

## Body-Worn Cameras

### 421.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of body-worn cameras by officers of this department while in the performance of their duties (RCW 10.109.010).

This policy does not apply to the interception of conversations for lawfully authorized investigative purposes under RCW 9.73.210 and RCW 9.73.230.

Body-worn camera systems will be used to enhance member safety while promoting community trust and transparency. They are not intended to replace effective first-level supervisory practices. Body-worn camera use shall be used in accordance with applicable law. In the event of future changes to applicable law, this policy may be reviewed and revised following standard department procedure.

The Department has adopted the use of body-worn cameras by officers to:

- (a) Accurately capture the actions, interactions, and communication of both officers and the public.
- (b) Collect evidence for use in criminal investigations and prosecutions.
- (c) Deter criminal activity and uncooperative behavior during police-public interactions.
- (d) Assist officers with completing reports and providing testimony in court.
- (e) Ensure accountability for policy and law violations.
- (f) Provide evidence to quickly and accurately resolve complaints; and,
- (g) Provide additional information for member evaluation, training, and continuous improvement.

Body-worn cameras provide additional information regarding an investigative or enforcement contact with a member of the public. Body-worn cameras, however, provide a limited perspective of the encounter and should be considered with all other available evidence, such as witness statements, officer interviews, forensic analyses and documentary evidence.

### 421.2 DEFINITIONS

**Body-worn video camera (BWC)** - System that captures audio and video signals that is capable of being worn on an officer's person which includes, at minimum, a camera, microphone, and recording device.

### 421.3 POLICY

The Kirkland Police Department will provide commissioned personnel with body-worn cameras for use during the performance of their duties due to their regular interactions with members of the public. All officers who are provided with a BWC by the department shall use and wear it consistent with the policy. Officers are prohibited from using privately owned BWCs while on duty. The use of body-worn cameras is intended to enhance the mission of the Department by accurately capturing

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contacts between officers of the Department and the public. BWC footage will not be utilized with any facial recognition software for investigative purposes. The use of facial recognition software by public disclosure personnel, for redaction purposes only, is authorized.

#### **421.4 OFFICER PRIVACY EXPECTATION**

All recordings made by officers on any department-issued device at any time, and any recording made while acting in an official capacity of the department, regardless of ownership of the device it was made on, shall remain the property of the Department. Officer's shall have no expectation of privacy or ownership interest in the content of these recordings.

#### **421.5 GENERAL OPERATING PROCEDURES**

##### **Uniformed Personnel**

Prior to going into service, each uniformed officer will be responsible for making sure that they are equipped with a BWC issued by the Department, and that the BWC is in good working order. Officers will wear the BWC securely mounted on their outer uniform, positioned to capture interactions from a forward-facing direction. In order to minimize the risk of accidental activations and/or deactivations, preferred placement should be near the center of the chest. If, due to uniform choice, the center of the chest is not feasible then placement should be on the non-dominant side of the chest area.

##### **Non-Uniformed Personnel**

Any officer assigned to a role that is functioning primarily in an administrative or support capacity, or is in a plain-clothes assignment, and could not reasonably be expected to take enforcement action, may carry a BWC any time the officer believes that such a device may be useful. These officers shall carry a BWC anytime they are engaged in a situation that is reasonably likely to result in a law enforcement encounter. These personnel will be responsible for making sure that they are equipped with a BWC issued by the Department, and that the BWC is in good working order.

Unless conducting a lawful recording in an authorized undercover capacity, these personnel shall wear the BWC in a conspicuous manner when in use, positioned to capture interactions from a forward-facing direction and will notify persons that they are being recorded, whenever reasonably practicable. In order to minimize the risk of accidental activations and/or deactivations, preferred placement should be near the center of the chest. If, due to uniform choice, the center of the chest is not feasible then placement should be on the non-dominant side of the chest area.

##### **All Personnel**

If the BWC recorder is not in working order or the officer becomes aware of a malfunction at any time, the officer shall promptly report the failure to their supervisor and obtain a functioning device as soon as reasonably practicable. A reasonable number of spare BWCs will be available to replace non-functioning units. Officers are responsible to ensure their BWC remains charged and operational during their entire shift. Members will train with their BWCs in order to ensure the

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placement of their camera on their chest, provides the greatest likelihood of an unobstructed view of their contact with the public.

