

CITY OF DORAL POLICE DEPARTMENT

REGULATIONS MANUAL

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TITLE: BODY-WORN CAMERA

PURPOSE: The purpose of this policy is to establish the use, management, storage and retrieval of Body-worn cameras (BWC).

SCOPE: This directive is applicable to all Department officers.

POLICY: It is the policy of the City of Doral Police Department to provide officers with the BWC video system designed to record both audio and video. BWC's shall be used to assist officers in the performance of their duties by providing an accurate and unbiased recorded account of an incident involving a police response.

Failure to activate the BWC as outlined in this directive, properly retain and store recording, or the abuse or misuse of the system may result in disciplinary action. Furthermore, turning off the system in anticipation of a use of force to control incident or other confrontational public contact is a violation of policy, and will result in disciplinary action up to and including termination. This directive does not govern the use of surreptitious recording devices used in undercover operations.

Note: The field view of the Body-Worn Camera is both narrower and broader than an officer's field view, which allows the BWC to capture more information and range than an officer's human eye.

DEFINITIONS:

Body-Worn Camera (BWC): Electronic audio and video recording equipment worn on the exterior clothing of an officer. ([FSS § 943.1718](#))

Body-Worn Camera (BWC) Operator: Department officers trained and authorized to operate a BWC.

Digital Evidence: BWC files, including photographs, audio recordings and video footage, captured by a BWC and stored digitally.

Event Mode: Event Mode occurs when the *Event* button on the BWC is activated and the camera is recording both audio and video. The buffered video (not audio) captured directly before the event will be saved and attached to the event in permanent memory. Repeated pressing of the Event button turns the recordings on and off and creates separate media segments.



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Evidence Docking Station (EDS): Docking station that simultaneously recharges and uploads all data captured from the BWC to Evidence.com.

Evidence.com: The online web-based digital media storage facility accessed at www.Evidence.com. The virtual warehouse stores digitally-encrypted data (photographs, audio recordings and video footage) in a highly secure environment. The digital recordings are accessible to authorized personnel based upon a security clearance and the system maintains an audit of user activity.

Normal (Buffering) Mode: The mode in which the BWC is configured to record for 30 seconds prior to activation of the record mode. Audio is not recorded during buffering.

Personal Representative: A parent, a court appointed guardian, an attorney, or an agent of, or a person holding power of attorney for, a person recorded by a body camera. If a person depicted in the recording is deceased, the term also means the personal representative of the estate of the deceased person; the deceased person's surviving spouse, parent, or adult child; the deceased person's attorney or agent; or the parent or guardian of a surviving minor child of the deceased. An agent must possess written authorization of the recorded person to act on his or her behalf ([FSS § 119.071](#)).

Recording Mode: The mode in which the BWC saves the buffered video, continues recording audio and video for the life of the battery or until deactivated. Pressing the event button twice will place the BWC in "recording" mode. Pressing and holding the "event" button will cease the recording mode. In recording mode, the camera will beep and vibrate every two minutes.

System Administrator: An individual appointed by the Chief of Police or designee with full access to user rights within www.Evidence.com who assigns and tracks equipment, controls passwords, and acts as liaison with the BWC manufacturer representatives. Generally, the BWC System Administrator shall be the commander of the Administration Section.

PROCEDURES:

A. General:

- I. The City of Doral Police Department has adopted the use of BWCs to accomplish several objectives. The primary objectives are as follows:



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- a. To enhance officer safety.
- b. To accurately document events during the course of an incident/investigation.
- c. Create transparency and increase the public trust.
- d. Increase subject compliance.
- e. To provide an impartial measurement for self-critique and field evaluation during an officer's training.

B. Issuance Guidelines:

1. The Body-Worn Camera Unit shall be responsible for the following:
 - a. Issuing, inventorying, and assigning all related equipment of the BWCs.
 - b. Evidence.com.
 - c. Other BWC related software.
 - d. Reviewing and recommending revisions to this directive, as needed to ensure compliance with current laws.
2. The wearing of a personally owned body-worn camera, other video and/or audio recording devices is prohibited.

