

## Introduction

### A1 Authority

Effective: 05/18/21

Rescinds: --/--/-- version

NY State Executive Law 234

### A2 Division Goals

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- a. To use Body Worn Cameras, and the resulting recordings, in accordance with applicable laws and the procedures set forth in this policy.
- b. To use Body Worn Cameras to effectively document Member interactions with the public.

### A3 Training

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- a. All Members assigned a BWC must complete Division-approved training on the operation of the system and this policy.
- b. No Member will wear or operate a BWC unless they have:
  1. Been authorized to do so by Division, and
  2. Received training on the proper care and use of the device.

## General Procedures

### B1 Definitions

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- a. "Body-Worn Cameras" (BWC or BWCs) - Video cameras issued by Division and adhered to a Member's uniform in a manner that maximizes the camera's ability to capture video and audio.
  - BWC does not include any form of electronic recording device worn by a Member while acting in an undercover capacity.
- b. "Business Integration Services Unit" (BISU) - Designated section of Division comprised of the Division Administrator and Designated Staff members responsible for maintenance, reporting and documenting malfunctions to the vendor, and issuing new BWCs.
- c. "BWC Recordings" - Audio, video, images, data, and metadata that is recorded and then uploaded to a cloud-based digital evidence management system.
- d. "Cloud-Based Storage System" - Digital evidence management system used to manage, review, and share digital evidence.
- e. "Deactivation" - Switching the BWC device from Event Mode to Pre-Event Buffering Mode.
- f. "Docking Station" - A docking, charging, and data uploading mechanism for the BWC.
- g. "Event Mode" - The mode in which the BWC is actively recording video and audio on the BWC (i.e. activated).
- h. "Manual Activation" - Switching the Body Worn Camera device from Pre-Event Buffering Mode to Event Mode, in order to record both audio and video, by double pressing the event button.
- i. "Mute" - Actively recording video but not the audio of the BWC.
- j. "Pre-Event Buffering Mode" - The mode in which a continuous 30 second video-only (i.e. no audio) recording, of all activities that occur prior to activation of the BWC is captured and then becomes part of the full recording upon activation.
- k. "Signal Activation" - The process whereby a BWC automatically switches from Pre-Event Buffering Mode to Event Mode when a Member's firearm is drawn, a Member's Taser is armed, or when a Member's patrol vehicle emergency lights are turned on.

### B2 Recording

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- a. Only Members designated by the Superintendent and trained in the use of BWCs will wear Division-issued BWCs.
- b. Mandatory Manual Activation:
  1. While BWCs are equipped with Signal Activation, Members must manually activate the BWCs as trained.
  2. BWCs must be activated:
    - Immediately before exiting a patrol vehicle to interact with a person or situation.
    - All uses of force, including any physical aggressions and uses of non-lethal or lethal weapon.
    - All arrests and summonses.
    - All interactions with people suspected of criminal activity.
    - All searches of persons and property.
    - Any call to a crime in progress.
    - Investigative actions where there are interactions with members of the public.
    - Any interaction with an emotionally disturbed person.
    - Any instances where Members feel any imminent danger or the need to document their time on duty.

Refer: NY State Executive Law 234: New York State Police Body Worn Camera Program

3. Failure to record any mandatory recordings must be documented and supervisory notification must be made to include why a recording was not made, interrupted, or deactivated.
- c. Special Circumstances for BWC Activation:
1. Inside of a court facility:  
Members must not record inside a court facility unless they are engaging in a mandatory activation activity.  

Refer: 22 NYCRR 29.1 Electronic Recording and Audio-Visual Coverage in Court Facilities and of Court Proceedings
  2. Special Event/Detail:  
Follow instructions provided by the Commissioned Officer who is designated as the Incident/Detail Commander.
- d. Discretionary Activation:
1. Members may temporarily deactivate, not activate, or mute the BWC when:
    - Speaking with a confidential informant;
    - Conducting a strip search, or
    - When a member of the public requests deactivation; however, a Member may continue recording if he or she thinks a record of that interaction should be generated.
  2. Members may temporarily mute their BWC while conversing with members of law enforcement while disengaged from an interaction with a member of the public.
- e. Deactivation of BWC Recording:
1. Members will deactivate the BWC recording when the interaction with the public has concluded.
  2. In situations where the BWC is maintained in event mode and there is a reasonable concern regarding BWC battery or recording capacity the Member should contact a supervisor for the approval to deactivate the BWC recording.
    - Unless a new incident that requires activation occurs.
  3. Except where deactivation or non-activation of the BWC is permitted as stated above, the BWC must continue in event mode uninterrupted until the Member's interaction with the public has concluded.