Officers shall verbally inform any person being recorded that an audio and video recording is being made and shall make the attempt to ensure said advisement is recorded. An officer may encounter a situation in public that is rapidly evolving, dynamic, or involving a group of persons. In these situations, it may not be feasible to advise all parties present that they are being audio and video recorded because of the dynamic environment. In a group, or public setting, or in situations where the law recognizes minimal expectations of privacy, the officer should advise the primary contact and make reasonable efforts to advise all other parties if time and circumstances allow.

Officers conducting traffic stops while equipped with a BWC shall notify the occupants that there is an audio and video recording occurring. Officers shall make a reasonable effort to ensure that non-English speaking persons, those with limited English proficiency, or hearing-impaired persons understand that they are being recorded. This may be accomplished simply by pointing at the camera while giving the advisement or providing the advisement in multiple languages on a reference card.

Officers shall ensure video from a BWC is uploaded by the end of their shift and any time the storage capacity is identifiably nearing its limit by inserting the BWC into the designated docking station. Officers shall classify each video in the manner prescribed during their training. Officers shall make reasonable efforts to avoid incurring overtime to perform the upload. If the upload may incur overtime, the officer shall report the issue to their supervisor.

Officers should document the existence of a recording in any report or other official record of the contact. This also includes any instance where the member was aware that the BWC malfunctioned or the member delayed or deactivated the recording prior to the conclusion of the incident. Officers should include the reason for the delay or deactivation in their report or other official record of the contact if no report (RCW 10.109.010). If a citation was issued, the proper notation shall be made in the SECTOR citation that the incident was recorded.

### 421.5.1 ACTIVATION OF THE BODY-WORN CAMERA

This policy is not intended to describe every possible situation in which the BWC should be used. Nothing prohibits a member from activating a BWC while at work, unless specifically prohibited by this policy and in accordance with all requirements as stated in this policy. When in doubt, officers should consider recording.

While not all-inclusive, the BWC shall be activated in any of the following situations:

- (a) Field contacts involving actual or potential criminal conduct, including:
  1. Traffic Stops
  2. Priority Responses
  3. Vehicle Pursuits
  4. Suspicious vehicles and suspicious persons

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5. Arrests
  6. Investigatory stops and/or detentions
  7. Vehicle searches
  8. Physical confrontations or use of force
  9. Verbal confrontations
  10. DUI investigations, including sobriety tests
  11. Crimes in progress
  12. Driving to an in-progress call
  13. Domestic violence calls
  14. Offenses involving weapons
  15. Mental health contacts and welfare checks
  16. Transport of any subject (this does not include ride-alongs)
  17. While observing another member violating policy or laws
  18. If requested by a member of the public
- (b) Self-initiated activity in which the member believes there may be evidentiary value in activating the BWC.
- (c) Any contact that becomes adversarial after the initial contact in a situation that would otherwise not be recorded.
- (d) Any other circumstance that the member reasonably believes that a recording of a contact or event would be appropriate.

No officer of this department may record a face-to-face conversation without first announcing, or otherwise communicating, that the conversation is going to be recorded and ensuring the announcement is recorded except pursuant to a court order, or when the communication is of an emergency nature or relates to communications by a hostage holder or barricaded suspect (RCW 9.73.030(2)).

At no time is an officer expected to jeopardize his/her safety in order to activate their BWC. However, the BWC should be activated in situations described above as soon as reasonably practicable and the officer must document the reason the BWC was not activated at the outset of the incident. The BWC will be configured to have a pre-event buffering mode which will capture the most recent 30 seconds of video prior to the officer's activation of their body camera.

Officers recording law enforcement activity who inadvertently turn off their BWC shall not be subject to discipline unless the officer has been previously counseled for similar incidents. Officers who repeatedly fail to activate the BWC when required or intentionally deactivates the BWC in situations in which recording is mandated by policy, will be subject to discipline, up to and including termination.

