

**COUNTY OF GLOUCESTER
OFFICE OF THE SHERIFF**

STANDARD OPERATING PROCEDURES



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SUBJECT: BODY WORN CAMERAS & MOBILE VIDEO RECORDING EQUIPMENT

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BY THE ORDER OF:

SHERIFF JONATHAN M. SAMMONS

SUPERSEDES: Gloucester County Sheriff's Office SOP 376 - Body Worn Cameras (all versions) & SOP 375 – Mobile Video Recording Equipment (Vehicle) effective 5/27/2021 & Gloucester County Correctional Facility Policies and Procedures Number 447 – Body Worn Camera (BWC) effective 9/7/2016, and revised 10/19/2016.

PURPOSE: The purpose of this order is to maintain the Gloucester County Sheriff's Office (hereinafter the "GCSO") policy and procedures regarding the use of mobile video/audio recording equipment (hereinafter "MVR") and body worn cameras (hereinafter "BWC") consistent with those standard operating procedures established by the Gloucester County Prosecutor's Office (hereinafter the "GCPO") and the New Jersey Attorney General (hereinafter the "NJAG").

POLICY: It is the policy of the GCSO to utilize MVRs and BWCs to their fullest extent for the daily patrol function, and to maintain the necessary safeguards that will ensure their non-discriminating use, as well as the proper preservation of evidence that may be obtained through use of this technology.

All sworn personnel shall use this equipment (MVRs & BWCs) consistent with manufacturer's guidelines, this Standard Operating Procedure (hereinafter "SOP"), and those policies and guidelines issued by the NJAG and the GCPO. Failure to use this technology in accordance with this SOP, and those policies or guidelines issued by the NJAG and the GCPO may result in discipline.

The GCSO website/webpage shall contain a clear statement that this agency utilizes MVRs and BWCs. The website posting shall include an image showing the wearable video/audio recording device, and how it is to be worn by personnel which will allow the public the ability to determine whether an officer is equipped with the device.

Any willful or repetitive violations of this SOP shall be reported to the Supervisor of the GCSO Internal Affairs Unit, who shall report such directly to the Sheriff and/or the GCPO. The Sheriff and/or the GCPO is authorized to take such actions as are reasonable and necessary to ensure compliance with this SOP, and to prevent future violations.

SCOPE: The procedures and guidelines set forth in this SOP shall apply to all sworn law enforcement personnel in, and employed by and with, the GCSO. GCSO sworn personnel includes, but is not limited to, all sworn Correctional Police Officers, and all other such sworn personnel in the GCSO Corrections Division.

PROCEDURES:

I. DEFINITIONS

- A. For purposes of this SOP, the following terms are defined:
1. **Activate** – means to actuate (put into operation) the recording mode/function of an MVR or BWC.
 2. **Body worn camera** (“BWC”) – is a device worn by an officer that makes an electronic audio/video recording of activities that take place during any law enforcement action. The term does not include any form of electronic recording device worn by a law enforcement officer while acting in an undercover capacity, nor does the term include an electronic recording device when used to comply with the requirements of New Jersey Rules of Court, Rule R. 3:17 (electronic recording of station house custodial interrogations).
 3. **Constructive authority** – involves the use of an officer’s authority to exert control over a subject (see ATTORNEY GENERAL LAW ENFORCEMENT DIRECTIVE NO. 2020-13), except that the term shall apply only to constructive authority directed against a person who is subject to an investigative detention or arrest (e.g., “...*show me your hands*,” “...*get out of the vehicle*”, etc.), or directed against any person if the officer has un-holstered a firearm or CED (e.g., “...*move out of the way*”, “...*get down*”, etc.).
 4. **Digital evidence** – includes photographs, audio and video recordings that are stored electronically.
 5. **Evidence Library** – A secure, on-premise storage system, which is locally hosted and available to users. Evidence Library is used to organize, classify, manage, view, and archive digital evidence. *Evidence Library* tracks and provides an audit of all activity to protect the chain of custody.
 6. **Force** – has the same meanings as defined in GCSO SOP 311(Use of Force) effective December, 2021.
 7. **Investigation of a criminal offense** – means any police activity pertaining to the investigation of an indictable crime, disorderly persons offense, or petty disorderly offense, including but not limited to, responding to a report of a possible criminal offense; an investigative detention based on or leading to reasonable and articulable suspicion to believe that a criminal offense has been or is being committed; an arrest for a criminal offense; an interview of a potential witness to a criminal offense; or

canvassing an area, neighborhood, or premises for potential witnesses to a criminal offense.

8. **Mobile video recorder** (“MVR”) – is an audio/video recording device mounted in a police vehicle that makes an electronic recording of activities within its field of vision. The officer-worn wireless transmitter can also electronically record audio outside of the view of the camera’s field of vision. Such recordings are uploaded to the server upon arrival at police headquarters.
 9. **Proactive enforcement team** – includes officers who are typically assigned to target vice, drugs, organized street crime, violent crime and/or any other targeted enforcement. Unlike officers who are responsible for responding to traditional calls for service, these officers are typically assigned the singular responsibility of addressing these activities (e.g., street crime unit, crime suppression unit, etc.). The nature of their work may include being dressed in traditional uniform, modified uniform, or plain clothes. These officers may work alongside undercover officers, conduct surreptitious surveillance, engage in high intensity enforcement via motor vehicle/pedestrian stops and/or interact with confidential informants or witnesses who wish to remain.
 10. **School** – means a public or nonpublic elementary or secondary school within the State of New Jersey offering education in grades kindergarten through 12, or any combination of grades, at which a child may legally fulfill compulsory school attendance requirements.
 11. **Subject of the video footage** – means any law enforcement officer, suspect, victim, detainee, conversant, injured party, or other similarly situated person who appears on the MVR or BWC recording, and shall not include a person who only incidentally appears on the recording.
 12. **Tactical team** – is a group of officers who are specially selected, trained, and equipped to handle high-risk incidents including, but not limited to, those involving snipers, barricaded persons, warrant services, apprehensions, acts of terrorism, and other situations or activities as deemed necessary by command leadership.
 13. **Tagging** – is the electronic labeling of a video/audio file captured by an MVR or BWC.
 14. **Youth facility** – means a facility where children assemble under adult supervision for educational or recreational purposes, such as group homes, residential facilities, day care centers, and day treatment centers.
- B. All references to MVR and BWC include the equipment installed in vehicles, body worn devices, and where appropriate, the wireless transmitter, microphone, removable media (HDD/SSD), server, and other accessories necessary to operate these systems.

