

Body-Worn Cameras (BWC) / In-Car Video Systems

424.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of body-worn cameras/in-car video systems (BWCs/ In-Car Video Systems) by members of this department while in the performance of their duties (Md. Code CJ § 10-402; Md. Code PS § 3-511). BWCs/In-Car Video Systems 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 University of Maryland, Baltimore Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

424.2 POLICY

The University of Maryland, Baltimore Police Department will provide members with access to body-worn cameras (BWC's) and in-car video for use during the performance of their duties. The use of BWC's and in-car video 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).

424.3 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.

424.4 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.

424.5 MEMBER RESPONSIBILITIES

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

Body-Worn Cameras (BWC) / In-Car Video Systems

Prior to going into service, uniformed members holding the rank of lieutenant and below will be responsible for making sure that they are equipped with a BWC issued by the department, and that it 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 BWC 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 holding the rank of lieutenant and below assigned to a non-uniformed position may carry an approved BWC 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 will wear the BWC in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a BWC, the assigned member shall record the member's name, UMBPD identification number, and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

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.

424.6 ACTIVATION OF THE BWC

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

The BWC will 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) Members will activate their BWC upon arrival at any dispatched or self-initiated call for service
- (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

Body-Worn Cameras (BWC) / In-Car Video Systems

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 BWC 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).

424.6.1 CONSENT REQUIRED FOR ACTIVATION OF BWC'S / IN-CAR VIDEO SYSTEMS

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:
 - (a) The member identifies themselves as a law enforcement officer to include their name, rank, badge number, and department.
 - (b) The member is a party to the conversation.
 - (c) The member informs all other parties of the recording.
 - (d) 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.

424.6.2 CESSATION OF RECORDING

Once activated, the BWC 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).

Body-Worn Cameras (BWC) / In-Car Video Systems

424.6.3 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).

424.6.4 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

424.6.5 MUTING OF RECORDING

Muting is placing the BWC in a state where the video records, but the audio is not recording. Members may temporarily deactivate the audio of their BWC by placing the camera on mute. Before muting the BWC, the member shall make a brief statement as to the purpose of taking the action (i.e., placing camera on mute to discuss operational tactics). Temporary audio deactivation may occur when:

- (a) Facilitating discussions about operational strategies, tactics, or training issues.
- (b) Sharing personal information such as addresses, telephone numbers, and medical concerns with other persons.
- (c) Conducting conversations which contain privileged information (i.e., communications with clergy, peer counselors, attorneys, physicians, Command Staff, etc.).
- (d) When gathering information from witnesses or community members, and the member has a reasonable and articulable concern that the BWC would inhibit the information gathering or sharing efforts.
- (e) When authorized by a higher ranking member who determines the continued recording of an incident is not required to meet the objective of any policy or procedure governing BWCs.
- (f) When a member makes the decision not to record or to discontinue recording an incident, the member must note the reason for not capturing the recording in the corresponding incident report or CAD notes. Justification for this action (e.g., safety issues, unreasonableness, or impracticality) must be based on whether a reasonable officer in the same situation would have made the same decision.

424.7 PROHIBITED USE OF PORTABLE RECORDERS

Members are prohibited from using department-issued BWCs and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Body-Worn Cameras (BWC) / In-Car Video Systems

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Shift Commander. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements.

Recordings shall not be used by any member for the purpose of embarrassment, intimidation or ridicule.

424.8 IDENTIFICATION AND PRESERVATION OF RECORDINGS

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

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

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

424.9 RETENTION OF RECORDINGS

An unaltered version of all recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days. Recordings shall be securely maintained pursuant to department procedures and a log shall be kept of when a recording is viewed, the length of time it is viewed, and by whom. If copies of a recording or portions of a recording are made, a record shall be kept indicating what portions of a recording were provided and to whom (Md. Code PS § 3-511).

424.9.1 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).

Body-Worn Cameras (BWC) / In-Car Video Systems

424.10 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.

424.10.1 PROHIBITED USES

Recordings should not be used (Md. Code PS § 3-511):

- (a) To identify persons present at public gatherings who are not suspected of being engaged in illegal activity or in need of assistance.
- (b) To create a database or pool of mug shots.
- (c) As fillers in photo arrays.

Recordings shall not be searched with facial or voice recognition software unless an officer has reason to believe that a specific suspect or person in need of assistance may appear in the recording.

424.11 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).

424.12 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

University of Maryland, Baltimore Police Department

Policy Manual

Body-Worn Cameras (BWC) / In-Car Video Systems

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).