C. Training Guidelines:

1. Officers who are assigned BWCs must complete a department approved and/or provided training program prior to issuance to ensure proper use and operation of the BWC. Initial training shall include, but is not limited to, the following: **[CFA 32.02AM]**
 - a. A review of the BWC directive as well as relevant state and federal laws governing consent, evidence, privacy, and public disclosure.
 - b. Operation of the BWC, including, hardware operation, charging, docking, malfunctions, lost or damaged equipment, and proper placement of the BWC on the uniform.
 - c. Hands-on exercises that replicate operating the BWC and the proper placement of the BWC on the uniform.
 - d. Categorization, data transfer procedures, data access, security, and retention guidelines, reporting improper recordings, and preparing and presenting digital evidence for court.
2. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates,



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or any other revisions to directives or equipment. These will be conducted on an as-needed-basis.

3. All training documentation shall be forwarded to the Training Unit for filing in the officers' training profile.
4. Annual refresher training will be coordinated through the Training Unit.

D. BWC User Procedure and Responsibilities:

1. Officers assigned a BWC shall use it in accordance with the manufacturer's recommended guidelines, training and associated directives/procedures.
2. Each BWC is assigned and configured for use by the individually assigned officer. Therefore, no officer shall use a BWC not assigned to the officer and no supervisor shall issue an order to an officer to utilize a BWC that is not assigned to the specific officer.
3. Officers required to wear a BWC shall position the BWC in a manner to facilitate optimum recording field of view, while also ensuring the ability to safely activate the camera prior to or during an incident.
4. The BWC shall be affixed to the front of the officer's uniform shirt centered between the right and left top pocket seam or on the outermost garment (e.g. tactical vest, raincoat, jacket, etc.) above the horizontal midline of their torso so that it is clearly visible to persons with whom the officer comes in contact. ([Annex 32.1C](#))
5. The positioning of the BWC should enable the BWC to capture the best recording possible of the officer's scene and interactions with persons on that scene. It is the officer's responsibility to ensure that the BWC is properly affixed to the uniform so that no obstructions interfere with proper recording.
6. In order to reduce audio and/or video interference with the BWC, officers shall not affix their portable radio (lapel) microphone to the pockets of their uniform shirts or position them near the BWC on any exterior garment.
7. Inspection, general care, and maintenance of a BWC shall be the responsibility of the officer who has been issued this equipment. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that a replacement BWC may be assigned.



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8. Officers are required to wear their assigned BWC while working their regular shift, overtime, special event/detail and extra-duty assignments; this will exclude court.
 - a. Officers shall be given an additional fifteen (15) minutes before and after their extra-duty assignment to retrieve or dock their BWC.
9. At the beginning of each shift, officers shall retrieve their assigned BWC from the appropriate docking station and conduct a visual check to ensure the BWC is charged and operational. The check will be conducted as follows:
 - a. Check the status light to ensure system is ready.
 - b. Inspect and test all related equipment, if any.
 - c. Ensure the unit is fully charged prior to each shift.
 - d. During the course of their shift, officers shall check the status; and
 - e. Periodically check the lens to ensure it is clear of any debris or obstruction which could hinder recording.
10. Each BWC shall have the assigned officer's name affixed to it so that it is visible while the BWC sits in the docking station. **Officers shall turn on their assigned BWC immediately upon exiting the DPD facility.**
11. At the end of each shift, officers shall place their assigned BWC in the appropriate docking station slot to be charged and simultaneously allow the data to be transferred from the BWC through the docking station to www.Evidence.com.
12. In the event that a BWC or BWC equipment is found to be damaged or inoperable, the officer shall notify their immediate supervisor, or in their absence, an on-duty supervisor who will, immediately notify the BWC System Administrator via email. Refer to Regulation Chapter 7.1 *Uniforms and Equipment* for requesting BWC equipment.
 - a. If a replacement BWC is not readily available, the officer shall make the notations on their Activity Report.
13. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the Chief of Police or designee. Accessing, copying or releasing any media for anything other than official law enforcement purposes is strictly prohibited.



