminal investigation until determined otherwise.
3. The supervisor is responsible the involved employees to deactivate the BWC only after they have been escorted away from the immediate crime scene and there is no expectation that the employee will need to return to the crime scene. To ensure proper documentation, it is crucial for the supervisor to communicate this deactivation instruction with absolute clarity so it can be memorialized within the **digital evidence** file.
4. The involved employees shall keep the BWC on their person until retrieved by the case investigator or crime scene investigator. As soon as it is practical, the collecting agent shall upload the **digital evidence** file and tag the video as confidential. The collecting agent may contact the BWC Program Administrator for assistance.
5. Employees should be aware that critical incidents are investigated as both criminal and administrative investigations. To understand their access to **digital evidence** files, employees should refer to sections 2.8.10B and 2.8.10C of this policy.

**[41.3.8c]**

## **2.8.12 SUPERVISOR RESPONSIBILITIES**

1. Supervisors are responsible for ensuring that employees comply with this policy regarding the use, care, and maintenance of BWC/ICCs. While doing so, supervisors should understand that intentional deviation from the policy should not be viewed in the same light as unintentional mistakes. They should be aware of the potential consequences of noncompliance and take appropriate measures to address any violations.

2. Supervisors shall conduct periodic inspections of employee's BWC equipment and ensure it is properly affixed to their uniforms and fully operational. **[41.3.8e]**
3. Supervisors shall plan for the battery life of BWC devices during lengthy incidents to ensure employee devices remain operational during the entirety of the incident.
4. Supervisors shall ensure employees upload **digital evidence** files at the end of their shifts and appropriately categorize their files.
5. Supervisors are prohibited from conducting routine reviews of **digital evidence** files and may only review the files of other employees when there is sufficient cause, as outlined in this policy.
6. Supervisors are required to review relevant **digital evidence** files when employees under their supervision are involved in or alleged to be involved in actions, activities, or events that involve law or policy violations, the application of force, injuries or death of an individual, employee injury, property damage, or vehicle pursuits. With commander approval, supervisors may further review **digital evidence** files when they have articulable justification that such review is necessary to address employee conduct, performance, training needs, after-action review, or award commendation.
7. If a community member expresses a complaint or concern regarding an employee, the employee's supervisor should consider providing the complainant with an opportunity to view the relevant **digital evidence** file. This approach can potentially clarify the situation and prevent unnecessary investigations. However, if the supervisor believes that this approach may not be suitable or may not serve the best interests of the investigation, the supervisor should refer the complainant to other options such as the Discovery and/or Freedom of Information Act (FOIA) to obtain the **digital evidence** files.
8. Upon supervisor review of a **digital evidence** file for any of the reasons mentioned in this section, that supervisor shall document on a department issued form the purpose of the review and retain this documentation within the employee's squad folder for a period of one year. All reviews are also memorialized in the video audit trail.
9. Supervisors shall be alert to situations where **digital evidence** files should be designated as confidential or restricted and ensure that appropriate notifications are made to properly handle the files. They should also make themselves available to consider requests from officers or detectives to make videos restricted and respond in a timely and appropriate manner.

#### **2.8.13 BODY-WORN CAMERA SECTION RESPONSIBILITIES**

1. The BWC Section is responsible for managing and administering the BWC, **ICC** and **EFMS** programs, including all associated equipment and software.
2. Management and administrative duties include, but is not necessarily limited to, issuing BWC equipment, **installing ICC equipment** and training end-users, coordinating

maintenance and warranty service with the vendor, providing technical assistance, coordinating repair and replacement of systems, conducting annual inspections, audits, responding to public records requests and redacting **digital evidence** files as required by law, providing statistical and analytical support, assisting with on scene uploads, file restriction, and forensic review of **digital evidence** files, addressing accidental recordings, and coordinating with outside departments such as the City Attorney's Office, Commonwealth Attorney's Office, and Information Technology.

## **2.8.14 COURT PROCEDURES**

### **A. OFFICE OF THE COMMONWEALTH'S ATTORNEY AND THE CITY ATTORNEY'S OFFICE**

1. The Office of the Commonwealth's Attorney and the City Attorney's Office have restricted access to **digital evidence** files and only to the extent that their respective offices are involved with a specific incident.
2. The inter-departmental coordination between APD and the Commonwealth Attorney's Office is governed through a memorandum of understanding.

### **B. COURT PREPARATION**

1. When the Office of the Commonwealth's Attorney or the City Attorney's Office has entered their appearance, they are responsible for preparing **digital evidence** files for trial.
2. In cases where the Office of the Commonwealth's Attorney has not appeared, APD employees may use their discretion to determine whether to present **digital evidence** footage as evidence or rely solely on their witness testimony. Efficiency in court proceedings should be taken into consideration when making this decision.
3. If an employee intends to present **digital evidence** files in court, they must bring their department-issued laptop to connect to the courtroom television. To ensure a clear and efficient presentation, employees must review and prepare their files in advance, ensuring they are organized and ready for relevant and efficient presentation.
4. Defendants seeking access to **digital evidence** files should be instructed to request access through Discovery and/or the Virginia Freedom of Information Act (FOIA). However, employees may, at their discretion, allow a defendant of non-jailable offenses to view relevant **digital evidence** files on a department-issued cell phone or laptop to avoid unnecessary court delays.

