

Axon Cheat Sheet

Start recording video: Double tap the EVENT button.

Stop recording video: Press and hold EVENT button.

Mute Audio: Press and hold FUNCTION button for 3 seconds

Re-enable Audio: Press and hold FUNCTION button again for 3 seconds

Add marker: Press and release FUNCTION button

To pair camera to phone:

- Turn on camera
- Hold down FUNCTION and EVENT buttons for 5 seconds
- Wait until you hear 4 beeps and the Operation LED will blink green
- Open app and follow prompts

Docking camera:

- Initial connection: Solid red
- In queue awaiting upload: Solid yellow
- Uploading data: Blinking yellow
- File upload complete: Solid green
- Firmware update, int. battery charging, extremely low batt., memory full: Blinking red and yellow
- Device not assigned, agency mismatch, offline mode, or device error: Blinking red
- Transfer error, device re-trying for transfer: Blinking green and yellow
- Network error, no connection: Blinking red, yellow, and green
- Dock has no communication with camera: LED off

Operating modes:

- **Booting up:** Solid red
- **Buffering:** Blinking green
- **Recording:** Blinking red

Adding Metadata:

There are 3 elements to adding metadata and all are crucial:

ID: Should always start with NC, then

- NCXXXXX: the last 5 digits of the CAD number
- NC170XXXX: the case number

Title:

Your badge number and a brief description of the offense/incident

i.e.: 503 – 211 15 N. Euclid

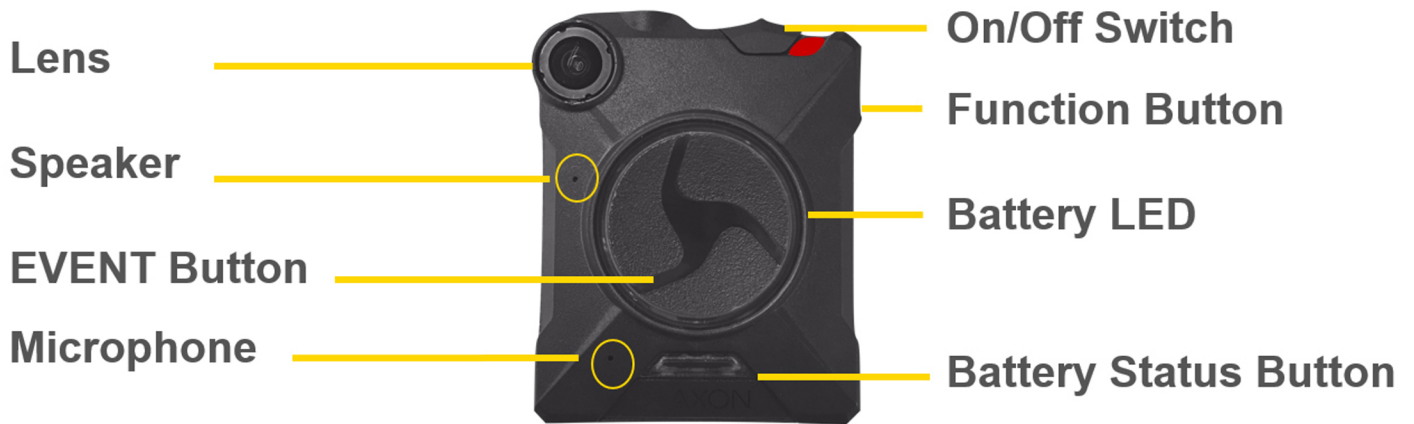
Category:

This tells our system how long to retain the video for. We have 19 different categories to choose from:

1. Citizen Complaint (formal or informal)
2. Civil Liability potential
3. Claim against city / Pending litigation
4. DV / Child Abuse
5. Felony / Use of Force/ Officer Injured
6. Field Interview and/or Detention
7. Homicide or battery on child w/ GBI or death
8. Misc (5150 W&I, Death Investigations, etc..)
9. Misdemeanor (inc. traffic related misdemeanor)
10. OIS / Critical Incident / Death in Custody
11. Pending Review
12. Pursuit (no arrest)
13. Restricted
14. Routine Incident (no invest value)/training/demo
15. Sexual assault or child molest
16. Traffic Collision (Major Injury)
17. Traffic Stop or Collision (minor or no injury)
18. PHOTOS – Misdemeanor
19. PHOTOS - Felony

*It is extremely important that all three of these fields be populated by the end of your shift. Those left without description cannot be shared with the DA and uncategorized videos are stored indefinitely, taking up space in our storage. A reminder will be sent to you if anything is missing.