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14. BWC recordings are not intended to replace written reports, if one is required. Officers are still responsible for completing a thorough report in the same manner they would if they did not have a BWC recording. Officers shall not list “refer to BWC video” in lieu of writing a detailed report. **[CFA 32.02DM]**
15. Officers will document the use of the BWC on Offense-Incident reports, CAD entries, citations/summonses, and Activity Reports, etc.
 - a. Officers preparing an official departmental record in connection with an investigation or police event shall indicate on the last line of the report that a BWC was used.

E. Supervisory Responsibility:

1. Supervisors shall ensure that subordinates comply with all BWC policies, directives, procedures and training.
2. Supervisors, when notified of any malfunctioning equipment, will inspect the device and if required, coordinate the issuance of a replacement system by notifying the BWC System Administrator.
3. In the event a complaint is associated with a recorded event or a supervisor knows or reasonably believes that an incident may generate a complaint, the supervisor shall ensure the video is flagged for indefinite retention.
4. Supervisors will randomly review and inspect their subordinates’ BWC recordings to ensure the equipment is operating properly and officers are using the devices appropriately in accordance with this directive.
 - a. Sergeants will randomly review and inspect two BWC recordings a month.
 - b. Lieutenants will randomly review and inspect one BWC recording a month.
5. BWCs review and inspections shall be documented on a *Body-Worn Camera Audit Log* (**Annex 32.1B**) and forwarded through the employee’s chain of command to the BWC System Administrator.
 - a. Supervisors should also identify any areas in which additional training or guidance is required.
 - b. Supervisors must document their findings on their Activity Report and Daily/Monthly Activity Report.



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6. Supervisors or designee shall review their subordinates' and all related BWC recordings linked to the use of force to control incident to verify the facts, before forwarding the Supervisor's Use of Force to Control Report to the chain of command.
 - a. Commanding Officers in the employee's chain of command may review the same BWC recordings for the use of force to control incident at their discretion.

F. Activation of the BWC Recording Guidelines: [CFA 32.02BM]

1. The BWC has three modes: Off, Standby (Buffering), and Record. Officers shall have their BWC powered on in *Standby* mode while performing routine matters and prior to participating in any law enforcement activities.
2. Record Mode of the BWC: Officers shall activate record mode as soon as it is reasonable, practical, and safe to do so, when involved in an official law enforcement matter. Once activated, officers shall continue recording until the law enforcement activity is completed or until there is a reason, as permitted by this directive, to deactivate the BWC.
3. The activation of the record mode is required in any of the following situations except where a situation is evolving rapidly and activating the record mode may jeopardize the officer's safety.
4. Officers are not required to activate their BWC during informal interactions or conversations with the public that are routine in police work, such as exchanging pleasantries, providing directions, making friendly conversation with local merchants, or attending community meetings.
5. Officers should activate record mode prior to exiting their vehicles, or as soon as practicable, when responding to a call for service or prior to engaging in any official law enforcement matter. Examples of such contacts include, but are not limited to: [CFA 32.02BM]
 - a. Traffic stops, including but not limited to, impaired driver investigations.
 - b. All calls-for-service.
 - c. When operating with emergency lights and/or sirens activated.
 - d. Suspicious vehicle/person calls.
 - e. Voluntary Investigative Contact – the mere suspicion of some type of criminal activity by a person.
 - f. Vehicle pursuits/foot pursuits.
 - g. Arrests, handcuffing and patting-down/searching of violators.
 - h. In-custody Miranda rights advisement and interviews, unless the incident is recorded by



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another means.