II. GENERAL

- A. Video recordings are invaluable to law enforcement for evidential purposes. Mobile video/audio equipment has been demonstrated to be of value in the prosecution of criminal, traffic, and other related offenses and to protect personnel from false claims of misconduct.

- B. While visual and audio evidence may be captured on the recordings, the use of MVR/BWC is not intended to document all evidentiary material relevant to court or administrative proceedings; but it can serve to supplement an officer's senses and eyewitness account. There is no intent to utilize the MVR/BWC as a management tool to punish officers for minor GCSO rule infractions.
 - 1. Personnel shall not be subject to criticism for the proper exercise of lawful discretion in enforcement matters.
 - 2. MVR/BWC shall be utilized **ONLY** for legitimate law enforcement purposes.
- C. Adequate safeguards are necessary to ensure that this technology is:
 - 1. Used in a non-discriminating way; and
 - 2. Used to adequately document evidence; and
 - 3. Used to safeguard against potential violations of N.J.S.A. 2A: 156A-1, et seq., *New Jersey Wiretapping and Electronic Surveillance Control Act*.
- D. When properly used, this equipment (MVRs & BWCs) will have the following capabilities:
 - 1. Create accurate memorialization of public contacts and other law enforcement related activities.
 - 2. Preserve an audio and video record of events, actions and conditions during arrests, critical incidents, and prisoner transports.
- E. These records will serve the following purposes:
 - 1. Recordings serve as protection for officers when there are complaints about their conduct, or professionalism, during encounters with the public.
 - 2. The recordings can be introduced into evidence in criminal and motor vehicle prosecutions, as well as in civil litigation.
 - 3. The recordings can resolve disputes concerning what occurred during incidents, thereby protecting both the public and the law enforcement officers involved.
 - 4. When complete recall is not possible, such as when multiple events are happening simultaneously or out of an officer's line of sight, an audio/visual recording can provide an accurate record of events.
 - 5. MVR/BWC recordings can provide a record of officer/citizen interaction within the GCSO vehicle itself when an officer's attention is on driving. For example, an MVR/BWC will record events during transportation of arrested persons, escape risks, mentally disturbed individuals, intoxicated persons, people who are physically injured and members of the opposite sex. The recording can provide accurate documentation of highly detailed and/or fast-moving incidents, such as roadside sobriety testing, violent encounters, and pursuits.
 - 6. Subject to the restrictions in this SOP, and policies and guidelines promulgated by the NJAG and the GCPO, supervisors will be able to view the recordings, and select portions for use in training law enforcement officers concerning safety, field training,

interpersonal skills, proper law enforcement procedures, and legal doctrines with the permission of GCSO administration.

7. The recordings can permit supervisors and administrators to undertake more meaningful performance reviews.
8. Recordings augment administration's ability to evaluate its basic law enforcement practices, and interactions between its personnel and the public.
9. Recordings enhance administration's ability to train personnel in proper law enforcement procedure

III. EQUIPMENT

- A. The WatchGuard mobile digital video recorder (MVR) or the WatchGuard (BWC) are designated for use to record patrol related events.
 1. Generally, the WatchGuard MVR is mounted to a fixed location in marked sheriff's vehicles. This MVR is a self-contained unit mounted to the interior of the sheriff's vehicle.
 - a. This MVR uses between three to six cameras, a front facing camera and rear facing cabin interior cameras depending on the amount of transportation compartments.
 - b. The cabin camera is positioned to face the interior of the patrol vehicle and is pointed toward the back seat or prisoner area. It is equipped with low light sensitivity and is capable of recording images without the interior light on.
 - c. The MVR is equipped with an interior mounted microphone to record cabin activity.
 - d. Events are recorded when the system is automatically activated by preset triggers or the record button is manually pressed. Automatic activation is set by emergency light activation or wireless microphone activation. When these triggers are activated, the system starts to record the event. Each session is recorded as a track that is date and time stamped. While all activity is recorded by the MVR unit to the internal hard drive, only incidents activated by the automatic triggers will cause the unit to wirelessly transfer the data to the sever.
 2. The WatchGuard System (BWC) is used mostly by canine handlers, courthouse security units, bicycle unit officers, and traffic patrol officers, when available. Officers shall wear and use their BWCs when assigned to any proactive enforcement team or tactical unit and in the field performing law enforcement activities. This BWC is an officer-worn device clipped to the officer's outermost garment/vest.
 - a. This system requires that the unit be inserted into a docking station to recharge and download the recorded activity.
 - b. This system will record up to twelve (12) hours before it is necessary to dock the device to recharge and download the recorded activity.

- c. Officers shall not deactivate a device while on an incident that is being recorded.
 - d. This system uses Evidence Library for audio/video storage and post event review.
 3. Officers/detectives on loan to any outside agency, tactical team, proactive enforcement team, or task force shall use the agency issued BWC consistent with this SOP, including restrictions, and any guidelines issued by the outside agency or task force. Such officers/detectives shall report any potential conflicts between this order and the outside agency/task force's directives to an undersheriff, or his/her designee, as soon as practicable.
- B. Both systems record audio tracks and video images in color. The MVR can display real time images on a video screen.
- C. User logon profiles and administrative access:
 1. There are three (3) different levels of access:
 - a. Administrator (Admin)
 - b. Officer
 - c. Supervisor
 2. Officers will only be permitted to operate the assigned MVR and BWC unit under the officer/user logon profile.
 3. The system administrator will establish officer/user profiles and supervisory profiles as directed by the Sheriff or his/her designee.
 4. The system administrator is responsible for the overall operation of the equipment, maintenance, copying of evidentiary material from the hard drive for case preparation, establishing user and supervisory profiles, setting default preferences, and ensuring that each unit is operated in accordance with this guideline.

IV. TRAINING AND MAINTENANCE

- A. The Sheriff or his/her designee shall maintain a training program on the lawful and proper use of MVR and BWC equipment. Only personnel who have been trained on the use and routine maintenance of either MVR and/or BWC systems will be permitted to operate the system. Authorized operators must complete the GCSO in house training module, and shall have demonstrated their competence to the satisfaction of the system administrator or his/her designee.
- B. Equipment installed in a GCSO vehicle is the responsibility of the officer assigned to that vehicle. Officers assigned an MVR or BWC system are responsible for maintaining the system in a state of operational readiness.
- C. Based on the training received, officers shall ensure that the audio and video equipment is operating properly prior to the start of his/her shift, and shall report all malfunctions, damage, or other problems to their immediate supervisor. Personnel who have not been

trained and authorized to make repairs shall not attempt to repair any MVR/BWC equipment.

