

**1319.00 BODY-WORN CAMERAS**

<b>Responsible Officer:</b>	EVP-COO UC Operations
<b>Responsible Office:</b>	Systemwide Community Safety
<b>Issuance Date:</b>	[The date of issuance by the President]
<b>Effective Date:</b>	[The date that the Policy is first enforceable]
<b>Scope:</b>	The policies and procedures contained within constitute a directive for members of the University of California Police Department (UCPD). They were created to provide direction and guidance to the members of the UCPD and provide the framework of coordination for the protection of the population and resources of the University of California.

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**I. POLICY SUMMARY**

The Systemwide UCPD Body-Worn Camera Policy details how officers must use, manage, and protect recordings from body-worn cameras (BWCs). The cameras are intended to document law enforcement activities, improve reporting accuracy, support investigations, and strengthen community trust through greater accountability.

Guided by California law, strict rules govern how recordings are stored, accessed, and retained. BWC footage is department property and may be accessed only for legitimate

law enforcement purposes. Unauthorized use or release is prohibited. The policy requires oversight, annual reviews, and compliance activities. The policy emphasizes that BWCs are a tool to enhance safety, accountability, transparency, and community trust, while upholding privacy and legal standards.

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## **II. POLICY TEXT**

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### **1319.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide guidelines for the use of a body-worn camera (BWC) by members of this department and for the access, use, and retention of department BWC media.

The University of California is committed to officer safety and public safety. The University has equipped its police departments with body-worn audio-visual cameras (BWCs, devices or cameras) for use as part of the officer's uniform for the recording of field activity in the course of official police duties. The cameras are intended to provide a visual and audio record of police duties, including public contacts, arrests, and critical incidents. BWCs provide documentation to be used in criminal investigations and prosecutions, internal or administrative investigations, training, and other circumstances. They also serve to enhance the accuracy of police reports, testimony in court, and enhance the department's community relationship-based policing efforts.

The use of cameras does not reduce or alter the requirement for the officer to provide thorough written documentation as required by this or other policies.

Persons reviewing recordings must be cautious before conclusions are reached about what the video shows, or when evaluating the appropriateness of an officer's actions in a particular situation. Evaluating an officer's actions must take into account a variety of factors and other circumstances. Body-worn cameras provide a limited perspective of any encounter and must be considered with all available facts and evidence, such as officer perception, witness statements, officer interviews, other available video documentation, forensic and/or expert analysis, and documentary evidence. Videos are a two-dimensional medium and may not capture depth, distance or positional orientation as well as the human eye. The cameras cannot always show the full narrative, nor do they capture an entire scene.

The University is committed to officer safety and public safety. Officers must follow existing officer safety policies when contacting citizens or conducting vehicle stops as outlined in Department policies and procedures. Officer safety and the safety of the public shall always be the primary consideration, not the ability to record an event.

This policy is intended to balance the respect for privacy and other University values with legal, policy, and administrative obligations. Officers should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion at all times.

The provisions of this policy, including notice, documentation, access, and retention, also apply to other portable audio/video recording devices used by members, where applicable.

This policy does not apply to undercover operations, or legal wiretaps, or eavesdropping (concealed listening devices).

### 1319.1.1 DEFINITIONS

Definitions related to this policy include:

**Activate** - To place a BWC in active mode (also called “event mode”). In active mode, the BWC records both video and audio.

**BWC media** - The video, audio, and images captured by department BWCs and the associated metadata.

**BWC media systems** - Any software, including web-based programs and mobile applications, used by the department to upload/download, store, view, transfer, and otherwise maintain BWC media.

**Deactivate** - To place a BWC in buffering mode (also called “ready” or “pre-event mode”). In buffering mode, the BWC records video without audio in short, predetermined intervals that are retained only temporarily. However, when a BWC is activated, the interval recorded immediately prior to activation is then stored as part of the BWC media. Deactivate does not mean powering off the BWC.

**Event** - A general term referring to a set of circumstances that may, but does not necessarily, correlate directly to a single public safety incident.

### 1319.2 POLICY

It is the policy of UC Police Departments to use BWCs and BWC media for evidence collection and to accurately document events in a way that promotes member safety and department accountability and transparency while also protecting the privacy of members of the public.

