

# GENERAL ORDER



## DISTRICT OF COLUMBIA

Title		
<b>Body Worn Cameras</b>		
Topic	Series	Number
<b>SPT</b>	<b>302</b>	<b>13</b>
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## I. PURPOSE

It is the policy of the Metropolitan Police Department (MPD) to use the body worn camera (BWC) to further the department's mission, promote community trust, contribute to officer and public safety, and enhance police services as a mechanism for documenting events, actions, conditions, and statements made during police contacts, calls for service, traffic stops, arrests, and other incidents. The purpose of this order is to provide guidelines and procedures related to the department's use of BWCs.

## II. PROCEDURES

### A. General

BWC-equipped members **shall**:

1. Use only department-owned BWCs assigned to them. If a member has approval to use a BWC other than their own, they shall do so pursuant to the replacement equipment procedures in this order.
2. When equipped with a BWC, wear the BWC for the entire shift.
  - a. Members shall ensure that their BWC is turned on and in standby mode at all times when it is not activated so that the pre-recording buffer captures all activity that occurs in the two minutes prior to activation. Members may deactivate standby mode when briefly engaging in personal matters (e.g., restroom or lactation breaks,

- entering a locker room where other members may be undressed, or employment-related conversations with a union representative).
- b. Members shall position their BWC for optimal recording by mounting the BWC on their chest on the outermost uniform layer so that the top of the camera is not above the collarbone, the bottom is not below the sternum, the sides are between the shoulders, and the camera is not obstructed and unlikely to shift.
  3. Be responsible for the use and maintenance of their BWC at all times as well as the integrity of the digital evidence preserved in their BWC recordings.
  4. Prior to deployment, inspect and test BWCs to ensure that the battery is fully charged, that data from the previous shift was uploaded to [evidence.com](http://evidence.com), and that the camera functions properly. Upon inspection and testing, or at any time during their shift, tag the test video with the "Testing" or "Vehicle Inspection" category.
  5. Ensure BWCs are docked at the end of their shift so that the device recharges and data is uploaded to [evidence.com](http://evidence.com). If the member begins a shift with previously-recorded footage that was not uploaded, he or she shall notify the BWC unit coordinator.
  6. Ensure that their BWC is docked when not in use or in transit for law enforcement purposes (i.e., outside employment and overtime assignments).
  7. Turn in BWCs and accessories to their BWC unit coordinator when in less than full duty status for over 30 days. If the member is unable to turn the equipment in, the member's BWC unit coordinator or element administrative staff shall obtain the equipment.
  8. Be aware that BWC recordings are covered by the "one-party consent" exception and do not require court authorization.
  9. Be equipped with a BWC when working police-related outside employment and department-sanctioned overtime (e.g., reimbursable details or nightlife deployments).
    - a. Members are not entitled to any additional compensation for retrieving, wearing, or returning their BWCs when working these types of assignments.
    - b. Members with assigned cameras may take their assigned BWCs home on the shift prior to these types of assignments. Members who take their BWCs home for this purpose shall notify the BWC unit coordinator and element adminbox.
  10. **Not** engage in the following prohibited actions.

<b>BWC Prohibitions</b>
BWC members <b>shall not</b> :
a. Operate a BWC without department training.
b. Remove, dismantle, or tamper with any BWC hardware or software component or related applications.
c. Delete, destroy, disseminate, edit, alter, modify, tamper with, or otherwise use BWC recordings without the written permission of the chief of police. Members who tamper with BWC recordings are subject to criminal investigation and prosecution.
d. View BWC recordings at the scene of an incident. Only the chief of police or his or her designee and investigating IAD members are permitted to review BWC recordings on-scene. Requests to review BWC recordings by involved subjects, the media, or other members of the public shall be handled in accordance with this order.
e. Copy or download a BWC recording without written approval of an official the rank of lieutenant or above who shall document the approval in the BWC notes section.
f. Record, view, download, or convert any BWC recording for personal use. Members shall ensure that their BWC is not used to record for any reason other than official law enforcement purposes. All activity related to recorded BWC footage is automatically logged within <a href="http://evidence.com">evidence.com</a> .
g. Record appearances with the Office of Police Complaints (OPC), court appearances, or interviews related to chain of command administrative investigations or investigations conducted by the Internal Affairs Division (IAD) unless taking police action in accordance with this order.
h. Record conversations of members during non-enforcement activities.
i. Record gratuitous or obscene images, such as the effects of extreme violence or injury, unless necessary for evidentiary documentation.
j. Record a particular person based solely on the person's race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, homelessness status, physical disability status, matriculation, or political affiliation.
k. Intentionally or willingly record confidential informants or undercover members.
l. Use any other electronic device or other means to intentionally interfere with the capability of the BWC.
m. Share recordings via social media, text, or email message.
n. End a recording based solely on a subject's request unless the subject wishes to provide an anonymous tip. In cases where the subject continues to request that a recording be turned off, and the member cannot resolve the issue, the member shall request that an official respond to the scene.