- D. No installed components of any system may be moved from its position without the authorization of the system administrator, the Sheriff or his/her designee.
- E. Equipment shall be maintained according to manufacturer's recommendations/specs.

V. OPERATION PROCEDURES

- A. At the start of each tour of duty, officers shall ensure that the MVR and/or BWC unit is functioning properly.
 - 1. BWCs are specifically assigned, and will remain the responsibility of each assigned officer unless otherwise directed by a supervisor.
 - 2. BWCs are considered issued equipment until relinquished at the direction of a supervisor.
- B. WatchGuard BWC System startup and use:
 - 1. Ensure that the camera is properly mounted.
 - 2. Push power button.
 - 3. Push in the RECORD button on the BWC camera to start recording.
 - 4. Verify both status LEDs turn red and the unit displays recording icon.
 - 5. Push in the RECORD button on the BWC camera to stop recording.
 - 6. Select appropriate event category.
- C. During the officer's tour of duty, he/she will periodically monitor the MVR and/or BWC unit to ensure that it is functioning properly.
 - 1. Officers will monitor alerts and messages sent by the MVR/BWC across the screen advising of problems or errors.
 - 2. Officers will report any MVR and/or BWC malfunction, which fails to record a required event to communications (Dispatch).
 - 3. As soon as practicable, officers must notify the system administrator of such malfunction using an *MVR – BWC MALFUNCTIONS REPORT*, unless previously documented.
 - 4. The Sheriff or his/her designee will maintain *Reports* that relate to MVR/BWC malfunctions.
- D. BWCs shall be used only in conjunction with official law enforcement duties. The BWC shall not be used to record:
 - 1. Encounters with undercover officers or confidential informants.
 - 2. Hostage negotiations.
 - 3. Processing of crime scenes.
 - 4. Strip and body cavity searches.
 - 5. When on break or otherwise engaged in personal activities.

6. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.
 7. When engaged in law enforcement union business.
 8. When involved in counseling sessions, guidance sessions, personnel evaluation interviews, or other supervisor/subordinate interaction.
 9. Inside of schools, youth facilities, hospitals, medical facilities, or places of worship, unless directly related to an incident that warrants recording, see section VI.A of this order; or
 10. While discussing criminal investigation strategies.
 11. While inside courtrooms, public hallways inside the courthouse, conference rooms, or other locations where attorney client conversations are likely to be overheard or where video recordings are protected from OPRA pursuant to court rule 1:38. The exception is if/when and officer(s) are responding to a duress alarm activation or other emergency law enforcement function where a deployment would be warranted.
- E. BWCs shall not be used surreptitiously.
- F. BWCs shall not be used to gather intelligence information based on 1st Amendment protected speech, associations, or religion, or to record activity that is unrelated to a response to a call for service or a law enforcement or investigative encounter between a law enforcement officer and a member of the public, except in accordance with any applicable guidelines or directives promulgated by the NJAG and/or GCPO.
- G. The GCSO will not tolerate the reliance by any officer on race, ethnicity, gender, gender identify, gender expression, transgender status, sexual orientation, religion, economic status, age, culture, or any other immutable characteristic of a group or class of persons, in determining whether to activate or deactivate a BWC.
- H. Recording upload/download instructions – Upload to Evidence Library:
1. Turn the body camera off.
 2. Place body camera into docking station until upload is complete.
- I. When video/audio footage is captured involving any part of an arrest or significant event, officers will type/write the letters *MVR* and/or *BWC* in all capital letters at the end of the report to signify that video/audio is available for the case. Include the vehicle number for MVR or BWC number. The system administrator or his/her designee shall tag these recordings accordingly. However, MVR/BWC recordings are not a replacement for written reports. Under no circumstances shall officers simply refer to an MVR/BWC recording on an investigation report instead of detailing the facts and circumstances of their investigation/observations.

- J. If the incident was not captured on an MVR/BWC, the reason should be noted within the narrative portion of the investigation/operations/arrest report.
- K. The evidence officer or system administrator will create a DVD/CD recording of any event upon a valid discovery or OPRA request.

VI. INCIDENTS TO RECORD

- A. When assigned to an officer for duty, the BWC will remain in standby mode ready to be activated at any time. When an officer activates the recording mode the device will record from the moment the record start/stop button is pressed. Activation should occur before arriving at the scene, when feasible.
- B. Except when otherwise restricted in this SOP, officers shall video and audio record all law enforcement activity including any interaction with a civilian. However, if an immediate threat to the officer's life or safety makes activating the BWC impossible or dangerous, the officer shall activate the BWC at the first reasonable opportunity to do so. Examples of such required recordings include, but are not limited to:
 - 1. All traffic stops from the time the violation is observed until the stop is concluded.
 - 2. Field sobriety testing, if practicable.
 - 3. An officer is responding to a call for service and is at or near the location to which the officer has been dispatched.
 - 4. Any call for service related to a violation or suspected violation of possessing or consuming marijuana, hashish, or cannabis item.
 - 5. Stationary police details, such as DWI sobriety checkpoints, car/truck inspections, seatbelt use checkpoints, etc.
 - 6. Crash scenes, including interviews on the scene.
 - 7. Crime scenes.
 - 8. Motor vehicle and foot pursuits.
 - 9. Investigations of criminal violations (not to include undercover investigations or related surveillance activities).
 - 10. Investigative detentions/field interviews/pedestrian contacts, pedestrian contacts are defined as any contact with a subject who is not operating a motor vehicle while actively on patrol. (This will not include any person or persons interacted with because of an investigative or special detail, when an operational plan had been submitted prior to the start of that detail, nor when the law enforcement officer is performing an approved community outreach activity).
 - 11. Out-of-court identifications (i.e., show ups, lineups).
 - 12. When an officer uses constructive authority or force, or reasonable believes that constructive authority or force may be used in any encounter or situation not otherwise listed in this subsection based on specific and articulable facts warranting

heightened caution (must be documented by narration on the recording and/or in any investigation report).