A violation of this policy subjects the member to discipline ([Penal Code § 832.18](#)) (See the Personnel Complaints Policy)

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### 1319.3 RESPONSIBILITIES

#### 1319.3.1 BWC COORDINATOR RESPONSIBILITIES

The Chief of Police or the authorized designee shall delegate certain responsibilities to a BWC coordinator.

The responsibilities of the coordinator include [\(Penal Code § 832.18\)](#):

- (a) Serving as a liaison between the department and the BWC manufacturer/distributor and any third-party media storage vendor.
- (b) Developing inventory procedures for issuing and tracking BWC equipment, including properly marking BWCs as property of the department and recording the date each BWC is placed into or taken out of service.
- (c) Assisting with troubleshooting and maintenance of BWC equipment and media systems and, when necessary, coordinating the repair or replacement of BWCs.
  - 1. All equipment and system malfunctions and their resolutions should be documented, and maintenance and repair records should be maintained for all BWCs.
- (d) Managing BWC media systems so that:
  - 1. Access is limited to the minimum necessary authorized users and user privileges are restricted to those necessary for the member to conduct assigned department duties.
  - 2. Security requirements, such as two-factor authentication and appropriate password parameters, are in place for user credentials.
- (e) Configuring BWC media systems, or developing manual procedures, so that media is appropriately categorized and retained according to the event type tagged by members.
- (f) Retaining audit logs or records of all access, alteration, and deletion of BWC media and media systems, and conducting periodic audits to ensure compliance with applicable laws, regulations, and department policy.
- (g) Developing and updating BWC training for members who are assigned a BWC or given access to BWC media systems.
- (h) Coordinating with the community relations coordinator to (see the Community Relations Policy):
  - 1. Provide the public with notice of the department's use of BWCs (e.g., posting on the department website or social media pages).
  - 2. Gain insight into community expectations regarding BWC use.
- (i) Coordinating with the [recordsHead] to (see the [recordsBureau] and Records Maintenance and Release policies):

1. Determine and apply proper retention periods to BWC media. Campus counsel should be consulted in determining retention periods.
  2. Develop procedures for the appropriate release of BWC media.
- (j) Coordinating with the [PropertyBureau] to develop procedures for the transfer, storage, and backup of evidentiary BWC media (see the Property and Evidence Policy).
  - (k) Establishing a system to prevent tampering with, deleting, or copying recordings and to ensure chain of custody integrity.
  - (l) Designating the persons responsible for downloading the recorded data from the BWC.
  - (m) Completing an annual administrative review of the BWC program and providing it to the Chief of Police for review.

### **1319.3.2 MEMBER RESPONSIBILITIES**

Every member issued a BWC is responsible for its proper use, safekeeping, and maintenance ([Penal Code § 832.18](#)).

At the beginning of each shift or period of BWC use, the member should inspect their assigned BWC to confirm it is charged and in good working order.

Members should wear their assigned BWC on their outermost garment positioned at or near chest level and as close to the center of their body as practicable. Members are responsible for ensuring there are no obstructions and that the BWC remains in a position suitable for recording.

When a BWC is not in the physical possession of the member to which it is assigned, it should be placed on the charging dock and stored in a secure location.

Members shall report any malfunction or damage to the BWC coordinator or on-duty supervisor as soon as practicable and, if possible, obtain a functioning BWC to use either temporarily while repairs are being made to the member's BWC or as a permanent replacement. However, the lack of a BWC unit shall not prevent an officer from working their shift or assignment.

### **1319.4 BWC USE**

The following guidelines apply to the use of BWCs:

- (a) Sworn personnel from lieutenant through officer are required to wear BWCs while on duty in the following circumstances:
  - Uniformed personnel while on regular assignment or overtime status.