**B. Activation and Deactivation**

1. Members, including primary, secondary, and assisting members, shall immediately activate their BWC upon receipt of an assignment, when responding to conduct a canvass, when assisting members on the scene of an incident, when self-initiated police action begins, or as soon as practical and safe to record.
  
2. Members shall activate their BWC to record all law enforcement actions occurring during the performance of official duties including, but not limited to, the situations listed in Attachment A (Situations Requiring BWC Activation). If a member's BWC malfunctions or he or she fails to activate his or her BWC during the performance of official duties, the member shall contact an official and document the circumstances in the report.

- 3. Activation requirements apply to all BWC-equipped members regardless of rank. BWC-equipped members of all ranks shall ensure that they record all law enforcement actions occurring during the performance of official duties in accordance with this order. This includes response to preliminary investigations (e.g., use of force incidents, traffic crashes, and vehicle pursuits). Officials shall not record the processing of administrative investigations (e.g., interviewing or obtaining a statement from a member).
- 4. When unsure as to whether or not an incident should be recorded, members shall err on the side of caution and record the incident, understanding that recordings that are not related to criminal investigations or training will be deleted in accordance with the retention schedules outlined in this order.
- 5. The BWC beeps every two minutes to remind users that the camera is activated. In situations when safety could be compromised, members may use stealth mode to avoid the sound of the beep.
- 6. Once activated, members shall not deactivate their BWC until their involvement in the assignment, self-initiated police action, or assistance with an incident has concluded, unless:

<b>BWC Deactivation</b>
a. They receive an order from a higher-ranking member. In such cases, members shall document the order and the name of the official in their associated reports and on the BWC when practicable.
b. A search or pursuit requiring activation has concluded, and the member believes he or she will have no further interaction with the person or property.
c. They need to take a break (e.g., restroom break) in the event of a prolonged crime scene or an incident.
d. They mistakenly activate their BWC.
e. The scene is secure and they are discussing a serious use of force or other employment-related matter with a union representative.

- 7. Members shall ensure that their BWC is activated when handling and packaging property.
- 8. After deactivating, members shall reactivate when the circumstances require it, even if the subsequent recording is being made for the same event. If the BWC is reactivated within two minutes, the two-minute buffer will not exist.
- 9. Members shall document in the internal narrative section of all related reports or their notebook any delay or failure to activate their BWC and any interruption of a BWC recording required by this order.
- 10. At the end of their shift, members shall ensure that their BWC is docked in an MPD-owned docking station so that the camera can be charged and recorded data uploaded to [evidence.com](http://evidence.com).

- C. Equipment and Technical Support
1. BWC unit coordinators shall provide BWC assistance and technical support to members in their assigned units. The BWC program manager serves as the system administrator of BWC software applications and the primary point of contact with the BWC vendor.
  2. BWC unit coordinators shall ensure each District station has spare BWCs for use in the event of a BWC hardware malfunction or battery charging issue. All spare cameras shall remain docked when not in use.
  3. Prior to deployment, if a member's BWC is not operational and he or she requires a spare, the member shall use a spare BWC.
    - a. Members shall notify the watch commander and the BWC unit coordinator via email. The email shall include the member's computer-aided dispatch (CAD) number, reason for use, BWC number, and shift.
    - b. The BWC unit coordinator shall reassign the videos based on the email notification once the videos are uploaded to [evidence.com](https://evidence.com).
  4. If a member's BWC battery dies or the device malfunctions, the member shall immediately notify an official, BWC unit coordinator, and the watch commander.
    - a. The member shall document any breaks in recording over the radio, and related records management system (RMS) reports. The notified watch commander shall document the issue on the PD Form 150.
    - b. If a BWC or any accessories are lost or damaged, a PD Form 43 (Loss or Damage to District Government Property) shall be completed.
    - c. Members requiring a replacement BWC will be issued a spare. Members shall use spare BWCs in the same manner as the member's assigned BWC, in accordance with all procedures set forth in this order.
    - d. In cases where a spare or replacement BWC is not immediately available, the sergeant shall report the loss to the watch commander who shall document the member's name and CAD number in the PD Form 150.
  5. BWC unit coordinators shall handle the reassignment of BWCs for members in a less than full duty status for more than 60 days.
  6. BWC unit coordinators shall supply a BWC assignment list to commanding officials on a weekly basis to conduct reconciliation and ensure that any discrepancies are noted.