<b>B3 Security and Retentions</b>	Effective: 05/18/21
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- a. BWC Recording Safeguards:
1. All BWC recordings are within the possession, custody, and control of the Superintendent.
  2. BWC recordings will be safeguarded to ensure that access is limited to authorized Division personnel and the appropriate prosecutorial or other government agencies under appropriate circumstances.
  3. Members will not copy, publish, share, edit, delete, alter, or disseminate any BWC recordings, or portions thereof, to anyone, except as authorized in their official capacity and in accordance with applicable law and this Policy.
- b. Storage and Retention of BWC Recordings:
1. All BWC recordings captured by Members will be retained for a minimum of 6 months then automatically purged, unless there is a litigation hold or other legal obligation requiring the Division to retain the recording(s) related to a particular incident for a longer period of time.
  2. BWC recordings that are considered evidence or potential evidence related to a criminal proceeding, and those deemed relevant and material to any other enforcement or administrative matter, will be retained in accordance with the Division's evidence and record retention policies.

3. Prior to the end of any applicable retention period, BWC recordings may be retained longer for training, historical, or public interest value upon the Superintendent's approval.

<b>B4 Procedures</b>	<b>Effective:</b> 05/18/21
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a. General BWC Procedures:

1. Members:

- Pre-Shift:
  - Retrieve your assigned BWC from the docking station.
  - Inspect the BWC to ensure that the battery is properly charged to at least 75% and ensure its readiness by conducting an operational inspection.
  - Position the BWC as trained.
- Post-Shift:
  - Ensure all BWC recordings are appropriately categorized and labeled.
  - Inspect your assigned BWC to ensure system integrity, prior to docking.
  - Dock the BWC in the appropriate docking station to ensure BWC upload.
- Notify a supervisor immediately if a BWC is not functioning properly, becomes lost, stolen, or damaged.

b. Equipment Malfunction Procedures:

1. Members:

- When BWC equipment is malfunctioning, Member will immediately notify a supervisor and contact the ITS Service Desk (844-891-1786 or 518-457-5017) to report the equipment malfunction.
- A FITS or member of the BISU will provide additional guidance.

2. FITS Members:

- Upon receiving notification of a malfunctioning BWC, immediately contact the affected Member and arrange for them to obtain a replacement BWC and reassign as appropriate.
- Ensure that the BISU is notified via e-mail of any malfunctioning BWC.
- Document steps in ITSM and make arrangements to relay the malfunctioning BWC to the BISU at Division Headquarters.

3. BISU:

- Upon receiving notification of a malfunctioning BWC, coordinate with the respective FITS (and the affected Member if necessary) to ensure that a replacement BWC has been provided and is appropriately reassigned; and
- Upon receipt of the malfunctioning BWC equipment, update ITSM and follow existing vendor RMA procedures.

4. Supervisors:

Ensure Members are provided with a replacement BWC.

c. Documenting BWC Recordings:

1. Members must categorize and label BWC recordings using all appropriate categories.  
Note: Categories affect the retention and restriction of BWC recordings.
2. Members must also record the complete incident number in the field labeled "ID."

d. BWC Transfer and Storage Procedure:

BWC recordings will be temporarily stored on the BWC device itself until it is placed into the docking station for uploading to the cloud-based storage system.

