

# GENERAL ORDER CHANGE



Subject <b>GOC-18-03 [GO-SPT-302.13 (Body-Worn Camera Program)]</b>
Effective Date <b>March 29, 2018</b>

DISTRICT OF COLUMBIA

**I. REMOVE FROM:**

GO-SPT-302.13 (Body-Worn Camera Program)  
Pages 24 and 29

**INSERT:**

GOC-18-03 (Body-Worn Camera Program)  
Pages 24 and 29  
(revised March 29, 2018)

**II. RESCIND:**

N/A

**ADD:**

N/A

**III. NOTES:**

This general order change (GOC) revises the requirements for the Court Liaison Division (CLD) when categorizing no-papered cases. Consistent with the categorization of felonies, CLD shall ensure that when a misdemeanor case is no-papered, the "No-Papered Arrest" category is **added** in addition to the previous misdemeanor category.

Pages 24 and 29 have been updated accordingly, and modified text is marked on revised pages with a vertical line in the left margin.

A handwritten signature in black ink, appearing to read "Peter Newsham".

Peter Newsham  
Chief of Police

PN:KDO:MOC:KDB

14. Incident, No Arrest	90 Days
15. Contact / Stop / Civil Enforcement	90 Days
16. No-Papered Arrest*	90 Days
17. BWC Testing	90 Days
18. Recruit Training	90 Days
19. FOIA	Indefinite
20. FOIA/Civil Litigation Hold	Indefinite
21. Juvenile Victim [Youth and Family Services Division (YFSD) ONLY]	Indefinite
22. Pending Warrant / Papered Case / Ongoing Criminal Investigation	Indefinite
23. Redacted	Indefinite
24. Training	Indefinite

**\*NOTE:** The “No-Papered Arrest” category shall be added for both misdemeanor and felony offenses in accordance with Part VI.I of this order.

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2. Members assigned to YFSD shall ensure that BWC recordings categorized as “Juvenile Victim [Youth and Family Services Division (YFSD) ONLY]” are retained in accordance with each case’s applicable statute of limitations.
  3. Members shall ensure all other BWC recordings with an “indefinite” retention period are retained until all related criminal proceedings, claims, litigation, litigation holds, complaints, or related incidents are resolved, after which time they will be expunged.
  4. Members shall ensure that digital evidence captured by BWCs are treated as official records and handled pursuant to existing Department policies and procedures including, but not limited to, SO-06-03

- I. The Commanding Official of the CLD shall ensure BWC recordings of papered cases and no-papered arrests are categorized appropriately (i.e., “Warrant/Papered Arrest/Ongoing Criminal Investigation” or “No Papered Arrest”).
  1. If a felony case is not papered, the “No Papered Arrest” category shall be **added** in addition to the previous felony category.
  2. If a misdemeanor case is not papered, the “No Papered Arrest” category shall be **added** in addition to the previous misdemeanor category.
- J. The Commanding Official of the Office of Risk Management shall:
  1. Notify the MPD BWC Program Director to retain BWC recordings associated with pending claims.
  2. Ensure periodic audits are conducted of BWC recordings including audits consistent with the *Body-Worn Camera Program Amendment Act of 2015*. Audits shall include:
    - a. Member performance, training, and equipment needs.
    - b. Consistency between written reports and recordings.
    - c. The impact of BWCs on the number and type of citizen complaints filed with the Department.
    - d. The impact of BWCs on the number of use of force incidents.
    - e. The total number of contacts between police and the public.
    - f. Maintaining proper and secure access to shared or retained BWC recordings.
    - g. Compliance with this order.
- K. The MPD Privacy Officer shall:
  1. Work with the Director of the Office of Risk Management on periodic audits to ensure:
    - a. Recordings do not violate the privacy of citizens or members and adhere to the required policy.
    - b. External and internal subscribers to MPD’s BWC storage site are validated.