

RENO POLICE DEPARTMENT GENERAL ORDER

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Chief of Police: Kathryn Nance /s/		
Approving Deputy Chief: Thomas Robinson /s/		
General Order No: P-500-18	Issued: May 22 nd , 2018	Revised: April 14 th , 2023
General Order Title: BODY WORN CAMERAS		

I. POLICY

In order to enhance the community's trust in this police department and improve accountability, while respecting the legitimate privacy interests of residents and visitors to our community, the Reno Police Department has established these guidelines for the proper use, management, storage and retrieval of video and audio data recorded by body worn cameras.

II. DEFINITIONS

Body Worn Camera (BWC) – a digital device or portable event recording device, worn on an officer's uniform that allows the officer to record audio, photographs and video.

BWC Recordings – audio, photographs and/or video captured by a BWC
Digital Evidence – any digital photographs, audio and/or video recordings which are connected with a case and may be used in a court proceeding.

Categorizing – a method of marking and storing BWC Recordings for a specific purpose.

Digital Media – audio, video or photographic content that has been converted into a digital file that can be viewed, stored, preserved and transferred over computer networks.

Digital Media Management System – a departmentally authorized software system, used to manage and store Digital Evidence.

Mute Mode – a feature of BWC's that disables audio recording, while still recording video.

Officer – for the purposes of this general order, the term officer refers to any sworn employee assigned a BWC.

III. APPLICABILITY

NRS 289.830 regulates the use of Body Worn Cameras. Uniformed officers who routinely interact with the public, regardless of rank or assignment, will be issued a BWC and are required to adhere to this general order, applicable laws and training requirements.

Detectives and/or plainclothes officers, regardless of rank or assignment, will normally wear the BWC during pre-planned law enforcement activities whenever practicable which includes but is not limited to stops, arrests and search warrants.

Officers that fail to or forget to adhere to the requirements of the applicable laws, policies, or training requirements, may be subjected to discipline.

IV. PROCEDURES

1. Pre-Deployment

Officers assigned a BWC will exercise appropriate care and maintenance of the BWC and store it safely when not in use.

Before answering calls for service, engaging in law enforcement or investigative encounters with the public, the assigned officer will ensure that their assigned BWC is charged and functioning properly.

If a BWC is malfunctioning and/or damaged, the assigned officer will notify a supervisor and the Supply Clerk as soon as practicable. Uniformed officers who routinely interact with the public shall not respond to calls for service nor initiate law enforcement or investigative encounters, without a properly functioning BWC.

2. Activation

Officers shall only activate their BWC while responding to a call for service or at the initiation of any other law enforcement or investigative encounter between the officer and a member of the public. Officers shall activate their BWC during the above described interactions. Officers are not required to obtain consent to activate a BWC.

3. Deactivation

Once it becomes necessary to activate a BWC, the officer will not deactivate the BWC until the conclusion of the law enforcement or investigative encounter.

Officers will immediately deactivate their assigned BWC as soon as they discover that they are recording general activity, or any encounter that is not law enforcement nor investigative in nature.

If a citizen demands an officer stop recording, the officer has no obligation to comply.

4. Failure to Activate

Upon realizing that they have not activated a BWC in an event requiring BWC activation, the officer will begin recording as soon as practicable and safe to do so.

If a BWC was not activated, activated late, or the BWC malfunctioned while on scene of an event requiring activation, the officers will document this fact in any report completed by the officer. If a report is not required, the officer will so note in the incident comments

of the Computer Aided Dispatch system.

Officers experiencing a malfunctioning BWC while in the field will return to the station as soon as practicable to obtain a functioning BWC.

5. Transfer and Review of Data

At least once during the officer's regular shift, he or she will transfer the contents of their assigned BWC to the department's Digital Media Management System, unless otherwise approved by a supervisor.

An officer's chain-of-command may review an officer's BWC Recordings to ensure the recording has been categorized correctly, based on an allegation of misconduct or during the course of an administrative investigation. Internal Affairs may review BWC recordings based on an allegation of misconduct.

Whenever a BWC Recording is reviewed, the person reviewing the recording shall document the purpose of the review in the Digital Media Management System. Officers shall have the ability to see who has accessed their BWC Recordings in the Digital Media Management System and the reason for review.

6. Restrictions

- 1) Officers are prohibited from using their BWC to record:
 - a) general activity,
 - b) any non-law enforcement or non-investigative encounter.
- 2) Officer will not rely on BWC recordings in lieu of obtaining witness statements in the field whenever witness statements would normally be taken.
- 3) Officers will not allow anyone to view BWC recordings in the field. Requests to view recordings will be referred to the Records Section.
- 4) RPD employees will not manipulate nor attempt to manipulate any Digital Media on a BWC or on the department's Digital Media Management System. Manipulating copies of Digital Media is acceptable in accordance with the Digital Records and Evidence General Order.
- 5) RPD employees will not erase or attempt to erase any Digital Media recorded by a BWC and/or stored on the department's Digital Media Management System, except this employees assigned by the Chief/designee to purge BWC recordings so long as it is done in accordance with the applicable records retention schedule.
- 6) RPD employees will not record, keep, share, distribute or transfer personal copies of BWC recordings.
- 7) Only departmentally-issued BWC's are authorized for duty use.
- 8) BWC recordings may not be used for training purposes without the consent of the officer who created the BWC recording.
- 9) All BWC's shall be deactivated or placed into Mute Mode before any questioning of a departmental employee occurs either during an administrative investigation or to obtain information that may be used for an administrative investigation.
- 10) Random audits and/or viewings of BWC recordings for the sole purpose of initiating disciplinary proceedings or for performance review are prohibited.
- 11) Officer may only view other officers' BWC recordings for official purposes.