13. Warrantless searches (all types, including frisks, but not strip or body cavity searches).
 14. Arrests.
 15. Drug recognition expert (DRE) evaluations.
 16. Overdose and suspected overdose investigations.
 17. Arrestee/prisoner/civilian transportation.
 18. Special events or projects including, but not limited to, crowd control, unruly crowds, or any incident requiring activation of the all-hazards or emergency operations plan.
 19. Domestic violence investigations.
 20. Strikes, picket lines, demonstrations.
 21. Welfare checks of residents and motorists (motorist aid).
 22. Any other laws enforcement / public interaction while the officer is acting in the performance of his/her official capacity as a sheriff's officer.
- C. Notwithstanding any other provision of this SOP, when an officer equipped with a MVR and/or BWC is dispatched to or otherwise goes to the scene of an incident knowing or reasonably believing that law enforcement deadly force has been or is being employed, or to a scene where an officer has requested emergency assistance (e.g., an officer in distress, shots fired, etc.), the officer shall activate his/her MVR and/or BWC before arriving at the scene when feasible.
- D. Notwithstanding any other provision of this SOP, an officer while at the scene of a law enforcement deadly-force event, pursuit resulting in death or serious bodily injury, in-custody death incident, or the on-scene investigation of such events, shall not deactivate their MVR/BWC unless instructed to do so by the assistant prosecutor or deputy attorney general supervising the investigation of the deadly force incident pursuant to *Attorney General Law Enforcement Directive 2019-4*. The assistant prosecutor, deputy attorney general, or their designees, may provide such instruction telephonically.
- E. MVR and BWC shall remain activated for the entire duration of public contact until either the officer has departed the scene, or the officer has notified communications (Dispatch) that the event is closed.
- F. When an MVR is activated to transport an arrestee/prisoner/civilian, the rear camera shall be activated to capture the image of the arrestee/prisoner/civilian. Deactivate the rear camera after completing the transportation and the arrestee/prisoner/civilian exits. Officers can rotate the main camera to capture the image of any front seat passenger. Under no circumstances shall an officer audio record audio any passenger (including arrestees/prisoners/civilians) when the officer isn't present.
- G. BWC shall also be activated to transport an arrestee/prisoner/civilian, it shall always remain activated while the BWC-equipped officer is in the presence of the arrestee,

prisoner, civilian and until the arrestee/prisoner is secured in the holding cell or processing room, or until custody of the arrestee/prisoner has been transferred to county jail personnel, or until the arrestee/prisoner is with hospital/medical/mental health personnel and the officer is no longer in the presence of the arrestee/prisoner, or the civilian has exited the vehicle.

- H. When wearing a BWR, officers shall notify the subject of the recording that they are being recorded unless it is unsafe or unfeasible to provide such notification. Such notification shall be made as close to the inception of the encounter as is reasonably possible.
 - 1. If the officer decides not to provide notification of BWC activation because it is unsafe or unfeasible to do so, the officer shall document the reasons for that decision in the incident report of the incident and/or by narrating the reasons on the BWC recording.
 - 2. The failure to verbally notify a person pursuant to this section shall not affect the admissibility of any statement or evidence.
- I. Prior to entering a private residence, officers shall notify the occupant that the occupant is being recorded and, if the occupant requests the officer to discontinue use of the BWC, the officer shall immediately discontinue use of the BWC unless the officer is actively engaged in investigating the commission of a criminal offense, or is responding to an emergency, or reasonably believes that the officer will be required to use constructive authority or force.
- J. When interacting with an apparent crime victim, officers shall, as soon as practicable, notify the apparent crime victim that he or she is being recorded and, if the apparent crime victim requests the officer to discontinue use of the BWC, the officer shall immediately discontinue use of the BWC.
- K. When interacting with a person seeking to anonymously report a crime or assist in an ongoing law enforcement investigation, if the person requests that the officer discontinue use of the body worn camera, officers shall evaluate the circumstances and, if appropriate, discontinue use of the BWC.
- L. If a civilian inquires of an officer whether the officer is equipped with a BWC, or inquires whether the device is activated, the officer shall answer truthfully, unless the Gloucester County Prosecutor or his/her designee, or Director of the Division of Criminal Justice (“DCJ”) or his/her designee, has expressly authorized the officer to make a covert electronic recording.
 - 1. Officers may deactivate/mute a BWC when a civilian conversing with the officer requests that the device be turned off under circumstances when it reasonably appears that the person will not provide information or otherwise cooperate with the officer unless that request is respected (e.g., a station house custodial interrogations must be electronically recorded unless a statement is made during a custodial interrogation by a suspect who indicated, prior to making the statement, that he/she would participate in the interrogation only if it were not recorded; provided however, that the agreement to participate under that condition is itself recorded).

- a. Officers shall not suggest to the person that the BWC should be deactivated, nor shall the officer ask the person whether he or she would prefer that the BWC be deactivated. Rather, the request for deactivation must be self-initiated by the civilian. The officer may explain the consequences of deactivation (e.g., evidence relevant to a criminal investigation will not be recorded).
 - b. In deciding whether to deactivate the BWC, the officer shall consider the privacy and safety interests of the person requesting deactivation, whether the encounter is occurring in the person's residence, and the need for the information or assistance that the person will provide only if the deactivation request is honored.
2. Officers may deactivate a BWC when a person, other than an arrestee, is seeking emergency medical services for him/herself or another and requests that the BWC be deactivated. In deciding whether to de-activate the BWC, the officer shall consider the privacy interests of the person requesting deactivation and the person in need of medical assistance.
3. When an officer deactivates a BWC:
 - a. The conversation between the officer and the civilian concerning the request for deactivation shall be electronically recorded; and
 - b. The officer before deactivating the BWC shall narrate the circumstances of the deactivation (e.g., "*...I am now turning off my BWC as per the victim's request*").; and
 - c. The officer shall report the circumstances concerning the deactivation to the shift supervisor as soon as is practicable; and
 - d. The officer shall document the circumstances of the deactivation in any investigation/operations/arrest report concerning the incident under investigation.
4. If an officer declines a request to deactivate a BWC, the reasons for declining the request (e.g., the officer believes that there is a reasonable possibility that it may be necessary to use constructive authority or force during the encounter) must be memorialized on the recording and documented and shall be reported to the shift supervisor as soon as it is safe and practicable to do so.
 - a. If the officer declines a deactivation request, the officer shall immediately inform the person making the request of that decision.
 - b. Officers are prohibited from misleading the person making the deactivation request into believing that the BWC has been turned off when in fact it is operating unless the Gloucester County Prosecutor or his/her designee, or the Director of DCJ or his/her designee, expressly has authorized covert recording.
5. Officers may deactivate a BWC when specifically authorized to do so by an assistant prosecutor or deputy attorney general for good and sufficient cause as determined

by the assistant prosecutor or deputy attorney general. When an officer deactivates a BWC pursuant to this section, the officer shall narrate the circumstances of the deactivation indicating the assistant prosecutor or assistant deputy attorney general who authorized the deactivation (e.g., "*...I am now turning off my BWC as per the instruction of assistant prosecutor (insert name)*").

