



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-8

Effective 04-28-16 Expires: 10-25-16 Replaces: 03-31-16

2-8 USE OF ON-BODY RECORDING DEVICES / MANAGEMENT OF RECORDINGS

2-8-1 Policy Statement

APD is committed to promoting Constitutional Policing and making the best use of its resources to capture evidence by taking full advantage of the evolving technology and use of On-Body Recording Devices (OBRD) in all appropriate circumstances. This commitment is designed to promote officer safety, strengthen community trust, and document events to assist with investigations and training. All recordings captured by Department issued OBRDs are the exclusive property of APD.

2-8-2 References

- A. Katz v. US, US Supreme Court, 1967 Reasonable expectation of privacy.
- B. NM Statute 30-12-1 Single party consent/interference with communications.
- C. NM Statute 14-2-1, Inspection of Public Records Act (IPRA).
- D. NMAC Section 1.19.8.807, Retention of Evidence
- E. City of Albuquerque Administrative Instruction 1-7
- F. Department SOPs
 - 1-05, Records SOP
 - 2-08, Submission of Evidence, Confiscated Property, and Found Items SOP

2-8-3 Definitions

- A. On-Body Recording Device (OBRD)

A recording device issued by the department that is affixed to the body.

- B. Directed Action

Any overt action focused on the subject or structure that may elicit a response

- C. Evidence

Recordings that contain content known at the time of the recording, to be associated with criminal activity, are assigned a case number, and are annotated as evidence by the submitting department personnel in the property section of the report.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-8

Effective 04-28-16 Expires: 10-25-16 Replaces: 03-31-16

D. Uniformed Department Personnel

Department personnel who wear a department-authorized uniform, which displays a department patch.

2-8-4 Rules and Responsibilities

7 A. Wearing of OBRD

1. All uniformed department personnel (except crossing guards) will wear department-issued OBRDs while on duty or performing law enforcement functions. Investigations sworn personnel, Area Command Investigations Unit sworn personnel, and other non-uniformed department personnel are not required to wear OBRDs during routine administrative duties (e.g. working at a desk, attending meetings, and providing testimony). However, while working in a law enforcement capacity, those non-uniformed personnel shall wear their OBRD and comply with this policy.
2. Department personnel shall use only department-issued and not personal OBRD while in the scope of their duties.
3. Uniformed department personnel shall position their recording device forward facing, affixed at the belt level or above in a position and manner consistent with the manufacturer's recommendations (e.g. on the belt, chest, lapel, etc.).
4. Non-uniformed personnel shall position their recording device forward facing, affixed at the belt level or above, in a position and manner consistent with the manufacturer's recommendations, unless the personnel are participating in an undercover operation, in which case recording devices shall be placed in an effective manner which allows for the performance of their duties.
5. Department personnel wearing OBRDs shall keep the OBRD in the buffer/pre-record mode, if equipped with this function, unless performing routine administrative duties within a government facility.

B. Use of OBRD

6-7 1. Department personnel shall activate OBRDs only in conjunction with official law enforcement duties.

6-7 2. In accordance with New Mexico State law (30-12-1), department personnel are not required to inform every individual being contacted that the recording device is enabled; however, it is recommended they do so as part of their initial contact with members of the public. Department personnel shall inform arrestees when they are recording, unless doing so would be unsafe, impractical, or impossible.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-8

Effective 04-28-16 Expires: 10-25-16 Replaces: 03-31-16

N/A

3. Department personnel that are not involved in direct interactions with witnesses/victims/suspects and are performing duties, including but not limited to scene security, supervision, guard duty, holding a perimeter, etc., shall not be required to record these activities.

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4. For all mandatory recording incidents identified below, department personnel will activate his/her OBRD at the beginning of the incident. Department personnel may cease recording when he/she reasonably determines that the incident has concluded, based on information available to the personnel at the time. Conclusion will depend on the type of incident and individual circumstances, but typically, the incident has concluded when department personnel terminates contact with the individual or has cleared the scene. If the immediate activation of the OBRD is not feasible due to immediate risk to the safety of the department personnel or others, the department personnel will activate the OBRD at the first available opportunity when the immediate threat has dissipated and it is safe to do so.

N/A

5. This policy is intended to achieve an appropriate balance between the benefits of OBRD devices and individuals' reasonable expectations of privacy. Although this policy identifies those situations in which activation of the OBRD is mandatory, department personnel have discretion to manually activate the device any time the officer believes it would be appropriate or valuable to document an incident. In exercising this discretion, personnel should be aware of, and sensitive to, individuals' reasonable privacy expectations. The OBRD may only be activated for legitimate law enforcement purposes.