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### 421.5.2 DEACTIVATING THE BWC DURING AN INCIDENT

Consistent with this policy, once started, BWC recordings should continue without interruption until the contact ends. However, officers should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the officer that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Officers may de-activate or turn off the BWC during an incident in the following circumstances:

- (a) Officers have the discretion to keep their cameras turned off during conversations with witnesses to, or victims of, crime and members of the community who wish to report or discuss criminal activity in their neighborhood if the officer believes that deactivation of the BWC would encourage complete and accurate information sharing by the witness or victim,
- (b) Officers have the discretion to keep their cameras turned off in situations involving rape, sexual abuse, nudity, or other similarly sensitive matters. Officers should consider the evidentiary value of recording and the willingness of the victims or witnesses to speak on camera.
- (c) Consistent with this policy, officers may deactivate the BWC during an incident when exchanging information with other members when the information is sensitive to a criminal investigation or when engaged in an operational or tactical discussion. If the BWC is de-activated during a contact to exchange sensitive information or to discuss operational details with another officer, the officer shall state the reason the BWC is being turned off and the officer should promptly re- activate the BWC before resuming duties related to the incident.
- (d) Officers may choose to utilize the BWC to document the processing of evidence, such as serving a search warrant on an impounded vehicle or processing a crime scene and may turn off the audio portion of the recording during these instances. In all other instances, the BWC shall record both audio and video.

Unless impractical or impossible, an officer shall record a request to deactivate the BWC. Recording should resume when privacy is no longer at issue or to capture that the contact has ended. Anytime an officer turns off the camera prior to the conclusion of an interaction or contact, the officer shall record on camera the reason for turning the BWC off unless impractical or impossible and shall also document the same in their police report.

### 421.5.3 CESSATION OF RECORDING

Once activated, the BWC should remain on continuously until the officer reasonably believes that their direct participation in the incident is complete or the situation no longer fits the criteria for activation, unless cessation is otherwise authorized in this policy.

### 421.5.4 CUSTODIAL INTERROGATION

Consistent with RCW 9.73.090 and RCW 10.122.030, before an officer records an arrested suspect with a BWC, the officer shall

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- (a) Inform the suspect that they are being recorded.
- (b) State the time the recording begins and ends.
- (c) Record the reading of the Miranda warnings

See Investigation and Prosecution Policy for further details.

### 421.5.5 RECORDING IN A PRIVATE RESIDENCE AND RESPONDING TO CIRCUMSTANCES WHERE A PERSON IS OR MAY BE UNWILLING TO COMMUNICATE WHILE BEING RECORDED

It is permissible to record in a private residence and, absent exigent circumstances or when a contact becomes adversarial, officers shall verbally, or otherwise, inform any person being recorded that a recording is being made and shall ensure said advisement is recorded.

Personnel should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy interests by discontinuing recording whenever it reasonably appears to the officer that such privacy may outweigh any legitimate law enforcement interest in recording. Recording should resume when privacy is no longer an issue or to capture that the contact has ended.

If a victim or witness requests that their identity and/or communications remain confidential for public records purposes, the officer shall reflect this in their general report. There is no guarantee that these recordings will be exempt from disclosure, but these criteria will be evaluated at the time a public records request may be received.

If a community member objects to being recorded, the officer may elect to record the encounter despite the objection. Since conversations with on-duty police officers are not considered private under Washington law, there is no requirement that an officer turn off the camera for a community member who objects to having the interaction recorded.

### 421.5.6 RECORDING IN A CORRECTIONAL FACILITY

When entering the Kirkland Correctional Facility with a person who is in custody, officers will continue to record with their body worn camera until custody has been transferred to Corrections Officers. This includes the sally port area, the BAC room, and the booking room.

- Formal transfer of custody occurs once corrections has determined that the inmate is acceptable for booking and housing.

No recording of footage in the inmate housing area is allowed unless officers are responding to an emergency. This is to maintain the privacy of others that are in the jail. Any time footage inside the housing area is recorded by body worn cameras, the officer should be able to articulate why it was recorded.

When entering a correctional facility other than the Kirkland Jail, officers will follow the guidance of that facility as it relates to body worn camera usage.