6. Officers may deactivate a BWC while participating in a discussion pertaining to criminal investigation strategy and planning (e.g., to consider what investigative techniques to pursue, such as what questions to pose to a suspect or witness, whether to summon a drug/explosives detection canine, whether to apply for a search warrant, whether to request permission to conduct a consent search, or to conduct another type of warrantless search, etc.), provided that the strategy/planning discussion is not conducted in the immediate presence of a civilian and further provided that the BWC-equipped officer is not actively engaged in the collection of physical evidence (i.e., conducting a search). When an officer deactivates a BWC pursuant to this section, the officer shall narrate the circumstances of the deactivation (e.g., "*...I am now turning off my BWC to discuss investigative strategy with my supervisor*").
 7. If an officer is required to deactivate the BWC when entering a school, house of worship, health care facility, substance abuse treatment center, etc., the officer shall narrate the reason for deactivation (e.g., "*...I am entering a school building where children are present.*"). The BWC shall be reactivated as soon as it is safe and practicable to do so when the circumstances requiring deactivation no longer exist (e.g., the officer is conversing with an adult as part of a criminal investigation while in a place within the school where children would not be in view of the BWC).
 8. If a BWC captures the image of a patient in a substance abuse treatment facility, the Sheriff or his/her designee shall notify the Gloucester County Prosecutor or his/her designee to ensure compliance with all applicable federal laws and regulations providing for the confidentiality of substance abuse treatment information (42 USC § 290dd-2, 42 CFR §23.1 to 23.41). The recording shall not be accessed without the permission of the Gloucester County Prosecutor or his/her designee. (Note that destruction of the recording would be inappropriate until it has been determined that it had not captured exculpatory information that must be provided to a defendant in discovery.)
 9. In any instance when a BWC was deactivated pursuant to this section, the device shall be reactivated as soon as it is safe and practicable to do so when the circumstances justifying deactivation no longer exist (e.g., the interview of the person requesting deactivation is completed, etc.) and the officer would otherwise be required to activate the BWC.
- M. Officers shall not activate a BWC while in a courtroom during court proceedings unless the officer is responding to a call for service or is authorized to use constructive force or authority or unless the presiding judge expressly authorizes such activation.
- N. Officers shall not activate a BWC, nor shall deactivate a BWC that has been activated, if the officer knows or reasonably believes that the BWC would capture the image of an undercover officer or confidential informant or otherwise would pose a risk to the safety

of an undercover officer or confidential informant, unless such activation is expressly authorized by a supervisor, or unless the exigency of the situation and danger posed to an officer (e.g., active shooter, actual use of police force, officer in distress, etc.) require that the encounter/incident be recorded, in which event the officer shall inform the shift supervisor that the image of an undercover officer or confidential informant was recorded. The BWC shall be activated/reactivated as soon as it is safe and practicable to do so if and when the risk of capturing the image of an undercover officer or confidential informant no longer exists.

- O. In the event that a BWC worn during the execution of tactical operations (e.g., SWAT/ERT/ESU/UCERT operations, execution of arrest and/or search warrant, etc.) records confidential tactical information the disclosure of which might jeopardize future operations or officer safety (e.g., verbal codes or hand signals used to communicate information or instructions, techniques for interior movements and clearing rooms, techniques to convince persons to open doors, etc.), the recording shall be tagged accordingly to prevent its unauthorized release.
- P. BWCs shall be deactivated or removed while in the ALCOTEST area when the ALCOTEST device is being used. Nothing herein shall be construed to preclude the use of a BWC to record the behavior of a person arrested for driving while intoxicated other than while the person is in the ALCOTEST area while the ALCOTEST device is being operated. If this provision requires deactivation of a BWC, the officer shall narrate the reasons for deactivation (e.g., "...I am deactivating the BWC because the suspect is about to take a breath test"), and the BWC shall be reactivated when safe and practicable to do so following the completion of the breath testing operation.
- Q. When an MVR or BWC is activated, officers are encouraged to provide narration where practical and appropriate to augment the value of the recording and to provide clarity for the viewer.
- R. Officers or communications personnel (Dispatch) shall also update the CAD record of the incident in the appropriate data field that an MVR and/or BWC were operational during the incident.
- S. Non-law enforcement personnel shall not be allowed to review the recordings at the scene of contact. Officer complaints shall be handled in accordance with the policies set forth in *GCSO SOPs 301 and 301.1 governing Internal Affairs*. All other requests to view and/or obtain footage by the public shall be handled in accordance with section VIII of this SOP.
- T. Officers are to appropriately tag their recordings after each event if feasible. If not feasible, officers shall appropriately tag their recordings by the end of their shift.
- U. To identify BWC recordings that may raise special privacy or safety issues, the system administrator or his/her designee shall appropriately tag recordings that:
 - 1. Captures a law enforcement incident, as defined in *New Jersey Attorney General Directive 2019-4*:
 - a. Any use of force by a law enforcement officer resulting in death or serious bodily injury.

- b. Any use of deadly force (including the discharge of a firearm) by a law enforcement officer, regardless of whether such force resulted in injury.
 - c. The death of any civilian during an encounter with a law enforcement officer; and
 - d. The death of any civilian while in the custody of law enforcement.
 - 2. Captures the image of a victim of a criminal offense; or
 - 3. Captures the image of a child; or
 - 4. Were made in a residential premise (e.g., a home, apartment, college dormitory room, hotel/motel room, etc.), a school or youth facility, a healthcare facility or medical office, a substance abuse or mental health treatment facility, or a place of worship; or
 - 5. Captures a conversation with a person whose request to deactivate the BWC was declined; or
 - 6. Captures a special operations event or execution of an arrest and/or search warrant where confidential tactical information may have been recorded; or
 - 7. Captures the image of an undercover officer or confidential informant; or
 - 8. Captures the screen of a law enforcement computer monitor that is displaying confidential personal or law enforcement sensitive information.
- V. The officer recording an event that may have or contain evidential or administrative value will complete the **MVR – BWC VIDEO REQUEST FORM** as soon as practicable, but on all occasions prior to reporting off duty.
- 1. If the incident was not captured on an MVR or BWC, the reason should be noted within the narrative portion of the investigation report. Computer aided dispatch entries and the *Reports concerning MVR/BWC Malfunctions* shall be available.
 - 2. The **MVR – BWC VIDEO REQUEST FORM** will provide the system administrator with the information necessary to create a recording/DVD of the event from the server.
 - 3. The system administrator or his/her designee shall create a recording/DVD from the server of any events having potential evidentiary value.
 - 4. The system administrator or his/her designee creating the DVD of the event is responsible for appropriately labeling and securing the DVD in compliance with this agency's evidence procedures.
- W. In accordance with N.J.S.A. 2A: 156A-3 and when using an MVR, it is unlawful to record any conversation that a person might have in the back of a sheriff's vehicle when the assigned law enforcement officer is not present.
- 1. Therefore, the internal microphone will only be activated when the assigned officer is in the car or speaking to anyone in the rear seat.
 - 2. Each in car camera equipped patrol vehicle will conspicuously display a placard facing the prisoner seat reading: "*Notice. Please be advised that any conversation held in*

this vehicle is subject to being recorded.... Aviso Favor de tener nen cuenta que caulquier conversacion dentro de este vehiculo esta sujeto a ser grabarabado."