- Detectives working in the field in an enforcement or specialized investigative (e.g., gang task force, violent crime task force) capacity, unless the use of BWC may compromise the identity of an undercover officer, confidential informant, or jeopardize tactics.
  - Personnel serving a search warrant, unless the use of the BWC may compromise the identity of an undercover officer, confidential informant, or jeopardize officer safety or tactics. Any exception to recording pursuant to this subsection (c) must receive prior approval from the Chief of Police or designee.
  - Other circumstances deemed appropriate by the Chief of Police or designee.
- (b) The use of department issued BWCs shall be strictly limited to department-related activities [\(Penal Code § 832.18\)](#).
- (c) The Chief of Police has the discretion to determine some instances where BWC need not be worn (e.g., plain clothes, dignitary protection, or sensitive environments).
- (d) Only department-issued BWCs shall be used for recording without the express consent of the Chief of Police or the authorized designee.
- (e) BWCs should only be used by the member or members to whom it was issued unless otherwise authorized by a supervisor.
- (f) Members shall not use BWCs or BWC media systems for which they have not received prior authorization and appropriate training.
- (g) Members shall immediately report unauthorized access or use of BWCs or BWC media systems by another member to their supervisor or the Chief of Police.

#### **1319.4.1 DEPARTMENT-ISSUED EQUIPMENT ONLY**

Officers assigned a BWC must not use any other non-Department issued video or audio equipment, such as personally owned video or audio equipment, mobile devices or cell phones, to record enforcement or investigative activities involving members of the public unless authorized by the Chief of Police or designee.

Nothing in this policy precludes officers or other Department personnel from using authorized still photography equipment.

#### **1319.4.3 PROHIBITIONS**

BWCs should not be used to record:

- (a) Routine administrative activities of the department that do not involve interactions with the public. Care should be taken to avoid incidentally recording confidential documents that the department has a duty to keep secure (e.g., criminal justice information, briefings, meetings, roll calls).

- (b) Areas within the department facilities where members have a reasonable expectation of privacy. (e.g., locker rooms, or restrooms) unless responding to a call for service or conducting an investigation.
- (c) Conversations of other members without their knowledge.
- (d) When a member is taking an authorized break or otherwise engaged in personal activities.
- (e) Private conversations with any other member of the Department without the written consent of all involved parties.
- (f) Department administrative investigations.
- (g) Homicide or other major crime briefings, debriefs or during a homicide walk-through.
- (h) In a courtroom unless responding to a call for service or emergency situation.
- (i) Depositions, court proceedings, pre-trial conferences, or any other judicial or quasi-judicial proceedings (e.g., administrative hearings such as Department of Motor Vehicle hearings).
- (j) While in a facility whose primary purpose is to provide psychiatric or medical services unless responding to a call for service involving a suspect or taking a suspect, victim, or witness statement; If recording is necessary, officers shall make reasonable efforts to avoid recording individuals not related to investigation, or protected health information (PHI). PHI includes, but is not limited to, charts, monitors or boards with names and/or medical information of patients.
- (k) Interactions with undercover officers or confidential informants
- (l) Strip searches
- (m) Any area where audio or video recording is prohibited by law.

BWCs shall not be used for the purpose of embarrassment, harassment, or ridicule of any individual or group.

Nothing in this section is intended to interfere with an officer's ability to openly record an interrogation pursuant to [California Govt. Code §3303\(g\)](#), or to preclude activating the BWC when confronting a violent or assaultive suspect or other circumstance where a reasonable use of force may be anticipated.

### **1319.5 ACTIVATION OF BWC**

Members shall activate their BWC during all calls for service and the performance of law enforcement-related functions. Members are not required to activate their BWC during casual or informal contacts with members of the public that are not part of or related to law enforcement functions. Subject to the exceptions contained in this Chapter, or pursuant to the direction of a supervisor, officers shall activate their BWC device prior to initiating any criminal investigative or enforcement activity involving a member of the public, including all:

- (a) Vehicle or bicycle enforcement stops;
- (b) Pedestrian stops;
- (c) Calls for service;
- (d) Foot pursuits;
- (e) Searches (except strip searches);
- (f) Arrests;
- (g) Uses of force;
- (h) In-custody transports;
- (i) Witness or victim interviews;
- (j) Forced entry search warrants/tactical deployments;
- (k) When weapons other than those in the possession of law enforcement are present or alleged to be present;
- (l) Any encounter that becomes, or is reasonably likely to become, hostile or adversarial after the initial contact;
- (m) Initial inventory of seized money or high value property;
- (n) Crowd management events if police response or action needed or to record disturbances;
- (o) Other investigative or enforcement activities where, in the officer's judgment, a video recording would assist in the investigation or prosecution of a crime or assist in documenting the incident for later investigation or review.