- i. Use of force to control incidents, or whenever the officer reasonably believes that constructive authority or force may be used in any encounter or situation not otherwise listed in this section.
 - j. Alarm responses and building searches.
 - k. K-9 tracks and K-9 building searches.
 - l. When assisting in the service/execution of search or arrest warrants and RPOs.
 - m. Transporting detainees or citizens for any reason.
 - n. Any other law enforcement activity which the officer feels could benefit from the use of the BWC.
6. Deactivation: The BWC may be turned off, stopped, or muted when directed to do so by a supervisor.
7. Prior to powering off, muting or interrupting recording, the officer shall provide a brief explanation on camera for doing so and then in writing when applicable in a report. **[CFA 32.02DM]**
8. Officers may stop the BWC recording when: **[CFA 32.02CM]**
- a. The investigative or enforcement activity involving an officer or the public has concluded.
 - b. The officer is at a static post where there is no contact with citizens.
 - c. The officer is not involved in an active part of the investigation (e.g.: crime scene security, traffic post).
 - d. Discussing a case with a supervisor or other officers or during tactical/strategic planning.
 - e. Gathering intelligence or information for a criminal investigation when a citizen will not provide said information on video. Supervisory notification must be made at the conclusion of the event.
9. Except where otherwise required by this directive, an officer may elect to stop recording if the BWC operation is inhibiting a victim or witness from giving a statement. A request by a victim or witness to stop recording must be captured on video whenever possible. Supervisory notification must be made at the conclusion of the event.
- a. If the officer determines the activation of the record mode is required as outlined in this directive, the BWC video system shall remain in record mode until the incident investigation has reached a conclusion.
 - b. Generally, for transports, the event has concluded when the officer reaches the transport destination such as the jail or hospital, and turns custody of the detainee over to an authorized

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officer of the facility.

10. Officers may mute the BWC when:

- a. On the scene of an incident or call to discuss the call or tactics with another officer or supervisor. BWC Operator, will while still recording, indicate the BWC will be muted for such purpose.
- b. Once the discussion is completed, the BWC microphone will be reactivated. **Although the microphone is disabled while the BWC is in mute mode, the camera will still be recording video.**

11. Officers shall turn off the BWC when:

- a. Discussing personal business with a doctor in a medical setting (i.e. workplace injury).
- b. Discussing information with an attorney related to an Internal Affairs investigation.
- c. While giving a statement for an Internal Affairs investigation.

12. Documentation: Officers shall document the reason(s) why the BWC was not activated in their report and/or the CAD prior to clearing the call. To include but not limited the following:

- a. Failing to record the entire contact.
- b. Interrupting a recording for any reason.
- c. Any non-activation due to an exception per section F (9).

G. Tagging, or Marking BWC Metadata:

1. Tagging, labeling or marking camera data serves as a method to retrieve data at a later date.
2. Officers are required to tag all videos with the applicable ID number, title, and category at the beginning of their next shift or as soon as possible.
3. Identifying and categorizing is the electronic equivalent of documenting physical evidence on a property receipt and, therefore, must be done at the beginning of their next shift or as soon as possible.
4. Recordings related to a criminal or administrative investigation will be treated as any other digital evidence. To ensure proper chain of custody, the BWC shall remain in the sole possession of the



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assigned officer until docked, except when at the scene of officer-involved shootings, in-custody deaths, or serious bodily injury and the scene is deemed safe, supervisors will:

- a. Make personal contact with the subject officer.
 - b. State on camera "I (rank/name/ID number) will be deactivating this camera due to the scene being deemed safe."
 - c. Deactivate and power off the camera.
 - d. Ensure the camera remains in place on the officer until Crime Scene arrives to remove it.
 - e. The System Administrator will respond to upload the video in the presence of a representative from the investigating unit.
5. In the event an arrest is made after the video has already been categorized and uploaded, the investigator or detective making the arrest shall contact the originating officer to change the category on the video.

H. Notifying Persons of Recording:

1. Officers are not required to obtain consent from individuals to video/audio record. Officers are not required to inform individuals that they are being recorded. If, however, the officer determines that informing an individual may de-escalate a situation, or if asked whether a BWC is being utilized, the officer should disclose that they are recording.
2. Unless unsafe or infeasible to do so, officers shall, when interacting with a **victim** of a crime notify the victim that the officer is equipped with a BWC and that it is recording, as soon as practicable.
3. In all instances, the footage shall be submitted to www.Evidence.com via the docking station and be fully documented in the report. Information shall include the request and the circumstances of the interview.

I. Prohibited uses: [CFA 32.02CM]

1. The BWC shall not be:
 - a. Used to record strip searches.
 - b. Used for any purpose other than to record their official law enforcement duties.
 - c. Used inside department facilities.
 - d. Used to record other agency personnel during routine, law-enforcement related activities.