AXON BODY 2 OPERATING FUNCTIONS



AXON BODY 2 OPERATING FUNCTIONS





NATIONAL CITY POLICE DEPT.



BODY WORN CAMERAS



Body Worn Camera Recording Devices

- **PURPOSE**
 - **POLICY**
 - **BACKGROUND:**
 - BWC has limitations – Cannot show full story
 - Officer recollection may be different
 - People reviewing recordings must be cautious not to reach conclusions
 - Cameras are not meant to replace or relieve an officer from their responsibility to submit any and all required written reports.
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Definitions:

BWC Program Administrator – Heather Scott, Sgt. Wilkins, Lt. Rounds

Body Worn Camera (BWC) – A camera worn on an individual's person that records and stores audio and video.

Buffering Mode – When a BWC is on, but has not been activated to record both sound and video. While in the buffering mode, the camera may continuously record video in 30 second to two minute loops depending upon the camera's setting.

Digital Evidence – BWC files, including photographs, audio recordings, and video footage captured by a BWC and stored digitally.



Definitions:

Event Mode – When the Event button on the BWC is activated and the camera is recording both audio and video. The buffered video (no audio) captured directly before the event will be saved and attached to the event in permanent memory. Repeated pressing of the Event button turns the recordings on and off and creates separate media segments.

Evidence Docking Station – A portable multi-ported docking station for BWCs installed at the police station. The Evidence Docking Station simultaneously recharges the BWC while uploading all digitally encrypted data from the BWC to a cloud-based evidence storage system.

Evidence.com – A contracted digital evidence management service. The service stores digitally encrypted data in a highly secure environment accessible to personnel based on their security clearance setting.

Metadata – Case numbers, event/incident numbers, and other descriptors used to identify digital evidence. There are 12 searchable fields into which metadata can be entered.



Procedures:

- Officer Safety takes precedence – **ALWAYS**.
- Cameras will be used to record audio and video evidence for enforcement encounters / investigations.
- General Procedures to be aware of:
 - Have to be authorized to use
 - If issued a camera, you are required to wear and use the camera
 - Cameras don't replace a good report
 - For official use only
 - Don't tamper with it
 - Digital voice recorders still allowed as a supplement
 - All recordings are the property of NCPD – for official use only
- Accessing, copying, forwarding, releasing, etc. of digital evidence (outside the policy) is strictly forbidden
- Public release (outside the policy) is strictly forbidden
- No use of personal computers, equipment, cell phone cameras, etc. to make copies of digital evidence
- Not allowed to use a personally owned body camera unless authorized by the Chief or designee



Storage:

- Cameras will be stored in docking stations for downloading, charging, and updating



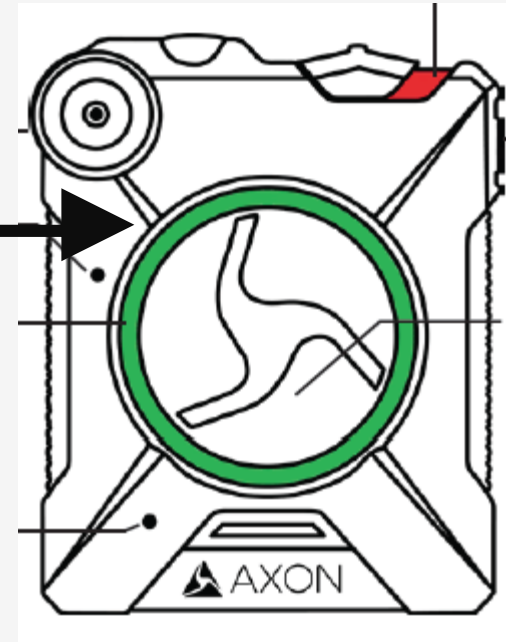


Pre-Shift Inspection:

- Make sure camera is charged (**GREEN** ring)
- Check to see if free from any visual damage
- Appears to be in working order