Unless otherwise authorized by this policy or approved by a supervisor, BWCs should remain activated until the call for service or law enforcement-related function has concluded. A member may cease recording if they are simply waiting for a tow truck or a family member to arrive, or in other similar situations where nothing is occurring.

At no time is a member expected to jeopardize their safety to activate their BWC. However, the BWC should be activated as soon as reasonably practicable in required situations.

If a member attempts to activate their BWC but the BWC fails to record an event, the member should notify their supervisor as soon as practicable.

If an officer does not activate the BWC prior to initiating an enforcement or investigative contact, fails to record the entire contact, or interrupts the recording for any reason, the officer shall document that fact (See Documentation section below)



### **1319.5.1 EXCEPTIONS TO REQUIRED ACTIVATION OR CONTINUED RECORDING**

Exceptions to required activation or continuation of the BWC recording are:

- (a) When, in the officer's judgment, activation, continuing to record, or changing the BWC functions would jeopardize their safety or the safety of the public. However, the officer shall activate or re-activate their BWC as soon as it is safe and practicable to do so unless other exceptional circumstances exist;
- (b) When, in the officer's judgment, a recording would interfere with their ability to conduct an investigation;
- (c) When recording could risk the safety of a confidential informant, citizen informant, victim, or undercover officer;
- (d) Once a crime scene is secured and the officer no longer has an investigative role, and where the chance of encountering a suspect is unlikely;
- (e) Prior to or while discussing a case on scene with other officers or during on-scene tactical planning;
- (f) When, in the officer's judgment, privacy concerns outweigh any legitimate law enforcement interest in recording;
- (g) When an officer is handling a call for service over the phone or it is a phone report only;
- (h) When ordered to stop recording by a supervisor;
  - 1. Where a supervisor directs the recording to stop, the supervisor shall provide explanation. This explanation can be documented in the officer's report, a supplement to the officers report or CAD entry.
- (i) When the recording of a person is in violation of the law

### **1319.5.2 DISCRETIONARY ACTIVATION**

There are many enforcement or criminal investigation situations where the use of the BWC is appropriate, and this policy is not intended to describe every circumstance in which recording would be appropriate or otherwise further the purpose of body worn cameras. In addition to the circumstance in which activation is required, officers should activate the camera any time they feel its use would be appropriate and valuable to document an on-duty incident, unless otherwise prohibited by this policy or law.

### **1319.5.3 RECORDING OF ENTIRE EVENT**

Once activated, the BWC shall remain on until the conclusion of the contact or event, unless authorized by a supervisor or otherwise permitted under 1319.5.1 (Exceptions to Required Activation)

### **1319.5.4 ASSIGNMENTS TEMPORARILY PREVENTING BWC USE**

It is recognized that officers subject to call out, motorcycle officers, or K9 unit officers may not have access to their BWC equipment prior to responding to a scene, or

participating in an enforcement or criminal investigation. In these cases, officers should pick up their camera as soon as practicable.

#### **1319.5.5 NOTICE OF RECORDING**

Unless otherwise approved based on unique circumstances, a member should wear the BWC in a manner that is conspicuous and shall answer truthfully if asked whether they are equipped with a BWC or if their BWC is activated.

Officers are not required by law or this policy to obtain consent from members of the public when the officer is lawfully in an area where the recording takes place. However, officers may inform individuals they are recording, when feasible to do so, particularly when the advisement may gain compliance or cooperation or assist in an investigation.

In addition, officers entering into a private space (e.g., residences, restrooms, locker rooms), must make a reasonable effort to notify the occupants that the BWC is present before entering the area, unless:

- (a) The officer enters the area pursuant to a warrant.
- (b) Such notice, in the officer's judgement, could jeopardize their safety or the safety of the public.
- (c) Such notice would compromise an investigation or tactics.
- (d) Or if other exigent circumstances exist.