VII. SUPERVISORY RESPONSIBILITIES

- A. Supervisors shall ensure that officers utilize MVRs and BWCs in accordance with this order.
- B. Supervisors shall ensure that MVR/BWC recordings are uploaded to the server in a timely fashion.
- C. Supervisors shall formally review all instances when an MVR/BWC is deactivated prior to the conclusion of an incident and forward the documented review through the chain of command to the Sheriff or his/her designee.
- D. Supervisors will conduct random reviews of selected recordings to assess officer performance as well as to flag video/audio that may be appropriate for training purposes.
 - 1. The Sheriff or his/her designee will designate a supervisor to complete the MVR supervisory review of MVR/BWC contacts.
 - 2. One random review will be conducted on every sheriff's officer assigned to patrol duties once every quarter.
 - 3. The designated supervisor will randomly choose one motor vehicle stop for each law enforcement officer that conducted any motor vehicle stops between the first day of the quarter and the last day of the quarter.
 - 4. The designated supervisor will have two (2) weeks from the end of the quarter to complete the review.
 - 5. A mandatory review will be conducted upon any motor vehicle stop that escalated into a use of force incident, or if the motorist initiates an internal complaint upon the law enforcement officer. This mandatory review will be in addition to the required random review per quarter.
 - 6. The Sheriff or his/her designee will determine when it is necessary for a Level II review to be completed upon the supervisor conducting the initial review.
 - 7. The supervisor will utilize the *Supervisory Review of MVR - BWC Form* to answer the questions as the video of the random motor vehicle stop is being reviewed.
 - 8. The designated supervisors completing the reviews of members will forward their completed report/s to the Sheriff or his/her designee. The Sheriff or his/her designee will provide reporting of these required reviews to the GCPO, Office of Professional Standards.
- E. If an internal affairs complaint is associated with a recorded event, or an officer believes an incident may generate an internal affairs complaint, the supervisor, or the system administrator or his/her designee, will flag the video/audio for indefinite retention.

VIII. RECORDS RETENTION AND REVIEW

- A. All recording media, images, and audio are the intellectual property of the GCSO and will not be copied, released, or disseminated in any form or manner outside the parameters of this SOP without the expressed written consent of the Sheriff or his/her designee.
- B. Viewing of MVR and BWC events is strictly limited to sworn officers of this agency. Viewing by any other person is prohibited unless authorized by the Sheriff, his/her designee, or consistent with the provisions of this SOP.
- C. BWC recordings shall not be divulged or used for any commercial or other nonlaw enforcement purpose.
- D. No law enforcement officer or civilian employee of this agency shall access, view, copy, disseminate, or otherwise use an MVR/BWC recording except for an official purpose. Access to and use of a stored MVR/BWC recording is permitted only:
 - 1. When relevant to and in furtherance of a criminal investigation or prosecution.
 - 2. When relevant to and in furtherance of an internal affairs investigation.
 - 3. When relevant to and in furtherance of a management review process to identify circumstances indicating police misconduct or to determine the existence of a pattern or practice of possible misconduct.
 - 4. To assist the officer whose BWC/MVR made the recording in preparing his/her **own** formal report, except:
 - a. In officer involved use of force incidents; or
 - b. In motor vehicle pursuits resulting in death or serious bodily injury; or
 - c. In any in-custody death investigations; or
 - d. When it captures images involving an encounter about which a complaint has been registered by the subject of the recording; or
 - e. When it pertains to a criminal investigation or otherwise records information that may have evidentiary, or exculpatory value, subject to discovery in a prosecution; or
 - f. When it records an arrest that did not result in an ongoing prosecution; or
 - g. When it records an incident that is the subject of an internal affairs complaint.
 - h. NOTE: nothing in this subsection is intended to prevent officers from considering, reviewing, or receiving an accounting of such BWC recording after the creation of any required initial reports, statements, and interviews regarding the recorded event. The events noted above in subsections VIII.D.4(b)(c) cannot be accessed or viewed without the expressed permission of the assistant prosecutor or deputy attorney general supervising the investigation. Force incidents that are under investigation in accordance with *Attorney General Law Enforcement Directive 2019-4* require

permission from the assistant prosecutor or deputy attorney general supervising the investigation.

- i. Officers reviewing a recording after completion of their initial report, and wishing to add any additional information to the initial report, can submit a supplemental report detailing their renewed recollection after supervisory approval. **UNDER NO CIRCUMSTANCES**, shall officers or supervisors change or modify the initial report
5. When relevant to a supervisor's review of an officer's actions as part of the supervisory process authorized by the agency.
6. To show to a civilian who intends to file a complaint against an officer to demonstrate what occurred during the encounter, so that the person can make an informed decision whether to file the complaint. Only the internal affairs supervisor or his/her designee can show such a recording to a civilian.
7. To comply with the state's discovery obligations in prosecutions pursuant to the Rules of Court:
 - a. Such request must be specific and on the proper instrument, i.e., subpoena, discovery request, etc.
 - b. Only those portions of the recording pertinent to the request shall be forwarded.
 - c. This agency reserves the right to redact video and audio as applicable by law.
 - 1) **NOTE:** When providing discovery in a domestic violence matter, ensure that the recording is reviewed prior to release to verify that there is no confidential information that should be redacted.
 - 2) This confidential information includes, but is not limited to, the location where the victim is being sheltered or contact phone numbers for those assisting the victim, etc.
 - d. All requests for copies or review of BWC recordings are subject to the fee requirements of the prevailing ordinance.
8. To comply with any other legal obligation to turn over the recording to a person or entity.
9. Solely and exclusively for internal training purposes, provided that the recording is edited so that the identity of individuals depicted in the recording cannot be determined by persons viewing the training video, unless the depicted individuals have consented to the recording being used for training purposes.
 - a. **NOTE:** Consent is not required from GCSO officers appearing in the recording.
 - b. BWC/MVR recordings retained beyond one hundred and eighty (180) days solely and exclusively for training purposes shall not be admissible as evidence in any criminal or civil legal or administrative proceeding.

