

PALMYRA POLICE DEPARTMENT POLICY & PROCEDURE MANUAL

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| SUBJECT: Body Worn Camera | | | 03/06/2019 | 2-15 |
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| Scott Pearlman CHIEF OF POLICE | | General Order # 2016-05 2019-01 2016-06 | | Reference: AG Directive 2015-01 |

The Written Directives developed by the Palmyra Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of Written Directives can only be the basis of a complaint by this Department, and then only in an administrative disciplinary setting.

PURPOSE To establish guidelines for the proper and lawful operation of the body worn audio/video camera systems worn by members of the Palmyra Police Department, and to define the media storage and retention system for the events recorded by the devices.

POLICY Body Worn Cameras (hereinafter BWC) will be deployed by department officers in a manner consistent with the provisions outlined in this written directive. These cameras are viewed as a valuable asset intended to assist department officers in the prosecution of certain offenders by augmenting an officer's testimony with a video/audio record of the incident. Additionally, this equipment will aid department administrators in the investigation of citizen complaints.

PROCEDURE

I. Administration

- A.** The department has adopted the use of the BWC to accomplish several objectives. The primary objectives are as follows:
1. BWCs allow for accurate documentation of police-public

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- contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.
2. Audio and video recordings also enhance the department's ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.
 3. The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.
- B.** The Department recognizes that video images cannot always show the full story nor do video images capture an entire scene. The use of body-worn cameras does not reduce the requirement to provide thorough written documentation of an incident. Persons reviewing recordings must also be cautious before conclusions are reached about what the recordings show.

II. Equipment

- A.** The department has purchased AXON audio/video recording units. This shall be the only BWC authorized for use by members of the department. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Palmyra Police Department.
- B.** Officers who are assigned BWCs must complete the agency provided training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper performance, and to incorporate changes, updates, or other revisions in policy and equipment.
- C.** For uniformed officers the BWC shall be worn as close to the center mass on the officer's body. Officers in uniform shall attach the BWC to the uniform shirt with one of the magnetic clips supplied by the department.
1. Officers wearing a jacket or other outer garment shall not cover or obstruct the view of their BWC. The BWC can be moved to the outer most garment with magnetic mounted provided to each officer. Officers are ONLY authorized to cover the BWC with an outer garment if the inclement weather conditions involving precipitation make it likely that exposure to the elements will damage the unit. If this action is necessary, the BWC shall still remain activated to capture audio of the incident.

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- D. All officers will be assigned a BWC and shall wear the device as an authorized component of the uniform of the day. Each BWC has a unique serial number and has been assigned an internal tracking identification number. Officers assigned BWCs shall use the equipment unless otherwise authorized by supervisory personnel.
- E. Officers on extra-duty assignments shall also deploy their BWC during the traffic or security details. Officers shall utilize the BWC during the detail in accordance with the requirements of this policy.
- F. BWC equipment is the responsibility of individual officers and shall be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be immediately brought to the attention of the officer's supervisor as soon as possible so that a replacement unit may be procured. Officers reporting the malfunction shall complete an Incident Report documenting the malfunction, unique serial number of the BWC and the supervisor notified.
- G. Officers deploying a BWC shall document the device ID number (ex. Officer badge #10 or spare unit #S1) in the BWC section of the Vehicle Check Sheet at the start of each shift.
- H. Officers deploying a BWC are to do a pre-shift and post shift test of the BWC entering the times of test on the Vehicle Check Sheet.
 - 1. When conducting the pre-shift inspection, the officer shall activate the BWC and verbally state the date, time and that a pre-shift inspection is being conducted on the unit number.
 - 2. The officer shall then sync up the BWC manually with a USB cable through the icon on a departmental computer or digitally through the application on a department-issued cellular phone. This will allow the member to view the event and tag it accordingly as a **Pre-Shift Inspection**.
 - 3. Any unit found to be not operating properly shall be taken out of service and written up for repair. The officer shall then utilize one of the designated spare units located in the docking station in the Patrol Room.
 - 4. A post shift inspection is to be completed at the end of an officer's shift. This inspection is to be completed the same as the pre-shift inspection.
- I. When not in use, BWC's shall be stored in the designated docking/charging stations in the Patrol Room. The docking stations allow for the units to be charged and for the upload of events to the secure data storage site.

