



University of Central Florida Police Department  
General Order-5700  
Body Worn Camera



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Original Effective Date:	February 17, 2015	Scope:	All Sworn
Revision Date:	August 13, 2020	Annual Review Month:	February
Effective Date of Compliance:	August 28, 2020	Review Authority:	Patrol Division Commanders

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**5700.1 Purpose:** The purpose of this General Order is to establish guidelines and procedures for the use of Body Worn Camera (BWC) systems by members of the University of Central Florida Police Department (Department).

**5700.2 Policy:** The University of Central Florida Police Department is committed to protecting the constitutional rights of all people. The Department recognizes the benefit of employing equipment and technology that will assist us in our ethical, legal, and moral obligation to identify, collect, and preserve evidence. The use of BWC systems have been employed to assist in obtaining that goal and increase transparency and accountability to the University community the Department serves and protects.

**5700.3 Procedure:**

**A. Responsibilities:**

1. BWC Systems will be issued to every sworn law enforcement officer. Every officer issued a BWC will be responsible for the care, custody, and control of all issued equipment. The BWC will be operated in accordance with the manufacturer's recommendations and departmental regulations.
2. Officers are required to ensure that their BWC is working properly and fully charged at the beginning of every shift.
3. Officers will immediately notify a supervisor of any malfunctions that are discovered.
4. Officers shall upload all BWC digital data at the conclusion of their shift by placing their BWC in the assigned docking stations or utilizing other department approved uploading procedures.
5. Officers shall classify recorded events as appropriate, based on the options available under the classification and storage software.
6. Informing the Public that a BWC is in use
  - a. When feasible, officers are encouraged to inform members of the public that they are being recorded.
  - b. If asked, officers should inform those inquiring that audio-video recording equipment is in use, unless doing so would be unsafe for officer or members of the public.
7. Extra-Duty assignments
  - a. Officers shall use it during extra-duty work and shall comply with the BWC policy.
  - b. Uploading BWC data from extra-duty shifts
    - (1) Any audio/visual data regarding a use of force by or against an officer, or data that may be evidence in a criminal case, shall be uploaded in the same manner as if the data had been collected while on duty.
    - (2) All other BWC data recorded during extra-duty work shall be uploaded by the start of the next on-duty shift, as long as the shift begins within 72 hours of the extra-duty shift's conclusion. If the next on-duty shift will begin more than 72 hours later the BWC data shall be uploaded at the conclusion of the extra-duty shift.
8. Uniformed officers:
  - a. Shall wear the BWC and keep it powered on at all times during their shift when they can reasonably anticipate that they may become involved in a situation for which activation is appropriate in accordance with this policy,
  - b. May power off their BWCs when entering a center for domestic or sexual violence victim advocacy or assistance, as long as there will not be any interaction with a suspect;
  - c. Shall power off their BWC during the initial contact with a victim of sexual battery;
  - d. Shall power off their BWCs for any court-room proceeding, deposition or similar legal proceeding;
  - e. Shall power on and activate the BWC if a situation requiring activation occurs;
  - f. Are not required to wear their assigned BWC when attending training, court, funerals, award ceremonies or any other event that is approved by their supervisor.
9. Plainclothes Officers (Detective) shall be responsible for the following:
  - a. Shall have the BWC readily available;



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- b. Do not need to wear the BWC during plainclothes operation in which displaying or indicating their status as a police officer would compromise the operation.
  - c. Are not required to wear it during their on-duty shift except when executing a search warrant in the field or when ordered to by a supervisor.
  - d. When working in uniform, detectives assigned a BWC shall wear it in accordance with this policy.
10. Supervisors shall be responsible for the following:
- a. Shall confirm that all officers assigned to their unit have uploaded their recordings at the end of their shift;
  - b. Will review recordings of all officers involved in an incident involving:
    - (1) Injury to prisoners,
    - (2) Response to resistance,
    - (3) Injury to officers,
    - (4) Vehicle pursuits,
    - (5) Response to Signal 43,
    - (6) Citizen complaints,
    - (7) Anytime it is deemed appropriate to review recordings, and
    - (8) As directed by the Chief of Police or designee;
  - c. Shall conducted a weekly audit, randomly select two (2) recordings to review in their entirety (These reviews will be conducted for training and integrity purposes);
  - d. Shall conduct periodic and random inspections of BWC equipment to confirm that it is in proper working order.
11. BWC Coordinator shall be responsible for the following:
- a. Overall BWC Program coordination of training,
  - b. Shall serve as the Department's administrators for approved database,
  - c. Maintenance and repair of BWC equipment, and
  - d. Shall conduct a bi-annual audit of BWC equipment and storage usage and submit findings in memorandum format via chain of command to Chief of Police.