#### **1319.5.6 PLAYBACK OF BWC RECORDING**

Officers are not required to play back BWC recordings to allow members of the public to review the video footage in the field.

#### **1319.5.7 PRIVACY CONSIDERATIONS**

Members should remain sensitive to the dignity of individuals being recorded and should exercise sound discretion with respect to privacy concerns.

When responding to a place where individuals have an expectation of privacy (e.g., private residences, medical or mental health facilities, restrooms) or to a sensitive situation (e.g., individuals partially or fully unclothed), members are permitted to mute or deactivate their BWC if it reasonably appears that the privacy concern outweighs any legitimate department interest in recording the event. Members may also mute or deactivate their BWC:

- (a) To protect the privacy of a victim or witness.
- (b) When an individual wishes to provide information anonymously.
- (c) To avoid recording a confidential informant or undercover officer.
- (d) When discussing case tactics or strategy.
- (e) During private conversations with other members or emergency responders.

Members should choose to mute rather than deactivate BWCs when practicable. Deactivation should only be used when muting the BWC will not accomplish the level of privacy necessary for the situation.

Before muting or deactivating their BWC, the member should verbally narrate the reason on the recording. As soon as possible, the privacy concern is no longer an issue, or when circumstances change so that the privacy concern no longer outweighs the department's interest in recording the event (e.g., the individual becomes combative, the conversation ends), the member should unmute or reactivate their BWC and verbally note that recording has resumed.

### **1319.5.8 LIVESTREAMING**

Livestreaming enables authorized individuals to remotely view the audio and video captured by a member's BWC in real time. Only supervisors and dispatchers approved by the Chief of Police or the designee shall have access to live stream capabilities. Livestreaming should only be activated:

- (a) For purposes of member safety when the member is not responding to their radio or there is some other indication of distress.
- (b) To assist with situational awareness or tactical decision during a significant incident.
- (c) When requested by the member.

Supervisors shall not livestream as a replacement for routine in-person supervision nor for the sole purpose of looking for violations of Department policy or law.

### **1319.5.9 DOCUMENTATION**

Members are encouraged to provide narration while using a BWC when it would be useful to provide context or clarification of the events being recorded. However, the use of a BWC is not a replacement for written reports and should not be referred to in a written report in place of detailing the event.

Every report prepared by a member who is issued a BWC should state "BWC available" or BWC unavailable," as applicable, and should document:

- (a) To the extent practicable and relevant, the identity of the individuals appearing in the BWC media.
- (b) An explanation of why BWC media is unavailable including any malfunction, damage, or battery issue that resulted in the failure of the BWC to capture all or part of the event.
- (c) Any exigency or other circumstances that prevented the member from immediately activating the recording at the beginning of the event.
- (d) Any period of the event in which the member deactivated or muted their BWC and the reason for such action.

- (e) If livestreaming was activated during the event, the reason for the livestreaming and the members who communicated or participated in the event through BWC livestreaming.

Officers shall document, in the appropriate report (e.g., police report, traffic citation, CAD entry), if they have captured an incident, did not capture an incident, and/or if they interrupted the recording for any reason.

### **1319.6 DOWNLOADING BWC MEDIA**

Unless otherwise authorized by a supervisor, all media from a member's BWC should be properly downloaded and tagged before the end of their shift. BWC media related to serious or high-profile events (e.g., search for a missing child, active shooter situation) should be downloaded and tagged as soon as practicable upon returning to the (department/station). ([Penal Code § 832.18](#)).

Officers shall label, categorize and upload their BWC recordings into the BWC data storage (cloud storage) system in accordance with UCPD procedure(s).

Following an officer-involved shooting or death or other event deemed necessary, a supervisor should take possession of the BWC for each member present and download and tag the BWC media if the storage system does not have automatic downloading capacity (Penal Code § 832.18)

#### **1319.6.1 TAGGING BWC MEDIA**

Members should tag all media captured by their BWC with their name and/or identification number, the case or incident number, and the event type. BWC media should be tagged upon downloading or, if capabilities permit, tagging in the field as close to the time of the event as possible. If more than one event type applies to BWC media, it should be tagged with each event type. If BWC media can only be tagged with a single event type, the media should be tagged using the event type with the longest retention period.