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1. Officers who travel to and from work in a department owned vehicle may take the BWC home with them only after ensuring that all data has been downloaded via the docking station prior to leaving police headquarters.

III. Operation

- A.** Officers shall activate the BWC to record:
1. All calls for service
 2. Motor vehicle stops
 3. Motorist aid
 4. Community caretaking check
 5. Field interviews
 6. Investigative detentions
 7. Sobriety checkpoints when making contact with an operator of a motor vehicle or assisting another officer in an investigation.
 8. Interviewing a witness in the course of investigating criminal offense
 9. Conducting a custodial interrogation of a suspect, unless the interrogation is otherwise being recorded in accordance with department policy.
 10. When conducting an arrest
 11. Conducting a protective frisk for weapons
 12. Conducting any kind of search (consensual or otherwise)
 13. Police response to any type of civil disorder in circumstances where the officer is engaged with or in the presence of civilian and the officer or any other officer on the scene may be required to employ constructive authority or force.
 14. The officer uses constructive authority or force, or reasonably believes that constructive authority or force may be used in any encounter or situation not otherwise listed in this subsection based on specific and articulable facts warranting heightened caution that are documented by narration on the recording and/or in any investigation or incident report.
 15. When transporting an arrestee to police hq's, county jail or another place of confinement, or hospital or other medical care or mental health facility.
 16. The officer reasonably believes that any other officer on the scene has undertaken or is engaged in any of the foregoing police actions/activities.
 17. Any other action/incident where it is necessary or prudent to create a recording.
- B.** The use of BWCs allow for a clearly documented, first hand, and completely objective account of an incident. Therefore, officers shall activate their BWC prior to arrival at the scene of a dispatched call for service and officers shall activate their BWC for

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a proactive event prior initiation of the event or as soon as safely possible. This will allow the maximum amount of information regarding the incident to be captured.

- C.** Whenever possible, officers are to inform individuals that they are being electronically recorded for audio and video. Officers have no obligation to stop recording in response to a citizen's request if the recording is pursuant to an investigation, arrest, lawful search, or the circumstances clearly dictate that continued recording is necessary.
1. However, officers should evaluate the situation and when appropriate, honor the citizen's request. Such requests include, but are not limited to;
 - a. citizens reporting confidential information regarding criminal activity, and
 - b. citizens requesting to remain anonymous
 2. The request to turn the camera off shall be recorded, as well as the officer's response. The BWC shall be reactivated immediately upon conclusion of the confidential conversation.
 3. Officers shall not suggest that the BWC be de-activated; nor will an officer ask a person whether they would prefer that the BWC be de-activated.
 4. The request for deactivation must be self-initiated by the civilian.
- D.** When an officer equipped with a BWC is required to activate the device during an encounter with a citizen occurring inside the person's residence, or with a victim of a criminal offense, the officer shall verbally notify the person(s) with whom the officer is conversing that the BWC has been activated unless it is unsafe or infeasible to provide such notification. If the officer decides not to provide notification of the BWC activation because it is unsafe or infeasible to do so, the officer shall document the reason for that decision in a report and/or by narrating the reasons on the BWC recording. The failure to verbally notify a person pursuant to this section shall not affect the admissibility of any statement or evidence.
- E.** If a citizen inquires of an officer whether the officer is equipped with a BWC, or inquires whether the device is activated, the officer shall answer truthfully unless the County Prosecutor or designee has expressly authorized the officer to make a covert electronic recording. Nothing in this section shall be construed to establish a basis for suppressing a statement or other evidence.
- F.** BWCs shall remain activated for the entire duration of the event as required of Subsection III.A until either the officer or citizen has departed the scene.
1. Any officer providing assistance or back up to an officer on