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#### 421.5.7 RECORDING IN A MEDICAL FACILITY

Officers are prohibited from recording in hospitals or other health care facilities unless they are responding to actual or potential criminal conduct outlined in the Activation of Body Worn Camera section or the Recording Suspect After Arrest section in order to be in compliance with the law. If a body worn camera is recording inside a hospital or other health care facility, the law enforcement officer operating the body worn camera should avoid recording persons other than the suspect, victim, or witness deemed relevant to the matter being investigated by the law enforcement officer. Whenever possible, interviews should be conducted in an area where personal privacy can be protected. Officers will avoid, whenever possible, recording people who are unrelated to the police purpose. Officers should normally turn their camera off during a medical or psychological evaluation of a patient by a clinician or similar professional, or during treatment.

#### 421.5.8 RECORDING IN A SCHOOL

Officers are prohibited from recording in schools unless they are responding to actual or potential criminal conduct outlined in the Activation of Body-Worn Camera section or the Recording Suspect after Arrest section in order to be in compliance with the law.

#### 421.5.9 RECORDING AT A FIRST AMENDMENT GATHERING

Officers are prohibited from activating their cameras during a First Amendment gathering unless:

- Command personnel have a reasonable suspicion that unlawful activity is occurring in or around the event and, based on that suspicion, determine that visual recording is appropriate, or
- A crime is occurring (among the gathering or nearby) and an arrest or investigative detention is likely,

#### 421.5.10 SURREPTITIOUS USE OF THE AUDIO/VIDEO RECORDER

A BWC may not be used to violate Washington law that prohibits any individual from surreptitiously recording any conversation, except as provided in RCW 9.73

#### 421.5.11 EXPLOSIVE DEVICE

Body-worn cameras emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present. If a BWC is already active when the explosive device is encountered, the officer should back at least 300 feet away from the suspected device as soon as possible in order to turn off the BWC.

### **421.6 PROHIBITED USE OF BODY-WORN CAMERA RECORDINGS**

Officers are prohibited from using BWCs for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Department personnel shall not upload recorded data onto public and/or social media websites without express permission from the Chief of Police or their designee. If the Chief of Police, or their designee, authorizes the release of recordings to the public and/or social media websites, and the incident is being investigated by an outside agency, the release of recordings should be coordinated with the lead investigator of the outside agency if possible.

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Officer shall not duplicate or distribute such recordings, except for authorized Department purposes. All such recordings shall be retained at the Department.

Officers are prohibited from using personally owned recording devices while on-duty.

Recordings shall not be used by any officer for the sole purpose of embarrassment, harassment or ridicule.

#### **421.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS**

Officers shall download all footage following Department protocols at the end of their shift.

To assist with identifying and preserving data and recordings, officers should tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

An officer should tag or mark recordings when the officer reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.

Any time an officer reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the officer should promptly notify a supervisor of the existence of the recording.

Supervisors should ensure that this policy is being followed and that all applicable protocols are followed through day-to-day observations and report review.

#### **421.8 REVIEW OF BODY-WORN CAMERA RECORDINGS**

A recording shall never be used or shown for the sole purpose of ridiculing or embarrassing an officer, department employee or member of the community.

No employee may review a recording made by other officers for personal curiosity reasons.

An electronic log or audit trail of all times a recording is viewed or transmitted shall be maintained. The log will include the date, time, and reviewer.

#### **AUDIT**

BWC recordings may be randomly reviewed to ensure the equipment is operating properly, and to assess the overall effectiveness of policy and training related to the BWC Program. It is not intended as a search for individual policy violations.



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AXON Performance will randomly generate, for supervisory review, one video per month per officer. Work groups have been set up to limit the pool of videos, which should result in supervisors reviewing no more than a maximum of 4 BWC videos per month from a pool of 3 – 30-minute videos. These videos are randomly selected by the vendor with a goal of ensuring proper equipment operations and effectiveness of BWC policy and training. Supervisors will attempt to audit the BWC videos for employees other than their direct reports.

If in the course of performing random audits, minor acts of misconduct are discovered, a referral shall be made to the employee's supervisor for review. The referral should not result in discipline unless the minor misconduct is a continuance of a previously documented pattern of similar misconduct or unsatisfactory performance. Minor acts of misconduct or unsatisfactory performance, that are not part of a previously documented pattern of behavior, shall be handled at the lowest reasonable level, which could include counseling, mentoring, coaching, and/or a training referral.