BWC media depicting sensitive circumstances or events should be tagged as restricted. BWC media should be flagged for supervisor review when it pertains to a significant event such as:

- (a) An incident that is the basis of a formal or informal complaint or is likely to result in a complaint.
- (b) When a member has sustained a serious injury or a line-of-duty death has occurred.
- (c) When an officer discharges a firearm or use of force incident has occurred.
- (d) An event that has attracted or is likely to attract significant media attention.

Supervisors should conduct audits at regular intervals to confirm that their subordinates are properly downloading and tagging BWC media.

### **1319.7 BWC MEDIA**

All BWC media is the sole property of the Department ([Penal Code § 832.18](#)). Members shall have no expectation of privacy or ownership interest in the content of the BWC media.

All BWC media shall be stored and transferred in a manner that is physically and digitally secure with appropriate safeguards to prevent unauthorized modification, use, release, or transfer. Contracts with any third-party vendors for the storage of BWC media should include provisions specifying that all BWC media remains the property of the department and shall not be used by the vendor for any purposes without explicit approval of the Chief of Police or the authorized designee (Penal Code 832.18).

No employee shall alter, copy, delete, release, or permit access to BWC media other than permitted in this policy without the express consent of the Chief of Police or the authorized designee (Penal Code § 832.18).

BWC media systems should not be accessed using personal devices unless authorized by the Chief of Police or the authorized designee.

#### **1319.7.1 ACCESS AND USE OF BWC MEDIA**

BWC media systems shall only be accessed by authorized members using the member's own login credentials and in accordance with the Information Technology Use Policy.

BWC media shall only be accessed and viewed for legitimate department-related purposes in accordance with the following guidelines:

- (a) BWC media tagged as restricted should only be accessible by those designated by the Chief of Police or the authorized designee.
- (b) Members may review their own BWC media for department-related purposes. Members should document in their report if they reviewed BWC media before completing the report.
- (c) Investigators may review BWC media pertaining to their assigned cases.
- (d) A member testifying regarding a department-related event may review the pertinent BWC media before testifying. This may include courtroom testimony, courtroom presentation, or testimony at a quasi-judicial administrative hearing as well as:
  - 1. Providing a statement in an administrative investigation.
  - 2. Providing a statement in a criminal investigation, including officer-involved shooting investigations and other uses of force.

- (e) Supervisors are permitted to access and view BWC media of their subordinates.
  - 1. Supervisors should review BWC media that is tagged as a significant event or that the supervisor is aware pertains to a significant event.
  - 2. When necessary, as part of their administrative duties or report approval process.
  - 3. To ensure that the video and audio was properly captured, uploaded/downloaded.
  - 4. To ensure that the video and audio was categorized appropriately for evidentiary or retention purposes.
  - 5. To conduct roll call training on expectations and the use and maintenance of BWC equipment. Any use of BWC recordings for training must comply with Section 1319.7.1(h) of this policy.
  - 6. To debrief BWC-captured incidents of value after obtaining authorization from the Chief of Police or designee.
  - 7. Supervisors and/or investigators who are investigating an allegation of misconduct, may view the recording in order to assist in the investigation. In order to resolve citizen complaints or inquiries.
  - 8. Supervisors should conduct documented reviews of their subordinate's BWC media at least annually to evaluate the member's performance, verify compliance with department procedures, and determine the need for additional training. The review should include a variety of event types when possible. Supervisors should review BWC media with the recording member when it would be beneficial to provide guidance or to conduct one-on-one informal training for the member.
  - 9. Supervisors should conduct periodic reviews of a sample of each subordinate's BWC media to evaluate BWC use and ensure compliance with this policy.
- (f) The training manager is permitted to access and view BWC media for training purposes.
  - 1. The training manager should conduct a quarterly review of a random sampling of BWC media to evaluate department performance and effectiveness and to identify specific areas where additional training or changes to protocols would be beneficial.
  - 2. The training manager may use BWC media for training purposes with the approval of the Chief of Police or the authorized designee. The training manager should use caution to avoid embarrassing or singling out a member and, to the extent practicable, should seek consent from the members appearing in the BWC media should be redacted before being used for training.