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- an event detailed in subsection III.A is required to have their BWC activated until the citizen has departed the scene or their assistance is no longer needed.
2. Officers at the scene of an incident detailed in subsection III.A, may deactivate the BWC for the specific purpose of briefing assisting officers or supervisors, or conducting in-person or telephone notifications as required by policy.
 - a. Officers shall only deactivate the BWC when not in direct contact with the victim, suspect, witness or an individual who is being detained.
 - b. Prior to deactivating BWC, officers shall record their intention to deactivate along with the reason for such action.
 - c. In the event that citizen contact is reestablished, the BWC shall be immediately reactivated.
- G.** The BWC shall remain activated during the transportation of all arrestees from the scene of the arrest to Police Headquarters and continue to remain activated until the arrestee is secured in the holding cell or processing room, at which time the BWC shall be deactivated.
- H.** When BWC is activated, officers are encouraged to provide narration where practical and appropriate in an effort to augment the value of the recording and to provide clarity for the viewer. Officers may also mark significant events while recording and provide details of marked segment.
- I.** If an officer fails to activate the BWC, fails to record the entire event contact, or interrupts the recording, the officer shall document in the applicable incident or case report why a recording was not made, was interrupted, or was terminated.
- J.** Officers shall note in incident and case reports when BWC recordings were made during the incident in question. However, BWC recordings are not a replacement for written reports.
- K.** Civilians shall not be allowed to review the recordings at the scene of contact. Officer complaints shall be handled in accordance with the directives set forth in V1C23 Internal Affairs. All other requests to view and/or obtain footage by the public shall be handled in accordance with the release of records.
- L.** Officers utilizing the BWC shall periodically, and no later than the end of each shift, download the contents of the unit by placing the unit in the designated docking station. Each file downloaded shall contain information related to the date, BWC identifier, and assigned officer. Officers shall perform the following steps when labeling recorded events;

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1. Video ID – The incident number (example 2019-1025)
 2. Category – Selected from the drop down list in Evidence.com
 3. Title – Location of incident (example 416 Cinnaminson Ave)
- M.** To identify BWC recordings that raise special privacy or safety issues are to be tagged as such:
1. Captures the image of a victim of a criminal offense
 2. Captures the image of a child
 3. Was made in a residential premise (eg., a home, apartment, college dormitory room, hotel/,motel room) School or youth facility, a healthcare facility or medical office, a substance or mental health treatment facility or a place of worship.
 4. Captures a conversation with a person whose request to deactivate the BWC was declined.
 5. Captures a special operations event or execution of an arrest or search warrant where confidential tactical information (eg.,verbal codes and hand signals used to give direction to officers, techniques for interior movements and clearing rooms during execution of a warrant, techniques for convincing persons to open doors during warrant execution, etc.) may have been recorded.
 6. Captures the image of an undercover officer or confidential informant.
 7. Captures the screen of a police computer monitor that is displaying confidential personal or law enforcement sensitive information
- N.** Notwithstanding any other provision of this Directive, when an officer equipped with a BWC is dispatched to or otherwise goes to the scene of an incident knowing or reasonably believing that police deadly force has been or is being employed, or to a scene where an officer has requested emergency assistance (ems., an officer in distress, shots fired, etc.), the officer shall activate the BWC before arriving at the scene when feasible. Notwithstanding any other provision of this Directive, an officer while at the scene of a police deadly-force event or the on-scene investigation of that event shall not de-activate the BWC unless instructed to do so by the assistant prosecutor or assistant or deputy attorney general supervising the investigation of the deadly -force incident pursuant to Attorney General Law Enforcement Directive No.2006-5, or his or her designee. Such instruction may be given telephonically by the assistant prosecutor, assistant or deputy attorney general, or designee supervising the investigation.

IV. Restrictions

- A.** Unless the officer is actively engaged in investigating the commission of a criminal offense, or is responding to an emergency, or reasonably believes that he or she will be required to use constructive authority or force, the officer shall not activate a BWC, or shall de-activate a BWC that has been activated, while the officer:
1. During courtroom proceedings, unless responding to a call for service or incident.
 2. Communications with other police personnel without the permission of the Chief of Police or his or her designee;
 3. Encounters with undercover officers or confidential informants;
 4. When on break or otherwise engaged in personal activities; or
 5. In any location where individuals have a reasonable expectation of privacy, such as a restroom, locker room or break room.
 6. When an officer would be recording a patient during a medical or psychological evaluation by a clinician or similar professional, or during treatment. When recording in hospitals or other medical facilities, officers shall be careful to avoid recording persons other than the suspect.
 7. Communications made in a psychiatric facility, unless responding to a call involving a suspect who is thought to be present in the facility.
 8. Officers will remove BWC when processing a DWI so as not to create any interference with the Alcotest 7110.
 9. Is in a place of worship under circumstances where worshipers would be in view of the BWC.
- B.** Officers shall not be required to activate the BWC when engaged in conversations with individuals with whom the officer is in a privileged relationship (e.g., spouse, attorney, police peer counselor, labor representative, minister, etc.)
- C.** In order to prevent the recording of events unrelated to the call for service, officers at police headquarters addressing walk-in complaints are authorized to deactivate their BWC when not in the presence of the citizen. Examples include the typing of complaints, reports or other follow-up activities conducted in the Patrol Room. The officer shall narrate on the BWC the reason for the deactivation and immediately re-activate the unit each time contact with the citizen.
- D.** Officers may de-activate the audio portion of the BWC by utilizing the mute function while participating in a discussion pertaining to