#### **OFFICERS**

When preparing written reports, officers should review their recordings as a resource. However, officers shall not retain personal copies of recordings. Officers should not use the fact that a recording was made as a reason to write a less detailed report. Officers may review recordings made by other officers if they have a related investigative interest, such as a detective being assigned a case for follow up, an officer having a common suspect or vehicle, or the recording would offer other investigative leads that are articulable by the officer. Officers may not review recordings made by other officers for personal curiosity reasons.

In situations where an officer has not been able to review relevant BWC video prior to preparing a written report, providing a statement, or answering questions as part of a formal interview, or informal questioning, the Department recognizes that in those situations, the potential for accuracy may be diminished. As such, an officer should not receive any discipline based solely upon a difference between the officer's report and the video evidence unless the preponderance of the evidence proves deception.

#### **SUPERVISORS**

A supervisor may conduct a review of a specific incident when there is an articulable reason justifying such review. Articulable reasons for reviewing and/or disclosing a specific incident include, but are not limited to:

- (a) Capturing specific evidence for use in a criminal prosecution,
- (b) When a civil claim has been filed or threatened against the City involving the incident,
- (c) When a complaint has been made against a member regarding the incident,
- (d) When the incident included use of force,
- (e) When the incident included a vehicle pursuit,

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- (f) When the incident included a vehicle collision,
- (g) When the incident involved serious injury or death,
- (h) With the involved officer present to address a training or coaching issue in a private setting (such as Field Training or a recurring performance issue).
  - 1. Supervisors shall not routinely or randomly review videos with the goal of finding training or coaching issues on a specific officer, unless:
    - (a) the member is undergoing training as part of a formal Training Program, or
    - (b) if the member is having recurring documented performance issues
- (i) To assess properly functioning BWC systems when there is reason to believe that the system is not functioning properly.
- (j) By a department investigator who is participating in an official investigation, such as a personnel complaint, preliminary investigation, administrative investigation, or a criminal investigation.
- (k) To assess possible training value at the suggestion of the involved officer and approved by the Chief of Police or designee.
- (l) Recordings may be shown for training purposes.
  - 1. The involved officer will be notified if the recording is being considered for training purposes.
  - 2. If an involved officer objects to showing a recording, his or her objection shall be submitted to the Chief of Police or designee to determine if the training value outweighs the officer's objection

### **LEGAL**

- (a) By the City Attorney's Office, City Ombud, or other legal representative of the City consistent with applicable City Ordinances.
- (b) Recordings will be provided to the City and County prosecutors or attorney's office when a case is filed or when requested as part of discovery for a criminal or civil case.
- (c) By an employee's legal representative and/ or bargaining unit representative who is involved in representing the employee in an official investigation, such as a personnel complaint or a criminal investigation.
- (d) BWC recordings may be viewed in connection with any incident that garners media or community inquiry.

### **PUBLIC DISCLOSURE**

BWC recordings may be viewed as part of any Public Disclosure Request. All recordings should be reviewed by the Public Disclosure Analyst, or equivalent position, prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released, absent appropriate redaction, unless disclosure is required by law or order of the court. RCW 42.56

### **COMPELLED STATEMENTS**

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Based on the facts and circumstances known to the Department an Officer can be compelled by the Chief of Police, under penalty of termination, to provide a written statement. A compelled statement cannot be used against the officer in a criminal trial.

If an Officer is being compelled to make a statement regarding an incident in which substantial bodily harm or death occurs, the following procedures will be followed:

- (a) The involved Officer will prepare and submit a written statement based on their perception and recollection of the incident.
- (b) The Officer will then be provided their BWC video footage and may prepare an additional follow up or supplemental statement to their initial statement if the video footage provides additional recollection, or details, that they are able to clarify.
- (c) Involved Officers will not be provided any witness Officer BWC video prior to submitting their initial statement or any follow up statements.