**B. Activation**

1. Officers shall activate their BWC for the following circumstances:
- a. Shall be immediately activated when dispatched to a Code 3 call; this includes assisting officers.
  - b. Prior to arrival, when responding to a Code 1 or Code 2 call.
  - c. When self-initiating a call, as soon as possible and prior to contacting a person or exiting a patrol vehicle.
  - d. Prior to taking any law enforcement action.
  - e. When directed to activate the BWC by supervisor.
  - f. Note: BWC will start recording when lights and sirens are activated. Officers who have been issued auto-activation holsters for the firearm and/or taser will have the BWC start recording when these weapons are drawn.
  - g. Any incident upon the direction of a supervisor or at the request of another law enforcement officer.
  - h. Nothing in this procedure shall prohibit an officer from activating their BWC system whenever the officer deems the use to be appropriate, unless directed by a supervisor. An officer will document in his/her report if the entire incident or any portion is not recorded.
  - i. Officers providing assistance to other law enforcement agencies, will notify them that the incident is being recorded.
  - j. Officers will only use Department-issued BWC systems to record official Department activities. All recordings are the property of the University of Central Florida Police Department.
  - k. The BWC system may be manually deactivated during non-enforcement activities such as protecting an accident scene from vehicular traffic or during personal time (e.g., using the restroom etc.)
  - l. Consideration should be given as to whether to record incidents of a sensitive nature, including but not limited to, interviewing victims of crimes, situations involving minors, and recording the interior of a victim's residence, etc. Officers, when possible, shall make victims aware of the presence and/or recording of an incident.
  - m. Nothing in the activation procedure precludes an officer from using the BWC to record phone calls the officer deems to be of evidentiary value or that otherwise require activation.



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- n. Every officer should restrict recording under the following circumstances:
    - (1) Undercover officers,
    - (2) Confidential informants,
    - (3) Law enforcement intelligence,
    - (4) Other law enforcement sensitive information, and
    - (5) Events in restrooms, dressing rooms, or other areas where there is a reasonable expectation of privacy, unless special circumstances exist.
  - o. In the event a video is recorded of any of the specific restrictions, the officer shall categorize the video in Evidence.com™ as “Exempt.”
  - 2. Failure to Activate
    - a. If there is a failure to activate the BWC or a late activation in any of the above situations the officer shall document the reasons for the failure in the officer’s report or supplement.
    - b. If a report will not be prepared, the reason(s) for the failure to activate shall be documented via added remarks in CAD, as soon as practical.
      - (1) Documentation shall begin with the following prefix: “BWC:”, followed by the reason for the documentation.
- C. Deactivation
- 1. Once activated, the BWC shall be left in the record mode until the conclusion of the event. The conclusion of the event occurs when either the officer or citizen(s) has left the scene or a detention or transport has concluded.
    - a. If a transport involves a transfer of custody, the event is not concluded until the transfer is complete.
    - b. When transporting arrestees to the county jail the transfer may be considered complete at the intake door from the secure garage unless custody has been transferred prior to that point, and the BWC may be deactivated in line with county jail policy.
    - c. The BWC may be deactivated if an event has otherwise concluded but the officer remains at the scene to prepare reports or for another similar reason not involving a situation requiring activation.
  - 2. Critical Incidents- Deactivation
    - a. All officers in a critical incident shall leave their BWCs activated while on scene, until directed by the Incident Commander.
      - (1) When the BWCs have been deactivated in accordance with this section on Critical Incidents, officers may reactivate if they feel it is appropriate, and shall reactivate if otherwise required by the BWC policy.
    - b. Early Deactivation
      - (1) Narration
        - (a) If a BWC is deactivated prior to the conclusion of an event, officers shall describe the reason by narration prior to deactivation.
        - (b) Supervisors deactivating to perform administrative functions shall describe the reason by narration prior to each deactivation, or following reactivation.
      - (2) Documentation
        - (a) If a report will be prepared, the early deactivation and the reason shall also be documented in the officer’s report or supplement.
        - (b) If a report will not be prepared, the reason for the early deactivation shall be documented via added remarks in CAD, as soon as practical.
          - 1 Documentation shall begin with the following prefix: “BWC:” followed by the reason for the documentation.
          - 2 Supervisors performing administrative functions may summarize their associated deactivations in any required documentation.
    - c. Accidental Deactivation
      - (1) If an accidental deactivation is discovered, the BWC shall be immediately reactivated.
      - (2) The officer shall narrate the cause of the accidental deactivation as soon as practical, and shall follow the other reporting requirements for early deactivations.
    - d. Notwithstanding the above, once an event has been stabilized and if the officer reasonably believes there is no longer audio or visual evidence to capture, and that none of the circumstances requiring activation will likely occur, the BWC may be deactivated during activities such as:



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- (1) Monitoring assigned traffic posts.
  - (2) The incident or event is of such duration that it is necessary to deactivate the BWC to conserve power or storage.
  - (3) When guarding suspects/arrestees at a hospital, if no other activation conditions are met (it must be activated if there will be contact with the suspect, if the suspect becomes combative, etc.).
- e. When an event is still in progress, the BWC may be temporarily deactivated in the following situations, but shall be reactivated as soon as the temporary situation has concluded or if ordered to by a supervisor, and the required documentation shall be made according to the Early Deactivation section:
- (1) To protect the identity of an officer in an undercover capacity or during a plainclothes operation.
  - (2) To protect the identity of a confidential informant.
  - (3) When not in contact with a suspect, arrestee, victim or witness, officers may temporarily deactivate their BWC if it is necessary to discuss issues surrounding the incident with another employee or an outside agency, in private.
    - (a) This includes discussions between Field Training Officers with officers in training that are specific to training issues.
    - (b) If the BWC is deactivated per this clause, it must be reactivated prior to any contact with a suspect, arrestee, victim or witness, including any transportation.
  - (4) If a request is made for a BWC to be turned off by a party being contacted, the officer should take into account the overall circumstances and what is most beneficial to all involved, before deciding to honor the request. For example, an officer may choose to turn off the BWC if its operation is inhibiting a victim or witness from giving a statement. Factors to consider may include the type of call and the vulnerability of the victim, such as the victim of a sexual assault.
  - (5) When ordered to by a supervisor. Both the officer and supervisor shall document the reason for the deactivation as described in the Report Writing section of this policy.

**D. Restrictions**

1. The BWC shall not be used for the purpose of intimidating or discouraging an individual from observing police activity, making appropriate inquiries to the police or making a complaint.
2. Officers shall not use the BWC to record interactions solely with or among other department employees, except in circumstances for which activation is appropriate in accordance with this policy.
3. Officers shall not use the BWC for personal use or for any other reason inconsistent with this policy.
4. Employees shall only use BWCs and BWC equipment authorized by the Department.
5. Disabling BWC equipment, intentionally interfering with audio or video recording capabilities, and altering, duplicating, deleting or destroying BWC recordings are prohibited, except by Authorized Personnel in the course and scope of their lawful job duties and in accordance with record retention laws and policies and the provisions of this policy. Only the Chief or his or her designee can designate such Authorized Personnel.
6. The BWC shall not be activated solely for the purpose of surveillance of, or identification of individuals engaged in constitutionally protected activities conducted in a lawful manner.

**E. Report Writing**

1. To ensure the accuracy of reports, an officer should review audio and video data before making a report or statement.
2. An officer shall document the following in his or her report:
  - a. Whether audio or video evidence was gathered relating to the events described in the report.
  - b. If the BWC was not activated as required and the reason(s) why not, in accordance with the Activation section.
  - c. Early or accidental deactivations, in accordance with the Deactivation section.
  - d. Any malfunction of the BWC equipment in either the recording or the uploading of the event.

**F. Maintenance, Repair, and Replacement of BWC Systems**

1. All malfunctioning equipment shall be submitted to the BWC Coordinator for service/repair.



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**G. Buffering Mode**

1. With the camera turned on, the system is in the BUFFERING mode. When BUFFERING begins:
  - a. The Operation LED on the camera will blink green.
  - b. The camera will be capturing video but no audio, and will not record to permanent memory while in BUFFERING mode.
  - c. Buffered video duration is 60 seconds.
2. Because the system does not capture audio in BUFFERING mode, the first 60 seconds of a recorded event will be video-only. Buffering mode starts only after the camera is turned on. The system does not record when the camera is turned off.

**H. Training**

1. All sworn employees shall receive initial training during Phase 1 of the Field Training Program.
2. Periodic training will be completed based on updates to policy, procedure, or manufacture recommendations, as needed.

**I. BWC Data Retention**

1. Data will be maintained in a storage system designated and approved by the Department. All data will be backed up by the storage system vendor.
2. Data will be retained in accordance with applicable law.

**J. Public Records Request**

1. Public records request shall follow the procedures outlined in General Order 8002.

**5700.4 Glossary:**

Activation - Any process that causes the BWC system to record audio or video data. Activation will be done manually. Activation can only occur when the BWC is already powered on.

Authorized Personnel - Personnel designated by the Chief or his or her designee, to manage data recorded by the BWC.

Body Worn Camera (BWC) - Portable audio-video recording equipment designed to be worn on a person.

Buffer - A vendor-configured component of the BWC that records 60 seconds of video only, without audio, prior to a BWC activation. The buffer records only when the BWC is powered on. Audio recording begins when an officer activates recording

BWC Uploading: The act of transferring recorded data from the BWC to the storage server.

CAD (Computer Aided Dispatch): CAD is the electronic system used to manage law enforcement resources in relation to calls for service.

Deactivation: Any process that causes the BWC system to stop recording. Deactivation can be done manually or can occur accidentally.

  
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Carl A. Metzger  
Chief of Police