

UNIT ORDER

UNIT
INDEX
NUMBER

26-XX

DATE
ISSUED

SUBJECT:

Body Worn Camera Duties

ISSUED

TO:

Risk Management Office

ISSUED

BY:

I. PURPOSE

This Unit Order is to supplement DGO 10.11, Body Worn Cameras, and provide the Risk Management Office (RMO) with specific guidelines related to their designated authority to view, manage, disseminate, and delete BWC footage.

II. PROCEDURES

Program Administrator Duties

As the program administrator, RMO is responsible for:

1. Granting security access to the computer server
2. Monitoring retention timeframes as required by policy and law
3. Complying with Public Record Act (PRA) requests and all court record requests
4. May conduct periodic and random audits of BWC equipment and the computer server
5. Maintaining a log of access, duplication, distribution, and deletion

Accidental and Inadvertent BWC Memorandums

Upon receipt of an officer's memorandum through the chain of command for accidental or inadvertent BWC recordings, the Commanding Officer of RMO will evaluate and determine appropriate action.

Administrative Investigations of Covered Incidents

See DGO 10.11.

Airport BWC Release

RMO should be aware of any active MOUs with the Airport relating to BWC footage release.