6

6. Mandatory Recording Incidents

Subject to the limitations included in paragraph 1-39-4-B-5 below, department personnel shall use Department-issued OBRDs to document the incidents listed below:

- a. All use of force encounters, including contacts leading up to the use of force when department personnel can reasonably foresee a use of force may occur.
- b. All encounters with individuals who are the subject of a stop based on reasonable and articulable suspicion or probable cause.
- c. Traffic stops.
- d. Arrests; including the contact leading up to the arrest when department personnel can reasonably foresee an arrest occurring.
- e. Vehicle searches unless conducted at tow yards, APD facilities, or other law enforcement facilities.
- f. Search warrants of structures from the time of entry until the location has been secured.
- g. Contacts with subjects known to have a mental illness, if the department personnel has prior knowledge or has been notified from an APD resource or emergency evaluation (pickup order).



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-8

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h. Any other legitimate law enforcement contact where the department personnel believes that a recording of an incident would be appropriate or valuable. In these contacts, the department personnel shall balance the law enforcement objectives and need to record against the individual's privacy, particularly with respect to sensitive victims.

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7. Non-recording incidents

Department personnel shall not use recording devices to document:

- a. Encounters with undercover department personnel or confidential informants.
- b. Personal activities or private conversations of department personnel that do not involve calls for service or contact with individuals.
- c. Conversations between department personnel without all parties being aware of the fact that it will be recorded, except undercover investigations of department personnel involved in criminal conduct.
- d. Conversations between department personnel that involve case strategy or tactics.
- e. DWI Checkpoints unless the driver is confrontational with department personnel, refuses to stop, refuses to roll down the window, and/or produces any type of information visually or verbally that indicates they will not willingly comply with department personnel lawful commands.
- f. Locations prohibited by law, unless permission is obtained to record (e.g. FBI building, restricted areas in Department of Energy research facilities, etc.)
- g. Locations where individuals may have a reasonable expectation of privacy, such as: restrooms, locker rooms, the presence of medical personnel, or in hospitals. (Katz v. US) However, department personnel will record in these locations if the contact is subject to mandatory recording set forth in Paragraph 6 above, including 6(h) if the totality of the circumstances leads the department personnel to believe that recording is appropriate.

N/A

8. If department personnel inadvertently record any of the encounters listed above, they may follow, after contacting their immediate supervisor, the redaction procedures listed below.

N/A

9. Department personnel shall not stop recording in response to an individual's request if the recording is required by this policy or the department personnel deems that continued recording is necessary. If the recording is not mandatory, the department personnel may evaluate the situation and, when appropriate, honor the individual's request.

7

10. The individual's request to stop recording should be documented with the OBRD. In the event that it is not reasonably possible to record the individual's request not to record with the OBRD, department personnel shall document the request via CAD system or report.

N/A

11. During tactical activations, tactical units may turn off their OBRDs during planning and decision-making.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-8

Effective 04-28-16 Expires: 10-25-16 Replaces: 03-31-16

Due to the duration of tactical activations, in order to conserve battery life, tactical units may turn off their OBRDs when not conducting directed action. OBRDs shall be activated during directed action, which may cause a response from the subject.

7 C. Training Requirements

All members who are authorized to use OBRDs must complete mandatory training to familiarize themselves with the devices and departmental procedures prior to their use.

5-6 D. Viewing, Accessing, and Sharing of OBRD Recordings

1. Department personnel will be assigned access to the digital storage application appropriate to their rank and duties.
2. Department personnel may review their own OBRD recordings to use them for quality and accuracy in their reports and any investigatory interviews.
3. Department personnel may view, download, redact, and share OBRD recordings only for legitimate law enforcement purposes and for authorized administrative review purposes.
4. Department personnel will not delete OBRD recordings unless deletion is consistent with this policy and the Submission of Evidence, Confiscated Property, and Found Items SOP.
5. All recordings shall be shared digitally via the Department's digital storage application unless otherwise approved by the Department.

7 E. Management of OBRD Recordings

1. All department personnel shall upload recordings to the Department's digital storage application prior to the end of department personnel's subsequent shift.