If the Department determines that the Officer will not be compelled to provide a written statement, based on the investigation of the Independent Force Investigation Team, the BWC video will not be released to the Officer except through normal discovery processes

### **421.9 COORDINATOR**

The Chief of Police or the authorized designee should appoint a coordinator responsible for (RCW 10.109.010):

- (a) Establishing procedures for the security, storage and maintenance of data and recordings.
- (b) Establishing procedures for transferring, downloading, tagging or marking events.
- (c) Establishing procedures for officers communicating to non-English speakers, those with limited English proficiency or those who are deaf or hard of hearing that a portable recorder is being used.
- (d) Establishing procedures for accessing data and recordings.
- (e) Establishing procedures for logging or auditing access.

### **421.10 RETENTION OF RECORDINGS**

All recorded imagery will be stored and retained by the Department in accordance with the law and destroyed at the conclusion of any retention period required by law. The retention may be extended at the request of an officer or supervisor and should be extended if the recorded contact constitutes evidence in a criminal case or that the recorded contact may be beneficial in a noncriminal matter.

Any time an officer records a contact that constitutes evidence in a criminal case, the officer shall mark the file within the video software program in accordance with Department procedures to ensure the recording is retained for evidentiary purposes, and document the existence of the video in their case report.

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Any time an officer reasonably believes a recorded contact may be beneficial in a non-criminal matter, the officer should mark the file in accordance with Department procedures, ensure the recording is retained, notify their supervisor and document the existence of the video in their case report.

Officers shall upload the files by the end of their shift and any time the storage capacity is nearing its limit. If the upload is going to incur overtime, the officer shall report the issue to their supervisor.

### 421.10.1 RETENTION PARAMETERS

All recordings shall be retained for a period consistent with the requirements of the State's records retention schedule and other applicable retention-related laws.

- (a) Videos related to internal investigations shall be transferred to a format compatible with the Department's electronic tracking system and made part of the file. The videos will be retained in accordance with the Washington State Records Retention Schedule.
- (b) Records labeled as evidentiary shall be retained on the secure video server in compliance with state law and until all trial and appellate litigation has been completed.
- (c) Videos labeled as non-evidentiary shall be retained on the secure video server for 90 days and thereafter may be destroyed in accordance with the applicable records retention schedule (RCW 42.56.240)
- (d) Videos redacted for a public disclosure request shall be retained for 24 months after the request and then deleted.
- (e) In the event of an accidental activation of the BWC where the resulting recording is of no perceived investigative or evidentiary value, the recording officer may request that the BWC video in question be deleted by submitting a written request to the Administrative Commander.

### 421.10.2 RECORDING SECURITY

Recordings made by officers shall be stored and secured on a city owned server maintained by the city's IT department or with a contractor capable of providing secured cloud or off-site storage. Recordings will only be accessible by those employees with access rights or others granted limited or specific access rights.

The Department utilizes a digital evidence storage software system in order to store, categorize, view, and share all digital evidence, to include BWC recordings. This software system also employs a robust security platform that ensures that the following areas of concern are maintained:

- The software must maintain the original recording or raw footage regardless of how many redactions are made to this recording.
- No employee will be able to alter, edit, or delete any recording except as outlined in this policy.
- An audit trail must be created any time a recording is accessed, viewed, redacted, shared or deleted based on Washington State Retention Laws.

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- After a recording is deleted, due to Washington Retention Laws or as allowed by this policy, the audit trail must be retained.

Officers shall not copy, edit, alter, erase, or otherwise modify in any manner BWC recordings except as authorized by law or Department policy. Any violation of this provision is considered serious misconduct and subject to disciplinary action, up to and including termination.

### **421.11 PUBLIC DISCLOSURE AND REDACTION OF BODY-WORN CAMERA RECORDINGS**

Public disclosure and appropriate redaction of BWC recordings, is governed by the Public Records Act, RCW 42.56. The Public Disclosure Analyst, or equivalent position, will ensure that a copy of the recording is made and delivered in accordance with the requirements of RCW 42.56..

### **421.12 TRAINING**

The Training Sergeant shall ensure that those employees issued a BWC, or involved in the BWC program, receive Department approved training. Prior to use, initial training shall be given on the proper operation and care of BWCs and on the Department's policy regarding the use of BWCs. Thereafter, training shall be provided at periodic intervals to ensure, among other things, the continued effective use of the equipment, proper calibration, and performance, and to incorporate changes, updates, or other revisions in policies or equipment (RCW 10.109.010).