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- e. Intentionally activated to record conversations of other officers without their knowledge during routine, non-enforcement related activities.
- f. Used to intentionally or willingly record confidential informants or undercover officers, unless specifically approved by the Chief of Police or designee. Officers who become aware they have unintentionally recorded confidential informants or undercover officers will as soon as practicable notify the BWC Systems Administrator who shall follow up and coordinate the redaction of such recording.
- g. Used during any court related matter, to include pre-file conferences, depositions, or any other activity within a courtroom, unless authorized by the presiding judge or attorney.
- h. Used to record in places where there is a commonly held expectation of privacy exists, such as locker rooms, dressing rooms or restrooms, unless the officer is present for an investigative and/or enforcement activity.
- i. Officers shall not record the preparations for the tactical service of any search or arrest warrant.
- j. Officers shall comply with individual federal, state, and local courthouse policies regarding the wearing of BWCs within their respective courthouses.
- k. Officers shall comply with the individual policies of healthcare, mental healthcare, or social services facilities regarding video/audio recording within their respective facilities.

J. Special Circumstances:

- 1. Interrogations: Officers using the BWC during interrogations, statements, confessions, and/or utterances will separate video files or markers for victim(s), witness(es) and defendant statements when possible, and document the existence of a recorded statement on all related reports.
- 2. Consent Searches: During a consent search, officers shall record themselves asking for consent and the citizen's response to that request. If during a consent search in a non-public place the citizen no longer wants the search recorded, the officer shall stop the recording and continue as normal without recording after stating such on camera.
- 3. Field Show-Ups: Officers issued a BWC shall record all Field Show-Ups including but not limited to, documenting the instructions and/or statements made by witnesses and/or the suspect and documenting the suspect's appearance at the time of the show-up.
- 4. Officers Executing Warrants: Officers issued a BWC who are participating in the execution of a search authorized by a search warrant or with exigent circumstances shall record until the search has been concluded and all evidence has been located and properly confiscated, or until



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such time as the officer is relieved from the assignment.

K. Deletion of Unintentional Recordings:

1. In the event of an unintentional recording during non-enforcement or non-investigative activities, e.g., in the restroom or meal break or in other areas where a reasonable expectation of privacy exists, an officer may request a recording be deleted.
2. An interoffice correspondence detailing the circumstances of the unintentional recording will be forwarded via the chain of command to the officer's Division Commander. If approved, the actual deletion requires two party authorization. One of those parties will be the Division Commander the other will be the BWC System Administrator. The BWC System Administrator shall facilitate the actual removal of any record approved for deletion, consistent with [FSS § 119.071](#).
3. The interoffice correspondence and documentation of deletion shall be maintained on file by the system Administrator.

L. Review or Release of Recordings:

1. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the department. **[CFA 32.02CM]**
2. All BWC recordings and images are the property of the City of Doral Police Department. Dissemination outside of the department is strictly prohibited without authorization from the Chief of Police or designee or through the proper public records request in accordance with [FSS § 119](#).
3. Officers shall not make copies of or take still images for their personal use and are prohibited from using a recording device (such as a phone camera or secondary video camera) to record media captured by the BWC recording system.
4. Officers shall not post to social media sites, transmit, or otherwise disseminate any footage and/or still images recorded or captured by BWCs and or any other information to which they have access as a result of their employment, or could reasonably be considered to represent the views or positions of this Department without prior written permission from the Chief of Police or designee.
5. Officers shall not allow citizens to review any recordings unless doing so assists with an investigation.

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6. BWC recordings, or any portion thereof, are confidential and exempt from public disclosure as defined in [FSS § 119.071\(1\)](#) and [§. 24\(a\)](#), Art. I of the State Constitution if the recording is:
 - a. Taken within the interior of a private residence;
 - b. Taken within the interior of a facility that offers healthcare, mental healthcare, or social services; or
 - c. Taken in a place that a reasonable person would expect to be private.