## D. Special Circumstances

1. Absent exigent circumstances, members shall ensure that at least one BWC-equipped member is present with his or her BWC activated prior to a forcible entry and any type of search.
2. Members shall activate their BWC when responding to incidents involving First Amendment assemblies and/or civil disturbances pursuant to [GO-HSC-801.01 \(Crowd Management and Civil Unrest\)](#).
3. Members who respond to intrafamily incidents and offenses as outlined in [GO-OPS-304.11 \(Handling Intrafamily Offenses\)](#) shall continue their BWC recording but make every effort to provide the victim privacy such that they **do not** record any discussions between the District of Columbia Survivors and Advocates for Empowerment (DC SAFE) advocate and the victim, regardless of whether the conversation is in-person or over the phone. Members shall position themselves in such a way as to afford the victim as much privacy as possible.
4. Members initially responding to allegations of sexual assault shall continue their BWC recording but are reminded that, in accordance with [GO-OPS-304.06 \(Adult Sexual Assault Investigations\)](#), they shall ask only the necessary questions to enable them to determine the type of crime, and to obtain the required information for a lookout broadcast. Initial responders **shall not** question the victim in detail about the offense.
5. Members may inform the victim or others present at the scene that BWC recordings inside a personal residence or related to an incident involving domestic violence, stalking, or sexual assault are withheld from release to the public.
6. Members shall record ambulance transports when they are present for law enforcement purposes.
7. Members in hospitals or medical facilities (including hospital guard details) shall continue to record and:
  - a. Position in such a way as to afford the patients as much privacy as possible. Members shall avoid, when possible, recording persons other than suspects, complainants, and witnesses.
  - b. Make every effort to provide patients with privacy such that they **do not** record patients during medical or psychological treatment or evaluations by medical professionals.
  - c. Not record in the common areas of medical facilities except when recording an event required in this order.

## E. Labeling and Categorization of BWC Recordings

1. Prior to docking their BWC at the end of the shift, members shall properly

label and categorize all BWC recordings according to the procedures set forth in Attachment B (Labeling and Categorization of BWC Recordings).

- a. Members shall select the BWC category corresponding to the most serious offense. This means that recordings shall be classified according to how they may be used as evidence based on any applicable offenses so that all footage is properly retained for investigative and prosecutorial purposes.
  - b. Members shall label recordings with the applicable CCN. This includes labeling and classifying recordings related to a BOLO and/or other investigative activities with the offense type and CCN of the related offense so that the recording is retained properly.
  - c. Members shall limit discussions regarding other cases while in the presence of a BWC to the greatest extent possible. If another case is discussed, the recording members shall ensure that the relevant CCNs are included in the BWC ID field of the recording.
  - d. In the event that a member must immediately respond to an event that requires his or her BWC to remain activated (i.e., the BWC recording never ceases between back-to-back events), members shall enter the CCNs corresponding to both events in the BWC ID field.
  - e. In the event that an official has knowledge that an undercover member or confidential informant has been recorded, the official shall add the category "Special Restrictions" to the recording.
  - f. When a member categorizes a recording as "For Supervisory Review," the member shall notify his or her direct supervisor prior to the end of his or her shift. The supervisor shall review the recording and remove the "For Supervisory Review" category within 48 hours and re-categorize the recording with the appropriate category. Recordings shall require supervisory review and possible extended retention when the member is unsure about the recording's category or the circumstances surrounding the event warrant supervisory review (e.g., the member has reason to believe that the event may result in a complaint or the recording may be of use in a future court proceeding).
2. Members shall not record notes about BWC recordings in [evidence.com](https://evidence.com). Only BWC unit coordinators, the BWC program manager, or members assigned to the Court Liaison Division (CLD), the Internal Affairs Bureau (IAB), or Freedom of Information Act (FOIA) Office shall record notes about BWC recordings.
  3. BWC unit coordinators shall monitor [evidence.com](https://evidence.com) and submit compliance reports related to labeling and classification to element commanding weekly. Commanding officials shall ensure that their members address all compliance issues.