If damaged:

- Report to on-duty supervisor
- Complete an email to on-duty supervisor and Program Administrator detailing the damage
- Inoperable cameras need to be returned to the Program Administrator
- We will work out a loaner for you





Lost / Stolen camera:

- **LOST:**
 - Report loss via memo up the Chain of Command.
 - Copy to the Program Administrator

 - **STOLEN:**
 - Complete theft report
 - Memo up the Chain of Command.
 - Copy to the Program Administrator.
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Camera Repair / Replacement:

- Notify your supervisor
 - Follow up by documenting the damage/malfunction in an email to supervisor and Program Administrator
 - Give broken cameras to Program Administrator ASAP
 - Program Administrator or supervisor will get you a replacement
 - Program Administrator responsible for getting cameras repaired/replaced
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Camera Position:

- Wear the camera in a conspicuous place
- Position the camera at an effective angle
 - Use live viewer on phone to make sure the camera is at a good angle





Privacy Concerns and Advisements:

INSIDE RESIDENCES:

- Can record when lawfully in a residence in course and scope of your duties – no expectation of privacy.

IN PUBLIC:

- No reasonable expectation of privacy when talking to the police during scope of an officer's duties.

You are not required to give notice you are recording - whether in a residence or public. If asked, you may advise you are recording.

You are not required to stop or start recording solely at a person's demand

- When recording interviews, make every effort to record any admonishments before starting the interview

CITIZEN COMPLAINTS:

- Supervisors and Officers must inform the complainant and/or witnesses they are being recorded
 - If they refuse to be video recorded, then audio record the interviews – just like we would do now
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Mandatory Activation:

ALL LE RELATED CONTACTS:

- **Examples**
 - Prior to actual contact if possible.
 - Or as soon as possible (and safe).
 - Continue to record until contact concluded.
- OR transitions from enforcement contact to “intelligence gathering.”
 - **Example**
- Covering another city employee or LE Officer during an enforcement contact.

CONSIDERATIONS:

- Strongly encourage you to inform community members they are being recorded to de-escalate potential conflicts.
 - Should notify other public safety personnel you are recording as soon as practical.
 - Recording may be stopped during inactivity.
 - **Examples**
 - Before turning off the recorder, state the reason before shutting off.
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Arrests:

- May stop recording if 10-16 is cooperative AND inside a law enforcement facility
- If uncooperative, or evidentiary purpose, should resume recording
- If you resume recording, then record the entire remainder of contact



Suspect Interviews:

- Record admonishments – Miranda, Beheler, etc.
- You are encouraged to fully record suspect interviews
- Should be continuous recording
- Any break in the interview recording needs to be documented in your report
- Should also be verbally notated on the recording before deactivating the camera



Transporting a Person:

- Record all custodial transports – the entire transport.
- Your discretion to record passenger transports.





Recording Victim/Witness Interviews:

- Record all Victim/Witness interviews
 - However...if V/W refuses to provide statement with camera on, may shut off the camera
 - Verbally notate on recording the reason why stopping the recording
 - Document reason why camera turned off in your police report
 - To gain cooperation, you may position camera in such a way capture only audio but no video, if necessary
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Supplemental Documentation:

INJURIES:

- Cameras may be used to aid in documenting injuries
- Still need to photograph injuries
- Still need to document injuries in your report

SCENE:

- Cameras may be used to aid in documenting scenes
 - Still need to photograph scenes
 - Still need to describe scenes in your report
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Prohibited Recordings:

DO NOT RECORD:

- Non-work related activities.
 - Areas and functions around the PD (unless it's LE related):
 - Shift Briefings
 - Locker Rooms
 - Restrooms
 - Break Rooms
 - Major crime briefings / OIS briefings / homicide briefings, etc.
 - Informal or casual encounters
 - Department personnel during admin. investigations
 - Contacts with undercover officers or confidential informants
 - Confidential communications between department personnel – without prior knowledge and consent of all parties
 - Confidential communications between suspect and their attorney, or clergy, etc.
 - During court appearances – unless during a law enforcement activity outlined in the policy
 - When possible – avoid recording exposed areas of a person's body such as genital area, groin, female's breast, etc.
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Patient Privacy:

- Generally, don't record victims/witnesses/suspects in a hospital or emergency room setting
- Do not record patients during medical or psych evaluations clinician or similar personnel
- If necessary to record – take reasonable HIPAA steps
- May video or audio record if a suspect's conduct is violent or threatening



Cessation of Recording:

- Once activated, cameras will not be purposely turned off until the officer's direct participation in the incident is complete or situation no longer fits criteria for activation
- Deactivations shall be documented as required by the policy





DOCUMENTATION



Documentation:

All recordings will be documented.

