


- Exhibit A -

	Franklin Township Police Department Body Worn Cameras Policy	
SUBJECT	EFFECTIVE DATE 8/25/2020	SOP NUMBER 20-1
Body Worn Cameras		
DISTRIBUTION All personnel	REEVALUATION DATE 8/25/2021	NO. PAGES 4
PURPOSE		
To provide Officers with instructions on when and how to use body-worn cameras (BWCs) so that Officers may reliably record their contacts with the public in accordance with the law.		
POLICY		
It is the policy of the Franklin Township Police Department that Officers shall activate the BWC when such use is appropriate to the proper performance of his official duties, where the recordings are consistent with this policy and the law. This policy does not govern the use of surreptitious recording devices used in undercover operations.		
PROCEDURES		
ADMINISTRATION		
<p>The Franklin Township Police Department has adopted the use of the BWC to accomplish several objectives.</p> <ul style="list-style-type: none"> • BWCs allow for accurate documentation of police-public contacts, arrests, and critical incidents. They serve to enhance the accuracy of Officer's reports and testimony in court. • Audio and video recordings also enhance this agency's ability to review probable cause for arrest, Officer and suspect interaction, and evidence for investigative and prosecutorial purposes and to provide information for Officer's evaluation and training. • The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband. 		
USE OF THE BODY-WORN CAMERA (BWC)		
<ul style="list-style-type: none"> • The following are situations that require the activation of the BWC. <ul style="list-style-type: none"> • All contacts with citizens in the performance of official duties. • All traffic stops, vehicle pursuits, OVI investigations and field sobriety tests. • All investigatory stops, suspicious persons or vehicle calls. • When dispatched to all calls. • Suspect interviews/interrogations. • Vehicle searches and / or inventory search. • Miranda Warnings and responses from in custody suspects. • Physical or verbal confrontations or use of force situations. • Any other circumstance where the Officer believes that a recording of an incident would be appropriate. 		

- Whenever possible, Officers should inform individuals that they are being recorded unless unsafe, impractical, or impossible. In locations where individuals have a reasonable expectation of privacy, such as a residence, they may decline to be recorded unless the recording is being made in pursuant to an arrest or search of the residence or the individuals. The BWC shall remain activated until the event is completed in order to ensure the integrity of the recording unless the contact moves into an area restricted by this policy.
- If an interruption occurs, the Officer will document the reason for the interruption or termination of the recording. If an Officer feels it is necessary to stop recording (e.g. talking to a victim of sexual assault, confidential informant) within the constraints of policy, the Officer will verbally indicate their intent to stop recording before stopping the device, and upon reactivation, state that the camera was restarted. Documentation can be in the form of an incident report or other means approved by the Chief of Police.
- If an Officer fails to activate the BWC, the Officer will document why a recording was not made. Documentation can be in the form of a justice portal incident report or other means approved by the Chief of Police.
- Civilians shall not be allowed to review the recordings at the scene.
- Personal use of BWC equipment on or off duty is prohibited.

PROCEDURES FOR BODY-WORN CAMERA (BWC) USE

- BWC equipment will be signed out by all on-duty uniformed personnel unless otherwise authorized by supervisory personnel.
- Officers shall use only BWCs owned by the Franklin Township Police Department. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Franklin Township Police Department.
- BWC equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the Communications Specialist or Lieutenant as soon as possible so that a replacement unit may be procured.
- Officers shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their Supervisor of any problems.
- Officers shall not edit, alter, erase, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the Chief.
- Officers are encouraged to inform their Supervisor of any recordings that may be of value for training purposes.
- Requests for deletion of portions of the recording (in the event of a personal recording) must be submitted in writing and approved by the Chief or his designee in accordance with State record retention laws. All requests and final decisions shall be kept on file.
- Officers will note in incident, arrest and related reports when BWC recordings were made. When preparing written reports, Officers should review their recordings as a resource. The report notation should contain the BWC unit's identification (i.e. BWC-XX). BWC recordings are not a replacement for written reports.
- Officers must login monthly and classify all unclassified videos.

Officers shall be entitled to review any recordings from an incident in which they were involved prior to completing a report or making a statement.

RESTRICTIONS ON USING THE BODY-WORN CAMERA

BWCs will be used only in conjunction with official law enforcement encounters and activities.

The BWC will not be used to record:

- Communications with police personnel without the permission of the Chief.
- Encounters with undercover officers or confidential informants.
- When on break, lunch or otherwise engaged in personal activities or when in a location where there is reasonable expectation of privacy, such as restroom, locker room, police modular, in police cruiser, any township owned buildings unless with a prisoner.
- For any purpose that is contrary or inconsistent with the Franklin Township Police Department's mission and core values or in any way that is contrary to federal, state and local law.
- While in patient care areas of a healthcare facility, unless the patient becomes adversarial with the Officer. The Officer shall record for law enforcement purposes only, but not record any patient / doctor conversations; having discussions with attorneys, peer support counselors, doctors, etc.
- Use of covert mode is prohibited unless in official law enforcement encounters and activities

STORAGE

- All BWC files shall be securely downloaded periodically and no later than the end of each shift. Each file shall contain information related to the date, BWC identifier and assigned Officer. The procedures for downloading files from BWC to the server shall be in accordance with manufacturer and agency agreements on file.
- All images and sounds recorded by the BWC are the exclusive property of this Franklin Township Police Department. Accessing, copying or releasing files for non-law enforcement purposes is strictly prohibited.
- All access to BWC files must be specifically authorized by the Chief or his designee, and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.
- Files should be securely stored in accordance with State records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution.

SUPERVISORY RESPONSIBILITIES

- Supervisors are responsible and have discretion for the assignment of BWCs based upon the availability of equipment and the needs of the agency.
- Supervisory personnel shall ensure that Officers equipped with BWC devices utilize them in accordance with policy and procedures defined herein.
- The Chief or Lieutenant may conduct documented random reviews of BWC recordings of traffic stops and citizen contacts as well as reports generated as a result of these incidents and activities to ensure that the equipment is operating properly, that Officers are using the devices appropriately and in accordance with policy, and to identify any areas in which additional training or guidance is required.
- The Chief or Lieutenant will review BWC captured data and conduct a documented annual analysis of the data, frequency and use.

RELEASE OF BODY WORN CAMERA RECORDINGS

Any request for the release of Body Worn Camera recordings will be directed to the Chief of Police or designee. The release of recordings will be consistent with Ohio Public Records laws (149.43). Officers shall be notified in writing of any public records request for any recording(s) that were made on any camera assigned to that officer, and any other public records request for recording(s) in which the officer is identified by name and/or badge number in the public records request.

All body worn camera operators and supervisors will complete an annual review of this directive and complete knowledge testing on the proper use of the equipment. Testing may include the following topics:

- All practices and protocols of this policy;
- An overview of relevant state and federal laws governing consent, evidence, privacy, and public disclosure;
- Procedures for operating the equipment safely and effectively;
- Scenario-based exercises that replicate situations officers might encounter in the field;
- Procedures for downloading and tagging recorded data;
- Procedures for accessing and reviewing recorded data (restricted to personnel authorized to access the data);
- Procedures for preparing and presenting digital evidence for court, and
- Procedures for documenting and reporting any malfunctioning device or supporting systems.

Franklin Township Police Department / SOP 20-1