10. To show or disseminate the recording to a civilian or a nonlaw enforcement entity or to disseminate it to the public, when the Gloucester County Prosecutor or his/her designee, or Director of the DCJ or his/her designee, determines that disclosure to that person entity or the public is warranted because the person's/entity's/public's need for access outweighs the law enforcement interest in maintaining confidentiality.
 11. To conduct an audit to ensure compliance with this SOP.
 12. To enhance officer and public safety by providing intelligence information in preparation for a raid/warrant execution (e.g., by providing information about the layout of a premises to be searched), when such use is approved by the Gloucester County Prosecutor or his/her designee, or the Director of the Division of Criminal Justice or his/her designee.
 13. Any other specified official purpose where the Gloucester County Prosecutor or his/her designee, or the Director of the DCJ or his/her designee, finds in writing that good and sufficient cause exists to authorize access to a particular BWC recording.
- E. Officers shall not erase or in any other manner alter, tamper with, destroy, or conceal BWC/MVR recordings or remove or disable any camera. Officers shall not instruct another to alter, tamper with, destroy, or conceal BWC/MVR recordings or remove or disable any camera. If an officer, employee, or agent fails to adhere to the recording or retention requirements contained in this order, N.J.S.A. 2C:28-7, or N.J.S.A. 40A:14-118.5 et seq., or intentionally interferes with a BWC/MVR's ability to accurately capture audio or video recordings:
1. The officer, employee, or agent shall be subject to appropriate disciplinary action or criminal sanctions; and
 2. There shall be a rebuttable presumption that exculpatory evidence was destroyed or not captured in favor of a criminal defendant who reasonably asserts that exculpatory evidence was destroyed or not captured; and
 3. There shall be a rebuttable presumption that evidence supporting a plaintiff's claim was destroyed or not captured in favor of a civil plaintiff suing the government, a law enforcement agency, or a law enforcement officer for damages based on police misconduct if the plaintiff reasonably asserts that evidence supporting the plaintiff's claim was destroyed or not captured.
 4. Any recordings from a BWC recorded in contravention of N.J.S.A. 40A:14-118.5 et seq., or any other applicable law, shall be immediately destroyed, and shall not be admissible as evidence in any criminal, civil, or administrative proceeding.
- F. Recordings are considered investigatory records of this agency, and shall be maintained and disposed of in accordance with New Jersey Division of Revenue and Enterprise Services, Bureau of Records Management ("BRM") records retention schedules.
1. Contents downloaded from BWCs/MVRs will be stored on a secure server or other designated storage media. If deemed necessary, such storage media shall be maintained as evidence or with the appropriate case file. If maintained as evidence, all orders regarding evidence handling and retention shall be followed.

2. Except for recordings being stored for criminal, civil administrative proceedings, or evidentiary purposes, recordings shall be retained for a period of at least one hundred and eighty (180) days.
 3. Recordings being stored for criminal, civil, or administrative purposes must be retained until the conclusion of the case, plus any retention period.
 4. Recordings of an arrest that did not result in an ongoing prosecution, or records the use of police force, shall be kept until the expiration of the statute of limitations for filing a civil complaint against the officer or the agency (Two (2) years).
 5. Recordings shall automatically be retained for not less than three (3) years if it captures images involving an encounter about which a complaint has been registered by a subject of the BWC/MVR recording.
 6. BWC/MVR recordings shall be retained for not less than three (3) years if requested by:
 - a. The officer whose BWC made the recording, if that officer reasonably asserts the recording has evidentiary or exculpatory value; or
 - b. The officer who is a subject of the BWC recording, if that officer reasonably asserts the recording has evidentiary or exculpatory value; or
 - c. Any immediate supervisor of an officer whose BWC made the recording or who is a subject of the BWC recording, if that immediate supervisor reasonably asserts the recording has evidentiary or exculpatory value; or
 - d. Any officer, if the BWC recording is being retained solely and exclusively for police training purposes; or
 - e. Any member of the public who is a subject of the BWC recording; or
 - f. Any parent or legal guardian of a minor who is a subject of the BWC recording; or
 - g. A deceased subject's next of kin or legally authorized designee.
 - h. NOTE: the member of the public, parent, or legal guardian, or next of kin or their designee (subsections VIII.E.6 (e)(f)(g)) shall be permitted to review the recording in accordance with N.J.S.A. 47:1A-1 et seq. to determine whether to request a three-year retention period.
 7. Recordings maintained for these purposes can only be erased or destroyed in accordance with New Jersey Division of Revenue and Enterprise Services, Bureau of Records Management (“BRM”) records retention schedules.
 8. When a BWC records an incident that is the subject of an administrative internal affairs complaint, the recording shall be kept pending final resolution of the internal affairs investigation, any resulting administrative action, and required retention.
- G. Video and/or audio recordings are subject to release under the *Open Public Records Act* N.J.S.A. 47: 1A-1 et seq. except, the Sheriff or his/her designee shall notify the GCPO within one (1) business day upon receiving any subpoena, court order or OPRA request

for a BWC recording *before complying with it*. Such notice shall clearly state the deadline by which a response must be made to the Open Public Record Request. Only the following BWC recordings shall be exempt from public inspection:

1. BWC recordings subject to a minimum three-year retention period solely and exclusively pursuant to subsection VIII.F.5 of this SOP, if the subject of the BWC recording making the complaint requests the BWC recording not be made available to the public.
 2. BWC recordings not subject to a minimum three-year retention period, or additional retention requirements pursuant to subsection VIII.F.6 of this SOP.
 3. BWC recordings subject to a minimum three-year retention period solely and exclusively pursuant to subsection VIII.F of this SOP.
 4. BWC recordings subject to a minimum three-year retention period solely and exclusively pursuant to subsection VIII.F.6 if an officer, parent, or legal guardian, or next of kin or designee requests the BWC recording not be made available to the public.
- H. An MVR or BWC recording of an event or encounter that involves an investigation of a criminal offense shall not be shared with or provided or shown to any person, entity, or government agency, other than a law enforcement agency or officer or authorized civilian employee of such agency, unless such disclosure is required by the New Jersey Rules of Court governing discovery in prosecutions, or by a court order, or unless the Sheriff in consultation with the Gloucester County Prosecutor or his/her designee determines that the person's/entity's/non-law enforcement agency's/public's need for access outweighs the law enforcement interest in maintaining confidentiality.
1. If disclosure of a BWC/MVR recording as part of the state's discovery obligations in a prosecution might present a danger to any officer or civilian (e.g., reveal an undercover officer, confidential informant, surveillance site, etc.), or might reveal confidential tactical information the disclosure of which might jeopardize future operations or officer safety (e.g., verbal codes or hand signals used to communicate information or instructions, techniques for interior movements and clearing rooms during execution of warrant, techniques for convincing persons to open doors during warrant execution, etc.), the Gloucester County Prosecutor or his/her designee shall, in the exercise of sound prosecutorial discretion, take such steps as are appropriate and authorized by law and/or court rule to protect the information from disclosure, such as by seeking a protective order from the court.
 2. A BWC/MVR recording tagged pursuant to section VI.R of this order shall not be accessed, viewed, copied, disseminated, or otherwise used without first obtaining the permission of the Gloucester County Prosecutor or his/her designee, or the Director of the DCJ or his/her designee. The Gloucester County Prosecutor or his/her designee, or the Director of the DCJ or his/her designee may authorize the Sheriff and one or more supervisory officers to grant permission pursuant to this section to access, view, copy, disseminate, or otherwise use BWC recordings tagged pursuant to section VI.R.