- Officer's report
- Field Interview forms
- Traffic citations and warning forms
- Other reports – death reports, 5150 W&I, miscellaneous reports, etc...

"Other Recordings"

- Document in CAD event history or CAD dispo codes.



DATA MANAGEMENT AND REVIEW



Entering Metadata:

- Metadata should be added at the conclusion of an event.
- Easiest to use your viewer with the Axon View app.





Retention Categories:

	NAME	RETENTION DURATION
1.	Uncategorized	Until manually deleted
2.	Citizen Complaint (formal or informal)	2 Years
3.	Civil Liability potential	3 Years
4.	Claim against city / Pending litigation	Until manually deleted
5.	DV / Child Abuse	3 Years
6.	Felony / Use of Force/ Officer Injured	3 Years
7.	Field Interview and/or Detention	2 Years
8.	Homicide or battery on child w/ GBI or death	Until manually deleted
9.	Misc (5150 W&I, Death Investigations, etc..)	2 Years
10.	Misdemeanor (inc. traffic related misdemeanor)	2 Years
11.	OIS / Critical Incident / Death in Custody	Until manually deleted
12.	Pending Review	Until manually deleted
13.	Pursuit (no arrest)	2 Years No Restrictions
14.	Restricted	Until manually deleted
15.	Routine Incident (no invest value)/training/demo	90 Days
16.	Sexual assault or child molest	10 Years
17.	Traffic Collision (Major Injury)	5 Years No Restrictions
18.	Traffic Stop or Collision (minor or no injury)	2 Years No Restrictions



Downloading/Storage:

After entering the metadata for your videos

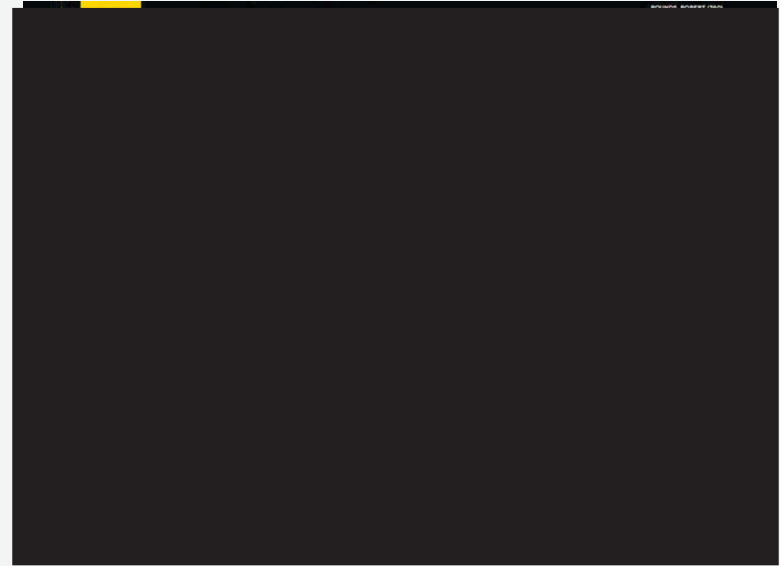
- Place camera into a docking station port and ensure the light on the top of the camera turns on to indicate it is actively charging/uploading





Accessing Digital Evidence:

- May review your own videos as needed for official duties
- Do not allow others to use your individual login/password
- Shall not access for personal use
- Shall not upload digital evidence to social media, media websites, YouTube, etc.
- When you access digital evidence on Evidence.com, note the reason for accessing the file in the "Notes" section





Reviewing Digital Evidence:

- May review your own videos as needed for completing reports.
 - May review other officer's videos for completing reports.
 - **Write reports to what you recall from your perspectives at the time of the incident.**
 - Notate any discrepancies between your recollection and video in your report
 - Do not write your report solely to what you see on the video footage
 - Except for a public safety statement:
If involved in a critical incident, you will be allowed to view your body camera video prior to giving a voluntary or compelled statement.
 - May review (should review) body camera videos prior to testifying.
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Reviewing Digital Evidence:

- Supervisors/Administration should review:

- Injury or death to employee
- Use of force incident
- In-custody deaths
- Pursuits
- Discharging a firearm
- Use of a less lethal device
- Traffic collisions involving department personnel
- Prior to release of recordings due to a subpoena, court order, etc.
- In preparation for a civil deposition
- In preparation for a criminal, civil, or administrative proceeding
- Investigations by department to prove or disprove an allegation of misconduct
- Claims or Civil litigation
- May review to assist in speaking with persons wanting to file a complaint
 - Supervisors have the discretion to show video footage to a complainant when it relates to their complaint
 - To assist in clarifying or resolving the complaint
- Review to assist in recognizing meritorious conduct
- Other situations not covered in policy
 - A Lieutenant or higher must approve the request



Editing, Copying, Deleting Evidence:

Camera recordings are part of the investigative record.

- Do not delete any videos.
- Do not use personal computer equipment, software, etc. to edit, copy, delete, or otherwise alter footage
- Do not use a secondary recording device (cell phone, camera, etc.) to make a copy of a recording.



Discovery of Misconduct:

- It is not the intent of the Department to review digital evidence for the purpose of general performance review or to discover policy violation.
- BUT...nothing in the procedure prohibits addressing policy violations if they are discovered.



Releasing Digital Evidence:

- Audio and video recordings are part of the Department's investigative record
- Digital evidence is handled according to existing policies and procedures

OIS videos:

- Can be released in accordance with San Diego Countywide agreement with DA's office



Use of Digital Evidence for Training:

- Okay to review an incident for individual squad debriefs or training
- In order to use video for department-wide training:
 - Need to get approval to use the video from Operations Support Lieutenant
 - Upon completion of a criminal case
 - Officers on video will be provided notice that they are going to be in a department training video



Supervisor Responsibilities:

- Ensure officers with cameras use them according to the policy
- At least on monthly basis, Sergeants will randomly review some body camera recordings from their employees to ensure equipment is operating properly and being used correctly
- If necessary, Sergeants will provide additional training or guidance
- Sergeants may inspect body camera recordings if there is reason to believe and officer is not properly recording, uploading, or categorizing correctly – quality control



Adherence to Policy:

- Failure to comply with the policy may result in discipline up to and including termination.



Recording Suggestions:

- Check viewer to make sure field of view is good
- Try to avoid capturing notepads with personal identifying info, DLs, cellphone screens, etc.
- Tell camera why turning off or muting
- During big case – lots of officers – consider stop recording if not active in the investigation
- If another officer interviewing and recording – turn off your camera, just explain why before turning off
- Limit recording when talking to other officers and/or discussing the case with them. Explain why before turning off
- Don't record making fun of V/W/S – DA's office may not catch this before discovery
- Watch out for witness privacy issues – identifying confidential info



Recording Suggestions:

- When taking V/W identifying info
 - Consider muting
 - Voice reason why prior to muting
 - Then unmute for the V/W statement
- Feel free to narrate what you are doing if applicable.
- Indicate in report which officers had cameras and their role in the case (Example: Contact officer, arresting officer, etc.)
- For DVs, feel free to ask about prior event between the V & S.
- Record your side of the conversation when you get an EPO.
- DA's officer in favor of getting any video related to a crime scene, victim injuries and emotions, DV and sex cases, etc.



Summary

- Best Practices:
 - Start your recording prior to exiting your vehicle
 - Review your videos whenever practical/possible
 - Please keep victims biographical info private when practical/possible
- Always enter your metadata after a call when possible – it will make the process easier on you
- If your camera is lost, damaged, or stolen, contact your supervisor and program administrator ASAP

Supervisors:

- You are responsible for ensuring your officers are using the BWC correctly
- Perform random reviews your squad's BWC footage on a monthly basis at minimum

*****Failure to comply with the policy may result in discipline up to and including termination.**