M. Reviewing Recordings: May be reviewed in any of the following situations by accessing evidence.com:

1. By an officer, initiative or request, before writing a report or providing a statement regarding any event arising within the scope of their official duties. Any such provision may not apply to an officer's inherent duty to immediately disclose information necessary to secure an active crime scene or to identify suspects or witnesses ([FSS § 943.1718 \(2\)\(d\)](#)).
2. After release by the System Administrator, by a member of the State Attorney's Office via Evidence.com.
 - a. The BWC Systems Administrator is responsible forwarding the evidence to the State Attorney's Office, upon request.
3. By supervisors prior to the completion of departmental administrative reports, or when investigating to verify and address complaints received in response to an internal or external source.
4. To assess proper functioning of BWC system.
5. By an investigator who is participating in an official investigation.
6. By officers of panels convened at the direction of the Chief of Police or designee to review the actions of involved officers.
7. Authorized training staff may also digitally record any incident contained on digital media for training purposes with authorized permission from the Chief of Police or designee.
8. In no event shall any digital recording be used for anything other than official business. This provision prohibits submission of any portion of video recording to a media organization, unless previously authorized by the Chief of Police or designee.



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9. By others as authorized by the Chief of Police or designee.

N. Retention: [CFA32.02EM]

1. All BWC recordings shall be retained in accordance with the guidelines listed in the State of Florida, General Records Schedule, GS2, as amended. Generally, all BWC recordings will be stored and retained by the department for a minimum of ninety (90) days, or until all criminal, civil or administrative cases to which the recordings are relevant have been adjudicated and all appeals have been exhausted.
2. Chief of Police or designee shall review any police interaction and/or services that are perceived as controversial for retention category. The Chief of Police or designee will set the appropriate category for retention in conjunction with this policy and with proper notification to the Chain of Command.
3. Video related to an investigation shall be treated as any other property evidence; therefore, its collection, chain of custody, storage, distribution, and disposal will be processed in accordance with internal Department policies and the Florida Statutes. Retention period are the following:
 - a. Criminal Investigation/Arrest -13 years
 - b. Departmental Concerns -Until manually deleted
 - c. Homicide Investigation/ Sex Crimes -100 years
 - d. Medical- 5 years
 - e. Baker Act- 5 years
 - f. Suicide- 20 years
 - g. Missing Person- 100 years
 - h. Non-Evidentiary- 3 years
 - i. None Generated Recording Error -30 days
 - j. Officer Injury/Crash -4 years
 - k. Pending View- 3 years
 - l. Retain -Until manually deleted
 - m. Traffic Stop/Crash-5 years
 - n. Training Video/Demo- 90 days
 - o. Uncategorized- 3 years
4. In the case where a video needs to be retained longer, the requesting officer shall add the “retain” category and a note explaining the reason for additional retention. These videos shall be retained

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until the category is removed. This is in addition to the correct categorization, where applicable.

O. BWC Public Records Requests:

1. All digital recordings collected using the BWC video system are considered records of the City of Doral Police Department and subject to Florida Statute Chapter [119](#). All digital recordings related to an investigation are considered evidence.
2. The release of requested digital recordings through a public records request will be subject to the same statutory exemptions applicable to the disclosure of any public record. The release of digital video recordings shall be coordinated with the Office of the City Clerk.

P. BWC Compliance Review:

1. The system administrator shall perform five random BCW compliance reviews, in each quarter to ensure data has been properly transferred to the server, and includes the correct date and time stamps.
2. Compliance reviews shall include actual departmental body camera practices to ensure conformity with departmental policies and procedures. This compliance review shall be documented and forwarded to the Chief of Police or designee and a copy forwarded to the Professional Compliance and Standards Section.
3. Appropriate notifications via the chain-of-command are made when a departmental concern is discovered (i.e., Training Unit for training issues, PCS for policy violations and review, etc.)
 - a. BWC recordings may be utilized for training purposes after redaction of the involved officer's identity.
4. Internal Affairs will conduct an annual audit of Evidence.com to ensure any video or media marked as a complaint in Evidence.com is properly categorized and updated. Findings will be documented and forwarded to the Chief of Police or designee.



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Effective Date:	January 4, 2016
Revocations:	All existing orders in conflict.
Revisions:	May 22, 2018, December 17, 2018, October 14, 2019, July 31, 2020, May 15, 2021

Approved:

A handwritten signature in blue ink, reading "Hernan M. Organvidez", is written over a horizontal line.

Hernan M. Organvidez
Chief of Police