3. A BWC recording may be used for training, as long as the recording will not be used for disciplinary purposes. Any person recommending a particular recording shall submit the recommendation through the chain of command.
- (g) The [Records Manager] may access BWC media when necessary to conduct department-related duties.
- (h) The BWC [coordinator] may access BWC media and BWC systems as needed to ensure the system is functioning properly, provide troubleshooting assistance, conduct audits, and fulfill other responsibilities related to their role.
- (i) Members may review any BWC media when exigent circumstances exist, such as identifying a suspect or other pertinent information in the event of an injured officer, or when authorized by a supervisor.
- (j) Command staff or their designee may randomly review BWC recordings for the purposes of validity testing. Any BWC system deficiencies identified will be documented and remedied. Any performance issues will be discussed with the officer and training provided. Any criminal activity will be investigated.
- (k) Command staff, supervisors, and authorized Department personnel may conduct random periodic inspections and reviews to determine whether Department personnel are accessing BWC recordings and data for legitimate and authorized purposes.

#### **1319.7.2 USE OF DEADLY FORCE – HANDLING OF RECORDING**

For any use of force that creates a substantial risk of causing death or serious bodily injury, including, but not limited to, the discharge of a firearm, the following shall apply:

- (a) The supervisor of the involved officer(s) must take possession of their BWC equipment as soon as possible, ensuring that recording has stopped and that the power is off, and maintain custody until the BWC is transferred to the assigned investigator.
- (b) The Chief of Police or designee will assign an investigator, and the assigned investigator shall take possession of the BWC, and perform the upload process, if necessary.
- (c) In order to protect the integrity of the video and to ensure that the video is properly uploaded, the officer(s) involved shall not be allowed to review the BWC recording prior to turning over the BWC equipment to the supervisor.
- (d) The involved officer shall be permitted to view the BWC video of the incident once the video has been uploaded to the server. If the officer chooses not to view the video prior to giving an initial statement, the officer will have an opportunity to review the recording(s) after the initial statement has been taken and provide a supplemental statement if desired.

- (e) Supervisors shall not view the BWC recordings without express permission from the Chief of Police or designee.
- (f) Use of the BWC media will be properly documented in the appropriate report(s), and the recording booked into evidence.
- (g) Supervisors shall ensure that BWC media information is compiled for department review boards and/or administrative review reports (e.g., pursuit review, use of force review, etc.), when applicable.

### **1319.7.3 OTHER USE OF FORCE – HANDLING OF RECORDING**

For any use of force not covered by Section 1319.7.2 (Use of Deadly Force Handling of Recording) the following shall apply:

- (a) Supervisors shall allow involved officer(s) to review their own BWC recordings.
- (b) Supervisors shall allow involved officer(s) to review other BWC recordings, if deemed necessary to assist with complete and accurate reports and documentation of the incident.
- (c) Use of the BWC recording will be properly documented in the appropriate report(s), and the recording booked into evidence.
- (d) Supervisors shall ensure that BWC media information is compiled for department review boards and/or administrative review reports (e.g., pursuit review, use of force review, etc.), when applicable.

### **1319.7.4 REQUEST FOR DELETION OF ACCIDENTAL RECORDING**

In the event of an accidental activation of the BWC, where the resulting BWC media has no potential investigative or evidentiary value, the recording officer may request that the BWC media be deleted by submitting a request in writing to the Chief of Police or designee. The chief of police or designee shall review the recording and, if approved, send the request to the system administrator for deletion.

### **1319.7.5 UNAUTHORIZED ACCESS TO RECORDINGS PROHIBITED**

Although the data captured by the BWC is not considered Criminal Offender Record Information (“CORI”), it shall be treated as such and in accordance with Department policy regarding access to CORI. All access to the system must be logged and is subject to audit at any time. Accessing, viewing, copying, or releasing BWC data, including recordings, for non-law enforcement or non-business related purposes not otherwise authorized by this Chapter is strictly prohibited and will result in disciplinary action.