3. The assistant prosecutor or deputy attorney general overseeing a law enforcement investigation pursuant to *Attorney General Law Enforcement Directive 2019-4*, or his/her designee, may in the exercise of sound discretion authorize a civilian or law enforcement witness to be given access to or view a BWC/MVR recording of the incident under investigation. To ensure the integrity of such investigations and to avoid possible contamination of a witness's personal recollection of events that could undermine his or her credibility as a witness, notwithstanding any other provision of this policy, no civilian or law enforcement witness, (including the principals) of the investigation, shall be given access to or view a BWC/MVR recording of the incident, or a BWC recording of the response or on-scene investigation of the incident, without the expressed prior approval of the assistant prosecutor or his/her designee.
- I. The MVR/BWC system administrator or his/her designee shall maintain a written record of all MVR/BWC recordings that are accessed, viewed, copied, disseminated, or deleted. Such record can be automatically maintained by the system software. The Sheriff shall cause a periodic audit of these records to ensure compliance with this policy. Minimally, the record keeping system shall document the following information:
 1. The date and time of access; and
 2. The specific recording(s) that was/were accessed; and
 3. The officer or civilian employee who accessed the stored recording; and
 4. The person who approved access, where applicable; and
 5. The reason(s) for access, specifying the purpose or purposes for access and specifying the relevant case/investigation number, where applicable.
 - J. If a recording is required for use in court, that recording shall not be released without the prior approval of the Sheriff or his/her designee and only if a duplicate copy is retained by the agency. The GCPO must approve the release of any recording involving a death investigation, and all indictable crimes to any court or defense attorney.
 - K. All requests by the media or the public to view video/hear audio must be referred to the GCPO.
 - L. The Sheriff or his/her designee shall cause random reviews of recordings to monitor officer activity. The purpose of this review is to monitor GCSO policy, investigate civilian complaints, and to look for any procedural deficiencies regarding arrests, field investigations, interpersonal communications, and safety and training issues. This will be completed to follow the GCPO Directive concerning same.

By Order of: Jonathan M. Sammons,
Gloucester County Sheriff

| GLOUCESTER COUNTY SHERIFF'S OFFICE | |
|---|--|
| MVR – BWC MALFUNCTIONS REPORT | |
| USER NOTIFICATION | |
| TYPE OF MALFUNCTIONING UNIT (CHECK ONE): <input type="checkbox"/> MVR <input type="checkbox"/> BWC | |
| DATE OF MALFUNCTION | |
| TIME OF MALFUNCTION | |
| VEHICLE NUMBER OR BWC NUMBER | |
| NATURE OF MALFUNCTION | |
| USER NAME / ID | |
| USER SIGNATURE | |
| ADMINISTRATOR / SUPERVISOR ACTION | |
| REQUEST FOR REPAIR MADE | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| VEHICLE REMOVED FROM SERVICE | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE |
| BWC REMOVED FROM SERVICE | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE |
| MALFUNCTION CORRECTED | <input type="checkbox"/> YES <input type="checkbox"/> NO NO DATE: |
| ADMIN / SUPERVISOR NAME AND ID | |
| ADMIN / SUPERVISOR SIGNATURE | |
| NOTES / COMMENTS | |
| | |

| GLOUCESTER COUNTY SHERIFF'S OFFICE | |
|---|--|
| MVR – BWC VIDEO REQUEST FORM | |
| USER REQUEST | |
| TYPE OF UNIT (CHECK ALL THAT APPLY): <input type="checkbox"/> MVR <input type="checkbox"/> BWC | |
| DATE OF USER REQUEST FOR DUPLICATION | |
| DATE OF INCIDENT | |
| PATROL VEHICLE NUMBER (MVR) | |
| BODY CAMERA NUMBER (BWC) | |
| OFFICER NAME / ID | |
| INCIDENT DESCRIPTION | |
| INCIDENT CASE NUMBER | |
| USER SIGNATURE | |
| ADMINISTRATOR / SUPERVISOR ACTION | |
| DATE OF DUPLICATION | |
| ADMINISTRATOR PERFORMING DUPLICATION | |
| SECURED AS DEPARTMENTAL EVIDENCE | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| ADMIN/ SUPERVISOR SIGNATURE | |
| NOTES AND COMMENTS | |
| | |

| GLOUCESTER COUNTY SHERIFF’S OFFICE SUPERVISORY REVIEW OF MVR – BWC FORM | | |
|---|------------------------------|-----------------------------|
| SUPERVISOR REVIEW | | |
| TYPE OF UNIT (CHECK ALL THAT APPLY): <input type="checkbox"/> MVR <input type="checkbox"/> BWC | | |
| DATE OF REVIEW | | |
| DATE/TIME OF RECORDING | | |
| LENGTH OF RECORDING | | |
| PATROL VEHICLE NUMBER (MVR) | | |
| BODY CAMERA NUMBER (BWC) | | |
| INCIDENT DESCRIPTION | | |
| INCIDENT CASE NUMBER | | |
| OFFICER NAME / BADGE | | |
| ADMINISTRATOR / SUPERVISOR ACTION | | |
| DID OFFICER FOLLOW ALL DEPARTMENTAL POLICIES? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| WERE THERE ANY UNSAFE CONDITIONS OBSERVED? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| IS THERE ANYTHING THAT SHOULD ALSO BE NOTED? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| REVIEWING SUPERVISOR NAME / BADGE | | |
| NOTES AND COMMENTS <i>CORRECTIVE ACTION/POSITIVE FEEDBACK</i> | | |
| | | |