## F. Accidental Recordings

1. In the event of an accidental activation of their BWC where the resulting recording has no investigative or evidentiary value or contains footage of a personal nature, members may submit a request to the BWC program manager to review the recording.
2. The BWC program manager shall review the requested recording and if the recording has no official purpose, the BWC program manager shall determine whether the recording will either be categorized as "Testing" so that it is eventually purged from the system or deleted with the reason documented in the notes as part of the audit log maintained in [evidence.com](#). Videos containing accidental footage of a personal nature that are maintained in the system may be restricted.

## G. Access and Review

1. BWC recordings **shall not** be routinely or randomly viewed by officials for the sole purpose of enforcing policy violations observed on the recordings.
2. In most cases, members may view their BWC recordings and BWC recordings that have been shared with them to, assist with preparing reports, testifying in court, providing a statement, training, debriefing, and by detectives and investigators who are completing their case management documentation including their initial case resumes. Members may also view their recorded data when they are the subject of criminal or administrative investigations in accordance with this order.
  - a. For any incident involving an officer-involved death or serious use of force, members **shall not** review any BWC recordings to assist in initial report writing.
  - b. When reviewing BWC footage to prepare initial or supplemental reports, members shall document the specific recording(s) that were viewed within the report.
3. When reviewing BWC recordings, members shall immediately notify officials upon observing, or becoming aware of, an alleged violation of department policies, laws, rules, regulations, or directives.
4. Members may only share recordings with other MPD members who have accounts on [evidence.com](#). Under no circumstances shall members share recordings with any non-MPD persons or MPD members who do not have an account.
5. Supervisors shall review BWC recordings when reviewing and approving arrest reports involving intrafamily offenses [[DC Official Code § 16-001\(8\)](#)] and crimes of violence [[DC Official Code § 23-1331\(4\)](#)]. Supervisors shall review the BWC footage of the member completing the report and any additional BWC footage as reasonably necessary to ensure consistency between the BWC footage and the arrest report.



- 6. Only members the rank of sergeant and above, civilian equivalents, IAB investigators, and FOIA specialists may download BWC recordings for investigations and authorized administrative purposes.

H. Administrative Investigations and Critical Incidents

- 1. To ensure that BWC footage is properly preserved, once the scene is secure, the following members shall ensure that BWC equipment is collected from all members involved in the incidents outlined below. All recordings shall be uploaded, labeled, and categorized as soon as possible.

Type of Incident	Collecting Member
Serious use of force pursuant to <a href="#">GO-RAR-901.07 (Use of Force)</a>	Ranking IAD member on the scene (or official directed by ranking IAD member)
Vehicle pursuit involving fatality	Ranking IAD member on the scene (or official directed by ranking IAD member)
Serious misconduct investigated by IAD pursuant to <a href="#">GO-PER-120.20 (Administrative Investigations)</a>	Watch commander of the element of occurrence [when incident summary (IS) numbers are obtained, IAD shall be notified of the collection of the BWCs]
Member requiring immediate medical attention and transport to the hospital	Watch commander of the element of occurrence
In-custody death	Watch commander of the element of occurrence
Critical incident or high-profile event	Incident commander

- 2. When conducting criminal and administrative investigations, investigating members shall:

- a. **Ensure that all related evidentiary BWC recordings are properly categorized and labeled with IS numbers.**

<b>Categorizing and Labeling BWC Recordings</b>
(1) Add categories to evidentiary recordings (e.g., “Internal Affairs / Office of Police Complaints Investigation” and “Internal Investigations”).
(2) Retain the original category in addition to any new categories that are added.
(3) When applicable, restrict access to BWC recordings related to criminal or sensitive allegations.
(4) Enter IS numbers using the tag field (e.g., IS#20123456).

- b. Review the BWC footage of the involved members and any additional BWC footage as reasonably necessary to ensure consistency between the BWC footage and their investigations. Reviews shall be documented in their final investigative packet.
- c. Document that the facts as stated in the investigative findings are consistent with available BWC footage. Note and address any discrepancies between subject, complainant, or witness statements and the BWC footage.