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criminal investigation strategy and planning (e.g. to consider what investigative techniques to pursue, such as questions to pose to a suspect or witness, whether to summon a drug/explosive detection canine, whether to apply for a search warrant, whether to request permission to conduct a consent to search or another type of warrantless search, etc.) provided the strategy/planning discussion is not conducted in the immediate presence of the civilian (i.e. under circumstances where a civilian might overhear the strategy discussion) and further provided that the BWC equipped officer is not actively engaged in the collection of physical evidence (i.e. conducting a search). When an officer deactivates a BWC pursuant to this section, the officer shall narrate the circumstances of the deactivation (e.g. "I am now turning off the audio recording of my BWC to discuss investigative strategy with my supervisor")

- E. Officers assigned as a School Resource Officer shall only activate the BWC during student encounters in accordance with subsection III.A. The BWC shall not be activated or shall be deactivated upon being advised the incident involves;
 - 1. Student(s) meeting with the School Counselors, SAC or Child Study Team (CST) members and the SRO or other Police personnel are called in for assistance. (Due to the confidential status that must be maintained by State Law),
 - 2. conversations between the student, Counselor, SAC or CST about any ongoing counseling services or follow-up after a crisis,
 - 3. the SRO being called in for information during Intervention and Referral Service (I&RS) meeting, and
 - 4. conversations in regards to homeless, DCP&P and educational stability students.
 - 5. A School Counselor, SAC or CST member reporting a confidential incident to the SRO may request the BWC be deactivated in accordance with subsection III.E.

- D. Members assigned to the Detective Bureau shall wear a BWC in accordance with this policy when assigned as primary officer for incidents detailed in subsection III.A, or when assigned to a traffic, security or other detail requiring a Class A or Class B Patrol Uniform.
 - 1. Members assigned to the Detective Bureau may utilize a BWC for the purpose of interviewing individuals as part of a criminal investigation.
 - 2. Members assigned to the Detective Bureau assisting in the service of a warrant, and with markings clearly identifying themselves as Police Officers shall wear a BWC and activate the BWC prior to the service of the warrant, but not during circumstances prior to the warrant service that may be confidential in nature.

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V. Inspection and Maintenance

- A. When not in use, BWCs shall be stored in the designated docking station in the Patrol Room. The docking station allows for the units to be charged and for the download of events to the secure storage site.
- B. BWCs shall be inspected by officers at the commencement and conclusion of each shift to guarantee both video and audio recording readiness of the system.
 - 1. The inspection shall include, but not be limited to,
 - a. Ensuring the battery is fully charged,
 - b. Ensuring the device has sufficient memory to complete their tour of duty, and
 - c. Pre and post shift test recordings are to be downloaded to the Evidence.com data base to ensure the proper positioning of the BWC on the officer's uniform and operation of the BWC.
 - 2. When conducting the pre and post shift inspection, the officer shall activate the BWC and verbally state the date, time, whether a pre or post-shift inspection is being conducted, and that a test is being performed on the unit.
 - 3. The results of the inspection, including any malfunctions or deficiencies, shall be noted in the notes area on the Vehicle Check sheet.
 - 4. Should an officer find that their assigned BWC has a malfunction, defect or is inoperable the unit is to be placed out of service.
 - 5. The officer is to use one of the departments spare BWC that are maintained in the patrol room docking station.
 - a. The officer is to complete an email notification to the officer in charge of BWC and copy the Chief of Police and Lieutenant.
 - b. The email should include the problem with the camera and the ID of the spare BWC they used in place of their assigned BWC.
- C. Officers are permitted to conduct a review of the contents of a BWC to ensure accurate reporting and to assist in articulation of probable cause prior to downloading the events to the digital storage site.
 - 1. Viewing of BWC events is strictly limited to sworn officers of this department. Viewing by any other person is prohibited unless authorized by the Chief of Police, his or her designee, or consistent with a provision of this written directive.
 - 2. If the officer is giving a formal statement about the use of