In the event the uploading of recordings extends beyond the subsequent scheduled shift, immediate supervisors may authorize overtime/compensatory time and shall notify the Watch Commander via email.
2. Department personnel shall ensure that recordings are properly categorized and accessible. Recordings shall be classified according to the type of incident or event captured in the footage, date, time, and department personnel.
3. Department personnel, including both primary and back-up officers, shall submit all digital media recorded in accordance with this policy, and defined as evidence, in the following manner:



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-8

Effective 04-28-16 Expires: 10-25-16 Replaces: 03-31-16

- a. Enter the case number in the following format:
For 'AP151234567' enter as '15-1234567'
 - b. Choose a category from the presented list.
 - c. Make an electronic tag into the designated evidence system.
 - d. Add the entry into the property section of the report.
4. Department personnel shall add the "120 Day Delete" category to non-evidentiary recordings that are uploaded or imported into the Department's digital storage application.
 5. If the initial category chosen was a mistake, or if additional information justifies re-categorizing a recording, department personnel will re-categorize recordings as appropriate.
 6. Evidentiary recording will be maintained by APD based on the statute of limitations or until the case is resolved.

6-7 F. Duties of Personnel

1. Department personnel shall:
 - a. Ensure that OBRDs assigned to them are functioning properly at the beginning and end of each shift according to the instructions of their system's manufacturer and shall report immediately any improperly functioning equipment to a supervisor. Department personnel shall not be responsible for verified equipment failure during an incident if the OBRD had no signs of functioning improperly prior to the incident.
 - b. Ensure that their OBRDs are working properly and notify their supervisors when they learn that their device is not functioning correctly.
 - c. Articulate on an OBRD recording or in writing their reasoning if they fail to activate their OBRD before incidents required to be recorded by this policy.
2. Supervisors - In addition to the above responsibilities, supervisors shall:
 - a. Test OBRDs monthly to ensure they are in proper working order and document on the monthly inspection report.
 - b. At least on a monthly basis, ensure personnel are using the systems appropriately, in accordance with policy, and identify areas in which additional training or guidance is needed.
 - c. Review at least two recordings per month from each assigned individual and incorporate any knowledge gained from this review into ongoing evaluation and supervision. Supervisors shall make a note on the monthly inspection form, if positive feedback and/or training opportunities arise during the reviews.
 - d. Review recordings of assigned personnel listed in any misconduct complaints made directly to the supervisor.
 - e. Review recordings of assigned personnel involving injuries, uses of force, shows of force, or foot pursuits.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-8

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- f. Report equipment problems and seek to have equipment immediately repaired or replaced as needed. Supervisors shall be issued additional equipment in order to temporarily replace defective OBRDs.
- g. Supervisors shall refer assigned personnel, for investigation, who intentionally or repeatedly fail to activate his or her OBRD during incidents required under this policy to be recorded. Intentional or otherwise unjustified failure to activate an OBRD, when required by APD policy, shall subject the department personnel to discipline.

7 G. Redaction, Retention, and Release of Recordings

1. APD policies shall comply with all existing laws and regulations, including those governing evidence collection and retention, public disclosure of information, and consent. See Records SOP and Administrative Instruction 1-7.
2. Some or all of a recording may be redacted pursuant to applicable laws. Redaction should be narrowly tailored to the appropriate legal exemption from disclosure. Only the redacted recording shall be produced to the requesting party. There may be instances where the un-redacted recording shall be provided in criminal or civil proceedings. IPRA Unit personnel will consult with the City Attorney's Office prior to redacting or exempting recordings from public inspection.
3. In the event department personnel inadvertently record a non-recording incident identified above, the following redaction procedures may be followed:
 - a. Notify immediate supervisor of unintentional recording.
 - b. Review recording with the immediate supervisor to determine if it meets criteria detailed in Paragraph B(7) above .
 - c. Recordings in question shall be electronically shared by the immediate supervisor to their lieutenant or equivalent for review and approval.
 - d. If recording contains evidentiary content, only the portion that meets Paragraph B(7) shall be redacted of audio, video, or both by the lieutenant or equivalent . A detailed description, stating the reason for edit, shall be noted in the system for each segment of the recording that is redacted. This will automatically be reflected in the audit trail.
 - e. If it is determined by the lieutenant or equivalent that the recording does not contain evidentiary content, it may be placed in the "120 Day Delete" category. A detailed description, stating the reason for category change, shall be noted for each recording that is changed. This will automatically be reflected in the audit trail.
4. The Department shall retain and preserve non-evidentiary recordings for 120 calendar days. Deleting non-evidentiary videos after 120 calendar days by the Department does not imply that the department personnel did not record the incident as is evident in the audit trail.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-8

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5. The Evidence Unit shall retain and preserve evidentiary recordings for at least one year and in accordance with State law and this policy.

N/A H. Program Review

This policy will be assigned a review date and will be reviewed on a regular basis.