3. Prior to approving administrative investigations, all reviewing officials, to include the members of any relevant review boards (e.g., Crash Review Board, Use of Force Review Board) shall ensure the investigative findings are consistent with BWC footage with any discrepancies noted and addressed. Reviewing officials shall also confirm that all BWC recordings are properly tagged and categorized.

- I. Release of BWC Recordings

1. Members shall be aware that all recordings associated with BWCs are the sole property of MPD.
2. The OPC, United States Attorney's Office (USAO), and Office of the Attorney General (OAG) staff have their own accounts on [evidence.com](https://evidence.com); therefore, MPD members shall not share BWC recordings with them.
3. The Risk Management Division (RMD) director shall notify the BWC program manager to retain BWC recordings associated with pending claims.
4. All requests for BWC recordings by outside law enforcement agencies and non-law enforcement government organizations shall be referred to the BWC program manager. An exception to this requirement is when IAD provides footage to outside law enforcement agencies investigating the alleged misconduct of their employees. In these instances, IAD shall notify the BWC program manager.
5. The department shall schedule a time for any subject of a BWC recording to view the BWC recording at the police station in the district where the incident occurred. In addition to the subject, access shall be provided to the subject's parent(s) or legal guardian(s), if the subject is a minor, and the subject's legal representative.
  - a. Questions about and requests to review BWC recordings by members of the public (e.g., subjects involved in a BWC recording and the media) shall be handled by the FOIA Office. Requests to view BWC recordings can be made by submitting a Request to Review Body-Worn Camera Recording form. Instructions for processing requests for BWC recordings can be found in Attachment C (Instructions for Processing Public Requests for BWC Recordings).
  - b. If the subject of a BWC video is deceased, the subject's parent(s), legal guardian(s), or next of kin, and their respective legal representative(s) shall be granted access. IAD shall coordinate with the Department of Behavioral Health (DBH) and DBH shall be granted access to show the footage.
6. Within five business days after a request from the District of Columbia Council Committee on the Judiciary and Public Safety chairperson, the

BWC program manager shall provide access to the requested BWC recordings, according to the procedures set forth in the Public BWC Footage Release Standard Operating Procedure. BWC recordings in the possession of the Council will not be publicly disclosed.

7. The District of Columbia mayor will, within five business days after a member-involved death or the serious use of force, publicly release the names and related BWC recordings of all members who committed the member-involved death or serious use of force, with the exception of recordings withheld pursuant to [DC Official Code § 5-116.33](#).

J. Retention

1. Members shall properly categorize BWC recordings according to the procedures set forth in this order. BWC recordings that are not categorized are retained indefinitely. The BWC program manager shall ensure that uncategorized recordings are reviewed periodically.
2. Members assigned to YFSD shall ensure that BWC recordings categorized as “YFSD Only (Juvenile Victim)” are retained according to the case’s applicable statute of limitations.
3. The BWC program manager shall ensure all BWC recordings with an “Until manually deleted” 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 manually expunged. The BWC program manager shall conduct annual reviews of recordings with an indefinite retention period to ensure that they are subject to being retained.
4. RMD shall monitor retention period compliance to be sure that the appropriate recordings are automatically expunged according to the retention schedule provided in Attachment B.
5. The BWC program manager shall ensure that BWC metadata are retained indefinitely.

K. Oversight

1. When reviewing BWC recordings, officials are encouraged to identify recordings that can serve as guidance on how to handle particular incidents or events as well as recordings where coaching and constructive feedback may be appropriate.
2. RMD shall ensure that periodic audits are conducted on the topics of performance, training, and equipment needs, consistency between written reports and recordings, impact of BWCs on complaints and use of force incidents, number of police contacts, and maintaining proper and secured access to shared or retained BWC recordings.
3. The BWC program manager shall validate all external and internal [evidence.com](#) users in a quarterly report and monitor privacy practices.

L. Training

1. Members are encouraged to notify their officials of any recordings that may be of value for department-wide training purposes through the chain of command to the Metropolitan Police Academy (MPA) director for approval.
2. Prior to the use of any BWC recording as part of a training module or program, a request shall be made, through channels, to the MPA director. The MPA director shall ensure that all training requests are properly reviewed, taking into consideration the identity of the persons involved, the sensitivity of the incident, and the benefit of using BWC footage versus other means. This review shall involve consultation with the Internal Affairs Bureau and the Office of the General Counsel to confirm that there are no active investigations pending and that appropriate redactions are made.