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force or if the officer is the subject of a disciplinary investigation, the officer shall;

- a. have the option of reviewing the recordings in the presence of the officer's attorney or labor representative; and
- b. have the right to review recordings from other BWCs capturing the officer's image or voice during the underlying incident

VI. Control and Management

- A.** Contents downloaded from BWCs will be stored on the secure Evidence.com site. All images and sounds recorded by the BWC are the exclusive property of the department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.
 1. Copies of an event captured on BWC will not be released to other criminal justice agencies, other than the Burlington County Prosecutor's Office, without the express permission of the Chief of Police or his designee.
- B.** BWC recordings containing information that may be of value for case prosecution or in any criminal or civil adversarial proceeding shall be safeguarded as other forms of evidence. As such:
 1. The secure Evidence.com site shall be designated as the authorized storage location of all BWC recordings.
 2. All recordings are maintained within the BWC system on Evidence.com and are authenticated by an internal audit program with the BWC system.
 3. All images and sound recorded by the BWC are the exclusive property of the Palmyra Police Department.
 4. All BWC recordings covered in this subsection shall be maintained on the Evidence.com site until such time as authorized to be destroyed by statute, rule, or other directive governing the record.
 5. Video recordings shall not to be released to any person without proper written approval.
 6. BWC recordings authorized for release shall be released through a secure link to the Evidence.com provided by this department.
- C.** BWC recordings not utilized for court proceedings or other departmental uses shall be maintained 180 days and purged in accordance with directives set forth by the New Jersey Division of Archives and Records Management.
- D.** BWC recordings that pertain to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution shall be treated as evidence and shall be kept in

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accordance with the retention period for evidence in a criminal prosecution.

- E.** BWC recordings of an arrest that do not result in an ongoing prosecution or records the use of police force, the recording shall be kept until the expiration of the statute of limitations for filing a civil complaint against the officer and/or agency.
- F.** BWC recordings of an incident that is the subject of an internal affairs complaint shall be made a permanent part of the Internal Affairs case file.
- G.** All access to downloaded BWC files must be specifically authorized by the Chief of Police or his or her designee, and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.
- H.** All recordings are maintained within the BWC system in the Evidence.com site and are authenticated by an internal audit program with the BWC system.
- I.** The BWC system is administered by the Internal Affairs Unit Commander. Only the Internal Affairs Unit Commander shall have access to delete video/audio segments.
- J.** Under no circumstance shall any officer of this department erase, reuse or alter the recording of any BWC. It is a fourth degree crime to purposely and knowingly alter, destroy, conceal, remove or disable any camera or monitoring device including any videotape, film or other medium used to record sound or image that is installed in a police vehicle (N.J.S.A. 2C:28-7c).
- K.** Officers shall inform their supervisor of any recordings that may be of value for training purposes. Recordings from body-worn cameras may be shown for training purposes upon completion of a criminal case. All such use shall be pursuant to the written authority of the chief. Officers shall be provided with at least thirty days' notice if recordings intended for use for training purposes were either made by them or captured their image or voice.
- L.** No law enforcement officer or civilian employee shall access, view, copy, disseminate, or otherwise use a BWC recording except for an official purpose as specified in this section. Access to and use of stored BWC recording is permitted only:
 - 1. When relevant to and un furtherance of a criminal investigation or prosecution
 - 2. When relevant to and in furtherance of an internal

