



FULLERTON POLICE DEPARTMENT

TRAINING BULLETIN

ROBERT DUNN, CHIEF OF POLICE

AUGUST 2020, TB # 20-05

BODY WORN CAMERA (BWC) VIDEO CATEGORIZING

1. All FPD personnel utilizing the body worn camera (BWC) and the AXON Capture app must have their videos, photos, and files categorized in Evidence.com to maintain the retention integrity. Our CAD system is integrated and automated so that the Incident# and the final call type can be translated and automatically filled to the BWC video metadata.

However, the auto-categorization will not work for the following reasons:

- **If the employee does not advise dispatch to add them to a call that was already in progress, or**
- **If the employee activates their BWC four minutes prior to them advising dispatch to place them on an OV activity, i.e. "961", or "PDCK", or**
- **If the BWC was not docked within 5 days of recording the video, or**
- **If the employee was the third person in the unit, such as trainee on Echo or Delta specialty**

If the above mentioned key-points were not followed, the employee must utilize the Axon View app from their cell phone to manually categorize the videos prior to docking the BWC. In addition, in order for the videos to be auto-categorized correctly, the call must be closed out correctly using the MDT.

The instructions on how to pair the BWC to Axon View app on the cell phone can be found here: [Axon Body 3 Pairing](#)

The instructions on how to add remarks and clear calls using the MDT can be found here: [Add Remarks & Call Clearing](#)

The instructions to manually categorize the videos in Axon View app can be found here: [Axon View - Categorizing](#)

The instructional video to search for the employee's uncategorized videos can be found here: [Search for BWC Untagged Videos](#)



2. All FPD personnel utilizing the body worn camera (BWC) are no longer required to record the **beginning/end of shift**. Please note the below highlighted policy:

424.5 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/ she is equipped with a portable recorder issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Body Worn Cameras (BWC's) shall be powered on and ready to record during an employee's entire shift. If a BWC battery is not capable of consistently lasting an entire shift, the employee should notify their supervisor and the BWC Coordinator (Taser-BWC@fullertonpd.org) immediately. Include in that notification that you will be using a spare BWC. The Coordinator will issue you a new camera. It is the officer's responsibility to ensure their camera is capable of lasting an entire shift.

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record his/her name, FPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

The default Body Worn Camera (BWC) buffering shall be set to 1 minute. This change was made in consultation with the FPOA.



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If the employee should use the spare BWC, then the **beginning/end of shift must be recorded**, which must include their name, P#, and the current date and time so the recorded videos in the spare could be re-assigned to the appropriate person after the videos were uploaded to Evidence.com. When using the spare BWC, the employee should immediately email the BWC Coordinator (Taser-BWC@fullertonpd.org) and notify which spare camera was used, including the date and the time of the usage.

For any BWC related questions, please email the BWC Coordinator (Taser-BWC@fullertonpd.org).

Source: Training from Cpl. Peter Ryu

This Training Bulletin can also be accessed through the Police Department Network.

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