## **2.8.15 PROVISIONS OF BWC FILES**

## **A. DISCOVERY**

1. The Commonwealth Attorney's Office is primarily responsible for fulfilling discovery requests, but if the BWC Section becomes aware that a video may not have been shared or is unable to locate the requested video, they shall immediately send/re-send the file so that the Commonwealth Attorney's Office can satisfy their discovery obligations.
2. If the Commonwealth Attorney's Office has not entered their appearance, individuals may request access to [digital evidence](#) files through legal means such as Discovery and Virginia FOIA.

## **B. SUBPOENA AND COURT ORDERS**

1. The BWC Section will review [digital evidence files](#) when requested by subpoena or court order, and the BWC Section supervisor will communicate any applicable concerns regarding their release (e.g., sexual assault, juvenile, or gang-related cases) to the Information Services Section Commander, or designee.
2. If sensitive information is included in [the digital evidence](#) files ordered for release by subpoena or court order, the BWC Section Supervisor shall notify the Information Services Section Commander, City Attorney's Office, and/or Office of the Commonwealth's Attorney in order to take precautions to protect those involved.
3. If the BWC Section receives a subpoena or court order related to a pending criminal case from anyone other than the Office of the Commonwealth's Attorney, the BWC Section shall notify the prosecutor assigned to the case before complying to determine if any legal action should be taken prior to compliance.

## **C. MUTUAL AID AND SHARING BWC FILES**

1. Outside law enforcement agencies may request [digital evidence](#) footage related to criminal investigations. Employees may share [digital evidence](#) files if the request supports a bona fide criminal investigation. If an employee has concerns about releasing the footage, they should communicate this to their supervisor who will provide guidance. While footage may be released unredacted, the privacy of parties involved and department interests must be protected. Any mutual aid requests related to administrative matters should be brought to the attention of the Office of Professional Responsibility and/or Body-Worn Camera Section for review and approval.

## **D. MEDIA RELEASE**

1. [Digital evidence](#) files cannot be released to the media without the approval of the Chief of Police, or the designee acting in the Chief's absence. When [digital evidence](#) data is approved for media release, privacy of all parties, criminal investigations, and APD interests shall be protected. Audio may be redacted to mask personal, financial, medical, and sensitive information. Redaction software should be used to blur faces, skin, addresses, license plates, or any sensitive materials that could compromise an

investigation or place individuals in danger. When footage is released for identification purposes, only footage that can aid in the effort shall be provided with great care.

## **E. VIRGINIA FREEDOM OF INFORMATION ACT (FOIA)**

1. **Digital evidence** footage may be requested through Virginia FOIA, and the City Attorney's Office will assist in processing FOIA requests. When an investigation or court proceedings are ongoing, the request may be denied if it compromises the criminal justice process or falls under another FOIA exemption. When the Chief of Police or their designee approves the release of **digital evidence** footage, it may be appropriately redacted, using software to blur faces, skin, addresses, license plates, or other sensitive materials. Great care shall be taken when releasing **digital evidence** data as a result of a FOIA request to avoid compromising investigations, violating citizens' privacy, or affecting APD interests.
2. All files furnished via FOIA shall be appropriately classified with the "FOIA and/or Redaction" designation within the Department's EFMS. This is to ensure proper retention and accessibility for future reference.
3. Courtesy notifications shall be given to employees whose BWC/ICC files will be released pursuant to a FOIA request. These notifications should be delivered via email directly to the officer whose files will be provided, as well as their immediate supervisor.
4. A record will be maintained of the total number of FOIA requests received from the FOIA designee, including the number of files redacted and the total number of hours expended on the tasks. This data shall be summarized in an annual memorandum, due to the Commander of the Technology Services Division at the conclusion of each calendar year.

## **F. EXPUNGEMENT**

1. The BWC Section is responsible for reviewing, processing, and deleting any items subject to an Expungement Order. The review will confirm the number of suspects involved in the case. If the person named in the order is the sole suspect, all evidentiary items related to that case will be deleted in accordance with the order. If multiple suspects are involved, only the expunged person's identifying information will be redacted from related items, and the redacted version depicting the non-expunged suspects will be retained. Any deleted items will be noted as per court-ordered expungement.

## **G. PUBLIC RELEASE OF BWC FILES INVOLVING CRITICAL INCIDENTS**

1. Releasing **digital evidence** files of a critical incident can increase transparency and accountability in police actions, safeguard public trust in the police department, and provide a clearer understanding of the events leading up to and during the incident.
2. **Digital evidence** recordings are redacted as necessary to preserve privacy rights and released in accordance with applicable legal processes or laws that pertain to public records requests and exempt certain types of records from public disclosure.