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- affairs investigations
3. When relevant to and in furtherance of a management review process to identify circumstance indicating possible police misconduct or to determine the existence of a pattern or practice of possible misconduct
 4. To assist the officer whose BWC made the recording in preparing his or her own police report, subject to the restrictions in paragraph M
 5. When relevant to a supervisor's review of an officers actions as part of the supervisory process authorized by the department
 6. To show a civilian who intends to file a complaint against an officer to demonstrate what actually occurred during the encounter so that the person can make an informed decision whether to file the complaint
 7. To comply with State's discovery obligations in the prosecutions pursuant to the Rules of Court
 8. To comply with any other legal obligation to turn over the recording to a person or entity
 9. To show or disseminate the recording to a civilian or a non-law enforcement entity, or to disseminate it to the public, where the County Prosecutor or designee, or determines that disclosure to that particular person/entity or the public is warranted because the person's/entity's/public's need for access outweighs the law enforcement interest in maintaining confidentiality
 10. For training purposes, provided that the recording is edited so that the identity of the individuals depicted in the recording cannot be determined by persons viewing the training video unless the depicted individuals have consented to the recording being used for training purposes.
 11. To conduct an audit to ensure compliance with this policy and the guidelines set by the Attorney General.
 12. To enhance officer and public safety by providing intelligence information in preparation for a raid/warrant execution (by providing information about the layout of a premises to be searched), when such use is approved by the County Prosecutor or designee
 13. Any other specified official purpose where the County Prosecutor or designee finds in writing that good and sufficient cause exists to authorize access to a particular BWC recording.

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- M.** A BWC recording tagged pursuant to subsection III.M shall not be accessed, viewed, copied, disseminated, or otherwise used without first obtaining the permission of the County Prosecutor or designee, or the Director of the Division of Criminal Justice or designee. Except for recordings tagged pursuant to sub section section III.A (when a BWC captures the image of a patient at a substance abuse treatment facility), and subject to the requirements of subsection VI.O (requiring notice to County Prosecutor or Director prior to complying with a subpoena, court order, or request for records under the Open Public Records Act or the common law right to know), the County Prosecutor or Director may authorize the chief of the department, and one or more superior officers or duty positions (e.g., head of the detective bureau) identified by the chief of the department, to grant permission pursuant to this section to access, view, copy, disseminate, or otherwise use BWC recordings tagged pursuant to subsection III.M See also subsection VI.O (specifying the purposes for which access to a BWC recording is permitted).
- N.** Upon receipt of a subpoena, court order, or request pursuant to the Open Public Records Act, or the common law right to know, for a BWC recording shall, within one business day of receipt of such subpoena, court order, or request, and before complying with it, this department will provide notice to the County Prosecutor. Such notice shall state clearly the deadline by which a response must be made.
- O.** The Assistant Prosecutor overseeing a police use of force investigation pursuant to Attorney General Law Enforcement Directive No. 2006-5, or his designee, may in the exercise of sound discretion authorize a civilian or law enforcement witness to be given access to or view a BWC recording of the incident under investigation. To ensure the integrity of the investigations of police involved shootings and other use of force incidents to avoid possible contamination of a witness's personal recollection of events that could undermine their credibility as a witness, notwithstanding any other provision of this Policy, no civilian or law enforcement witness, including the principal(s) of the investigation, shall be given access to or view the incident, without the express prior approval of the assistant prosecutor or his designee.

VII. Supervisory Review

- A.** Supervisory personnel shall ensure that officers under their command equipped with BWC devices utilize them in accordance with policy and procedures defined therein.
- B.** The Internal Affairs Unit is responsible for periodic and random reviewing of non-evidential BWC events in an effort to ensure the equipment is operation properly, to assess officers' performance

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and adherence to written directives and established professional standards, and to identify other training needs.

1. In order to maintain fairness in the selection of videos reviewed, the Internal Affairs Unit member will access the Employee Random Drug Testing field in New World in order to create a list of randomly selected individual officers to observe.
2. Upon completion of the periodic review, the Internal Affairs Unit member shall prepare a Special Investigations Report documenting any positive or negative activities observed. This should include any recommendations for training and/or discipline resulting from the observations.

All Special Investigations Reports generated in accordance with this policy shall be retained by the Internal Affairs Unit and a copy will be forwarded to the Chief of Police for review.

- C. Separate from the above mentioned periodic review of randomly selected officers, the Chief or Police or Internal Affairs Commander may review specific BWC footage if circumstances arise that requires an investigative effort to commence.