
Body Worn Camera Policy

425.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties (Md. Code CJ § 10-402; Md. Code PS § 3-511). Portable audio/video recording devices include all recording systems whether body-worn, hand-held, or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Havre de Grace Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

425.2 POLICY

The Havre de Grace Police Department should provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public (Md. Code PS § 3-511).

425.3 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of this department, regardless of ownership of the device it was made on, shall remain the property of the Department (Md. Code PS § 3-511). Members shall have no expectation of privacy or ownership interest in the content of these recordings.

425.4 MEMBER RESPONSIBILITIES

All officers who regularly interact with the public as part of their duties should use a body-worn camera in a manner consistent with department policy/procedure and state law (Md. Code PS § 3-511).

Prior to going into service, uniformed members will be responsible for making sure that they are equipped with a portable recorder issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to the member's supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable (Md. Code CJ § 10-402; Md. Code PS § 3-511).

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful and may use it in compliance with the law (Md. Code CJ § 10-402; Md. Code PS § 3-511). Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

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When using a portable recorder, the assigned member shall record the member's name, HdGPD identification number.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

425.5 ACTIVATION OF THE PORTABLE RECORDER

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The portable recorder should be activated in any of the following situations (Md. Code PS § 3-511):

- (a) All enforcement and investigative contacts including stops and field interview situations
- (b) Traffic stops including but not limited to traffic violations, stranded motorist assistance, and all crime interdiction stops
- (c) Self-initiated activity in which a member would normally notify Dispatch
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize the member's safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

Body-worn cameras possessing the capability should be set to automatically record and save video footage at least 60 seconds prior to activation (Md. Code PS § 3-511).

425.5.1 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until members reasonably believe that their direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident (Md. Code PS § 3-511).

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425.5.2 CONSENT REQUIRED FOR ACTIVATION OF THE PORTABLE RECORDER

Generally, members are required to first obtain the consent of all parties prior to recording. However, prior consent is not required when (Md. Code CJ § 10-402; Md. Code PS § 3-511):

- (a) The member is a party to the conversation and:
 - 1. The recording is in the course of an investigation of one of the offenses listed in Md. Code CJ § 10-402.
 - 2. The person has created a barricade situation and there is probable cause to believe a hostage may be involved.
- (b) The member has detained a vehicle during a criminal investigation or for a traffic violation and:
 - 1. The member identifies themselves as a law enforcement officer.
 - 2. The member is a party to the conversation.
 - 3. The member informs all other parties of the recording.
 - 4. The recording is made as part of a video recording.
- (c) The member is in uniform or prominently displaying a badge or other department insignia, indicating the member is a law enforcement officer and:
 - 1. The member is a party to the communication.
 - 2. The member is engaged in regular duties as a law enforcement officer.
 - 3. All involved parties are notified that they are being recorded as soon as it is safe and practical.
 - 4. The audio recording is being made as part of a video recording.

Members should provide notice that a recording is being made to any parties joining a conversation after the initial notice of recording has been given as soon as it is safe and practical to do so.

425.5.3 SURREPTITIOUS USE OF THE PORTABLE RECORDER

Maryland law prohibits any individual from surreptitiously recording any conversation in which any party to the conversation has a reasonable belief that the conversation is private or confidential. However, Maryland law exempts members from some of this prohibition during the course of their regular duties pursuant to Md. Code CJ § 10-402. Nothing in this section is intended to interfere with a member's right to openly record during any investigation or interrogation pursuant to Md. Code CJ § 10-402 or Md. Code CP § 2-402.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee (Md. Code PS § 3-511).

425.5.4 NOTIFICATION TO THE PUBLIC

- A. Officers shall notify individuals that they are being recorded. This notification shall occur as soon as possible, unless it is unsafe, impractical or impossible to do so. If for some reason notification is delayed, it shall be given once it is safe, practical and possible to do so.

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- B. The officer may give this or similar notice by stating the following: “Hello, I am Officer _____ of the Havre de Grace Police Department, ID # _XXXX_. I am advising you that our interaction is being recorded”.

Note: These provisions are satisfied even if another individual becomes a party to the communication after initial notice has been given.

425.6 EXCEPTIONS TO RECORDING (PROHIBITED USES)

- A. There is no requirement to activate a BWC when performing administrative functions/ activities (e.g.: report writing, equipment inspection, evidence submission, etc. or any other situation that is not likely to result in a police/citizen interaction).
- B. A victim, witness, or other individual wishes to make a statement or share information but requests not to be recorded or refuses to be recorded. (Note: during these statements officers should make verbal note before deactivating the BWC.)
- C. Discretion may be used in determining whether to record potentially sensitive events or circumstances (e.g., victims of sexual assault, child victim statements/interviews, nude persons who are not the target of enforcement action).
- D. While on employee breaks
- E. During in-depth interviews with sexual assault victims beyond the initial call for service assessment.
- F. During court proceedings, unless an on-view incident occurs
- G. Within 500 feet of bomb threat scenes (NOTE: the device MUST be turned off fully.)
- H. Discussing a case with other officers/employees
- I. During personal activities, e.g. personal phone call, restroom
- J. In the presence of a Confidential Informant (CI) or undercover officer
- K. In an intake center or jail, unless required by the facility
- L. In any state or federal court facility, except for the immediate loading of a prisoner.
- M. Having discussions with attorneys, peer support counselors, doctors, etc.
- N. Involvement in a departmental, supervisory, or public meeting
- O. Demonstrations/Civil Disobedience – record only if any of those provisions under “When to Record (Required Activation)” are met.

425.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.

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- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

425.8 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource. (See the Officer-Involved Shootings and Deaths Policy for guidance in those cases.) However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed (Md. Code PS § 3-511):

- (a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (c) By media personnel with permission of the Chief of Police or the authorized designee.
- (d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

425.9 POSTING OF POLICY

A copy of this policy should be made available to the public on the department website and upon request (Md. Code PS § 3-511).

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425.10 TRAINING

Members should receive periodic training on the operation of body-worn cameras as well as this policy. Training should include methods of providing notice that a recording is being made to persons with limited English proficiency or persons with a disability that renders them otherwise unable to understand (see the Limited English Proficiency Services and Communications with Persons with Disabilities policies) (Md. Code PS § 3-511).

425.11 COORDINATOR

The Chief of Police or the authorized designee should designate a coordinator responsible for (Md. Code PS § 3-511):

- (a) Establishing procedures for the security, storage, and maintenance of data and recordings.
- (b) Establishing procedures for accessing data and recordings.
- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging, or marking events.
- (e) Addressing any other requirements of the Maryland Police Training and Standards Commission (MPTSC) model body-worn camera policy.

425.12 RETENTION OF RECORDINGS

All videos must have a category assigned for retention purposes.

Un-categorized	Until Manually Deleted
Non- Evidentiary	550 days
Evidentiary/Report	5 years
Arrest	7 years
DUI/DWI	7 years
Use of Force	7 years
SWAT Operations	5 years
Homicide	90 years
Pending Review	Until Manually Deleted
Photos	Until Manually Deleted
Restricted	Until Manually Deleted
Taser Weapon Logs	3 years
Training	3 years
Uploaded Media	10 day

425.12.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy (Md. Code PS § 3-511).