3. Relevant **digital evidence** files of critical incidents shall be released to the public within 30 days, with earlier release possible at the discretion of the Chief of Police, or the designee acting in the Chief's absence.
4. Additional information providing context based on the evidence available at the time of release shall accompany the video's release.
5. There may be circumstances that require delaying video release to protect the safety of involved individuals, the integrity of an active investigation, confidential sources or investigative techniques, or the constitutional rights of the accused.
6. Any decision to withhold video beyond 30 days shall be reassessed every 14 days and based on specific factual grounds. If sufficient cause is established, video files may never be released.
7. Notifications shall be made to notify involved employees, subjects, and their representatives, as well as the Office of the Commonwealth Attorney's and City Attorney's Offices, prior to releasing video imagery, absent exigent circumstances.
8. The release of any specific **digital evidence** file does not waive the Department's right to withhold other **digital evidence** files or investigative materials in the same or other cases, as permitted by law.

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## 2.8.16 RETENTION SCHEDULES

[41.3.8d]

1. All **digital evidence** files in the **EFMS** shall be securely stored in accordance with the Virginia Public Records Act and the retention schedules for law enforcement records issued by the Library of Virginia.
2. **Digital evidence** recordings that have administrative or evidentiary value will be retained in accordance with the General Schedule (GS) 17 Records Retention guidelines for law enforcement records. Employees will log **digital evidence files** into four categories for retention purposes, as follows:
  - a. Category 1: Informal Contacts and Accidental/False Activations: This category includes any **BWC/ICC** activation during an informal, non-enforcement contact, resulting in no enforcement action, including accidental and inadvertent signal activations. Records are retained according to appropriate schedules, such as Series 200163, with a minimum retention period of six months.
  - b. Category 2: Formal Contacts with No Criminal Activity: This category includes any **BWC/ICC** activation during an official law enforcement contact, such as traffic stops, subject checks, and calls for service, that do not involve an actual or suspected criminal offense. Records are retained according to appropriate schedules, such as Series 200148, with a minimum retention period of five years.

- c. Category 3: Formal Contacts Involving Actual or Suspected Misdemeanor Crimes: This category includes any BWC/ICC activation related to an official law enforcement contact involving an actual or potential misdemeanor offense. Records are retained according to appropriate schedules, such as Series 200147, with a minimum retention period of fifty years.
  - d. Category 4: Formal Contacts Involving Actual or Suspected Felony Crimes: This category includes any BWC/ICC activation during an official law enforcement contact involving an actual or potential felony offense. Records are retained according to appropriate schedules, such as Series 200145, with a minimum retention period of one hundred years.
3. If an employee becomes aware that the significance of an incident has changed since the original categorization of the **digital evidence** file, they must make the necessary changes to ensure the file is retained appropriately and in accordance with the law. If a **digital evidence** file is re-classified to a different retention category (e.g., non-evidentiary to evidentiary), the recording will be subject to the retention category with the longest retention period.
4. APD shall preserve all recordings related to any criminal proceeding, claim filed, pending litigation, or administrative investigation until the matter is resolved or as required by applicable laws, whichever is greater.
5. Categories and retention periods for **digital evidence** files may change if the Library of Virginia updates the retention schedules. All BWC/ICC recordings will be assigned a retention category, and after the retention period is over, the recordings will be expunged from the Department's system in accordance with the record destruction procedures established by the Library of Virginia.
4. As stated in 2.8.07D, *Accidental Recordings*, if a BWC/ICC is accidentally activated and the resulting recording serves no law enforcement or administrative purpose, employees may submit a deletion request to their immediate supervisor for approval. The request should include sufficient information (e.g., date, time, CAD number) to locate the recording, along with a brief narrative explaining the reason for deletion. The supervisor shall forward the request to a BWC Section Supervisor without reviewing the **digital evidence** file. Upon receiving a deletion request, the BWC Section Supervisor will evaluate the associated **digital evidence** file to ascertain if it holds any official law enforcement or administrative value. If the recording is deemed purposeless, the BWC Section will proceed with its deletion and document the action in an audit log. In exceptional cases where an employee is uncomfortable having their **digital evidence** file reviewed by a BWC Section Supervisor due to the presence of personally sensitive content, the employee may request an alternative method to protect the privacy of the **digital evidence** file. Within their request, the employee should state their privacy concerns and provide a general description of the contents of the **digital evidence** file (e.g., "device activated while inside a locker room"). The employee may request that the file be transferred without review to a confidential, restricted file location, inaccessible without the BWC Section's approval. However, it is important to note that **digital evidence**

files stored in this location will be retained for the longest retention period, and this request does not guarantee that the recording will remain unexamined if it is later alleged to be relevant to a law enforcement or administrative purpose.

**BY AUTHORITY OF:**

**Raul Pedroso**  
**Chief of Police, Interim**