## Access

### C1 Access

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#### a. Use and Review of BWC Recordings:

1. BWC recordings will be accessed, reviewed, and used by Division personnel only in the performance of their official duties and in connection with authorized Division operations.
2. Division personnel will be permitted to access, review, and/or use BWC recordings when:
  - Conducting and documenting an investigation.
  - Preparing for or participating in civil litigation involving claims made against the State, the Division or Division personnel.
  - Preparing or assisting with the preparation of responses to subpoenas and other legally mandated disclosures, including Freedom of Information Law (FOIL) requests and criminal and civil discovery demands and obligations.
  - Preparing for testimony in a legal proceeding.
  - Investigating alleged misconduct or meritorious conduct.
  - Conducting supervisory or other official evaluations of a Member's performance.
    - Supervisors will maintain discretion to handle minor administrative violations in accordance with current Division Policies and Regulations.
  - Reviewing recordings as training tools.
  - If an active threat or exigent circumstance exists, Members regardless of rank can view the recorded footage as soon as practical and make appropriate notifications which may include:
    - Advising Communications to broadcast pertinent information; and/or
    - Advising a Member of higher rank.
3. Critical Incidents:
  - Supervisory inquiry at critical incidents will not be delayed to review BWC recording(s).
    - The inquiring Supervisor will ensure the BWC is powered off and secured prior to these inquiries.
  - When a compelled critical incident interview is necessary, Members may view their own BWC recording, if available.

X-Ref: Article 9, Section titled: NYSP Critical Incident Review Policy

#### 4. Administrative Investigations:

Prior to a providing a compelled administrative statement, Members may view their own BWC recording, if available.

- b. Members must provide access to BWC recordings to the following through the cloud-based storage system:
  1. The appropriate prosecutor when any portion of an incident relating to an arrest and/or prosecution, is captured by a BWC.
  2. Division Counsel in conjunction with their official duties.
  3. ► To outside law enforcement agencies upon request when any portion of the incident relating to an arrest and/or criminal investigation is captured by a BWC.
    - ► If the agency is requesting the ability to download the BWC recording, the request must go through the Troop Discovery Officer.
    - ► Any other request made by outside law enforcement agencies must go through the Troop Discovery Officer.
  4. BCI anytime that a portion of an incident is captured by a BWC that would be a BCI case.

Note: Members must ensure that all BWC recordings related to an incident are provided to the controlling Member.

c. Public Disclosure of BWC recordings:

X-Ref: Article 7: Forms, Records, and Filing

1. All public disclosure of BWC recordings must be in accordance with Division's Rules and Regulations by authority of the Superintendent or Designee.
2. The public will not be allowed to review the BWC recordings while on scene.
3. Best efforts will be made to notify the recording Member when the Division releases BWC recordings to the media and/or for training purposes.

d. Unauthorized Use or Disclosure:

1. Division issued BWC's will only be used to capture or collect information for the purposes specifically authorized by this policy.
  - All other purposes are prohibited.
2. All Division personnel are prohibited from accessing, copying, or making secondary recordings (i.e., cell phone camera recording) of any BWC recording for any non-official purposes, which includes for personal or commercial purposes.
3. Any unauthorized access, use, or release of BWC recordings captured, duplicated, recorded, or otherwise produced is strictly prohibited.

## Duties

### D1 Supervisory and Administrative Duties

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a. Division Administrator(s) or Designee:

Division will designate a Division Administrator to have oversight over the BWC program; their responsibilities will include, but are not limited to:

1. Define Security Settings.
2. Create custom roles and permissions.
3. Ensure proper procedures are followed.
4. Conduct periodic reviews of retained BWC recordings to ensure integrity of the system.
5. Coordinate with IT regarding system related issues.
6. Coordinate maintenance and repairs for the BWC.
7. Conduct annual review of the policy and procedures contained herein and for making recommendations for any necessary amendments.
8. Coordinate review of BWC recordings scheduled for destruction.

b. Supervisors:

1. Ensure Members in the field are recording events and activities as required.
2. Conduct investigations when a Member fails to record part of or an entire encounter.

Refer: Administrative Report Writing Manual

3. Review BWC recordings as appropriate, provide feedback, and address any performance or tactical deficiencies observed.

c. Superintendent:

1. Designates Division Administrator(s) within Division to act on their behalf.
2. The Superintendent or designee has final authority regarding duplication, redaction, release, and deletion of BWC recordings.