Access to BWC data shall only be from Department authorized computers, Department workstations or the BWCs. However, administrative users of the BWC data or evidence management system may access the data from a Department authorized device outside of the Department for the purpose of completing administrative tasks, such as locking or unlocking users.



### **1319.7.7 COPYING OF BWC RECORDING OR DATA**

Personnel shall not make copies of any BWC recording for personal use or to share with unauthorized individuals or entities without approval of the Chief of Police or designee. Only department authorized devices shall be used to copy, view, share, or otherwise distribute BWC recordings. Digital evidence captured by BWC are investigative records and shall be handled pursuant to existing Department policies and procedures.

### **1319.7.8 PUBLIC ACCESS**

Unless disclosure is required by law or court order, BWC media should not be released to the public if it unreasonably violates a person's privacy or sense of dignity or depicts the interior of:

- (a) A private residence.
- (b) A facility that offers health care, mental health or substance abuse treatment, or social services.
- (c) A building in which public access is restricted or which implicates heightened security concerns.

Requests for the release of BWC media shall be processed in accordance with the Records Maintenance and Release Policy. The Chief of Police or their authorized designee should review BWC media before public release.

### **1319.8 RETENTION OF BWC MEDIA**

Non-evidentiary BWC media should be retained for a minimum of 60 days, after which it may be erased, destroyed, or recycled. Non-evidentiary media may be kept for more than 60 days for availability in case of a civilian complaint and to preserve transparency ([Penal Code § 832.18](#)).

Unless circumstances justify continued retention, BWC media should be permanently deleted upon the expiration of the retention period in a way that it cannot be retrieved. BWC media shall not otherwise be deleted by any person without the authorization of the Chief of Police or the authorized designee.

Records or logs of access and deletion of recordings should be retained permanently ([Penal Code § 832.18](#)).

#### **1319.8.1 EVIDENTIARY BWC MEDIA**

BWC media relevant to criminal prosecution should be exported from the BWC media system and securely transferred to digital evidence storage or retained according to established department procedures. Evidentiary BWC media is subject to the same laws, policies, and procedures as all other evidence, including chain of custody, accessibility, and retention periods (See Property and Evidence Policy and UC Retention Policy).

Evidentiary BWC media should be retained for a minimum of two years under the following circumstances [\(Penal Code § 832.18\)](#):

- (a) The recording is of an incident involving the use of force by an officer, including an officer-involved shooting.
- (b) The recording is of an incident that leads to the detention or arrest of an individual.
  - 1. The recording is relevant to a formal or informal complaint against an officer or the UC Police Department.

Recordings containing evidence that may be relevant to a criminal prosecution should be retained for any additional period required by law for other evidence relevant to a criminal prosecution [\(Penal Code § 832.18\)](#).

### **1319.9 TRAINING**

The BWC coordinator should ensure that each member issued a BWC receives initial training before use, and periodic refresher training thereafter. Training should include:

- (a) Proper use of the BWC device and accessories.
- (b) When BWC activation is required, permitted, and prohibited.
- (c) How to respond to an individual's request to stop recording.
- (d) Proper use of the BWC media systems, including downloading and tagging procedures.
- (e) Security procedures for BWC media, including appropriate access and use.

Legal updates, POST recommendations, and case law) Members who are not issued a BWC but who have access to BWC media systems shall also receive training on the BWC media system, including appropriate access, use, and security procedures.

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## **III. COMPLIANCE / RESPONSIBILITIES**

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Each Chief of Police has the responsibility to adopt and publish policies and procedures for the assistance and guidance of the members of their individual campus police departments. Policies and Procedures for campus police departments issued by authority of the Chief of Police shall have the same authority as these Policies.

Local regulations, including General and Special Orders, Procedural Memoranda and instructions may be written more restrictively than Policies Applying to University of California Police Department, however they may not be written to supplant or diminish the Policies and Procedures contained within this Systemwide document.

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#### **IV. RELATED INFORMATION**

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Not applicable

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#### **V. FREQUENTLY ASKED QUESTIONS**

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Not applicable

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#### **VI. REVISION HISTORY**

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**January 2, 2026:** Original policy. This Policy is also reformatted to meet Web Content Accessibility Guidelines (WCAG) 2.0

**January 7, 2011:** Revised

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