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## **Categorization of Body Worn Camera Footage**

Body Worn Camera (BWC) footage is important evidence in criminal, civil and administrative court proceedings. In order to properly preserve evidence, department members are required to properly title and categorize all Body Worn Camera footage prior to uploading into Evidence.com.

The Evidence.com retention categories have been updated to allow for more efficient categorization. They are listed as follows:

### **Non-Evidentiary**

Choose this category for BWC recordings that are not related to a criminal matter.

Example:

- Citizen standby.
- Inadvertent recording.
- A recording which does not fall under a mandated recording circumstance and is not related to a case.
- Citizen contact which is not related to a crime or citizen complaint.
- Non-injury vehicle collision in which no citation is issued.

### **Detention-Cite-Arrest**

Choose this category for detentions, citations or arrests. Mental health evaluations shall be labeled as detentions.

Example:

- Altered mental status contacts.
- Traffic and pedestrian stops.
- Citations for infractions and misdemeanors.
- In custody arrest.

### **Officer Involved Complaint**

Choose this category as a secondary category if a complaint is being generated by a citizen contact related to a primary category.

Example:

- Detention Cite Arrest + Officer Involved Complaint
- Relevant to a case + Officer Involved Complaint
- Use of force + Officer Involved Complaint

This category may also be utilized as a primary category.

### **Relevant to a Case**

Choose this category for instances delineated in DGO 10.11, *Body Worn Cameras*, such as:

- Victim and witness statements.
- Search warrants which do not involve arrests or detentions.
- Vehicle injury collisions.
- Vehicle pursuits that do not result in detention or arrest.
- Any other circumstance where the BWC video contains evidence related to an investigation.

### **Officer Involved Shooting**

Choose this category for all incidents involving an officer involved shooting.

### **Use of Force**

Choose this category as primary if:

- Subject was not detained or arrested, for example crowd control where the subject is not identified or detained.
- Pointing of firearm at subject who is not identified or detained.
- For detentions and arrests, choose as secondary category.

### **Litigation Holds**

Risk Management Office (RMO) use only

### **Restricted**

Choose for highly sensitive recordings if deemed necessary by a supervisor. Once selected you will no longer have access to video unless granted by RMO.

### **Pending review**

Do not use

### **Training**

Choose for videos created during training that do not need to be retained.

### **BWC Titles**

The following are examples of department approved BWC Titles:


- If the incident event recording has a **case number**, enter the case number first and then a brief description. Example: 180123456 Burglary.
- If the incident event recording has a **citation number but not a case number**, list the citation number first then the description. Example: 11004567 Cite Traffic Stop.
- If the event does **not have a case number or a citation number**, then enter "No Inc #" and then a brief description. Example: No Inc # Civil Standby.

**BWC ID Field**

The "ID" Metadata field will automatically populate through the CAD integration. If the CAD integration fails to populate the ID field, it is the member's responsibility to correct it. It is the member's responsibility to log into Evidence.com each workday to review and confirm that all Metadata fields have populated with the proper CAD number, the title is correctly entered and the proper categories have been selected. Members shall correct any discrepancies.

**Note:** This policy is effective on the date of publication; members who have historically categorized evidence per the prior protocol do not need to change the categories to reflect the new terminology in that metadata field.

Failure to abide by this policy may lead to discipline.

  
WILLIAM SCOTT  
Chief of Police

*Per DB 17-080, sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS.*