**III. ATTACHMENTS**

Attachment A: Situations Requiring BWC

Attachment B: Labeling and Categorizing BWC Recordings

Attachment C: Instructions for Processing Public Requests for BWC Recordings



Pamela A. Smith  
Chief of Police

## Attachment A: Situations Requiring BWC Activation

Members shall activate their BWC to record all law enforcement actions occurring during the performance of official duties including, but not limited to, the situations listed below. BWCs shall be **activated upon initiation of an assignment and remain activated until the assignment has concluded** in the following situations.

Situation Type
Dispatched calls for service (radio runs)
Self-initiated police action
Arrests
Contacts initiated pursuant to an investigation (with the exception of non-investigatory contacts)
DUI and drug consumption investigations
Encounters requiring Miranda rights advisement
Encounters with mental health consumers
First Amendment assemblies
Foot pursuits
High risk encounters
Hospital guard details
MPD member-involved traffic crashes, uses of force, or other member-involved incidents, and administrative investigations
Property handling and packaging
School-based events (with the exception of safe passage assignments, non-critical contacts with students, or mediations of minor incidents)
Searches
Stops
Suspicious activities
Tactical activities (e.g., Canine Patrol Unit, Emergency Response Team, Civil Disturbance Unit)
Traffic crashes
Transports of prisoners, victims, and witnesses
Use of force incidents
Vehicle pursuits
When assisting other agencies with situations in this table
When interacting with individuals inside a police facility (e.g., station personnel providing police services or cell block prisoner processing)
When directed by an official
Any other incident that a member deems appropriate

## Attachment B: Labeling and Categorizing BWC Recordings

<b>BWC TITLE FIELD</b>	
Add a title – IN ALL CAPS – to every BWC recording	
Type of event - address (including the quadrant)	MISSING PERSON - 1751 M ST NW
In cases where MPD is responding to an event being handled by another agency, add the name of the other agency to the end of the title	MISSING PERSON - 1751 M ST NW - US CAPITOL POLICE

<b>BWC ID FIELD</b>	
Enter the 8-digit CCN in the ID field with no hyphens or dashes	
If no CCN numbers were drawn, do not leave the ID field blank.	
<ul style="list-style-type: none"> <li>• Enter the notice of infraction (NOI) or notice of violation (NOV) number in the ID field when applicable. In cases of multiple NOIs or NOVs, only enter one NOI or NOV number.</li> <li>• Type "NA" in the ID field involving events handled by a specialized investigative unit or a non-MPD agency.</li> </ul>	
Include up to two CCNs in the "ID" field separated by commas, when applicable.	
In the event that there are more than two CCNs associated with a recording, enter the CCNs for the most serious offenses.	

<b>BWC CATEGORIES</b>	
Select the BWC category corresponding to the most serious offense.	
CATEGORY	RETENTION PERIOD
1a. All Other Misdemeanors	3 Years
1b. All Other Felonies or Barring Notices	6 Years
1c. All Other Sexual Offenses	65 Years
2a. BWC Testing	90 Days
2b. Testing – AXON Capture, Interview, Other	90 Days
2c. Vehicle Inspection	1 Year
2d. Traffic Stop	1 Year
3a. Contact / Stop	1 Year
3b. Incident / No Criminal Offense	1 Year
4a. Crime Involving a Public Official - Misdemeanor	6 Years
4b. Crime Involving a Public Official - Felony	9 Years
5. Death Report / Suicide	10 Years
6. First Amendment Assembly / Civil Unrest / Other Related Incident	4 Years
7. First- and Second-Degree Sexual Assault	65 Years
8. Murder / Manslaughter	65 Years
9a. For Supervisory Review	90 Days
9b. Pending Warrant / Papered Case / Ongoing Criminal	Until manually deleted
9c. Search or Arrest Warrant	6 Years
9d. Forcible Entry	6 Years
9e. Consent Search	6 Years
9f. Warrantless Search	6 Years
9g. Positive Story	90 Days

<b>SPECIAL CIRCUMSTANCES</b>	
BOLO Arrests, Stops, Contacts and Other Investigative Support Activities	Use the category and CCN for underlying criminal offense, even if there is no arrest.
Arrest Warrant Service	Use " <b>Search or Arrest Warrant</b> " along with the category for the original underlying offense, if there is one. If forcible entry was necessary, also use the BWC category " <b>Forcible Entry</b> ".

Warrantless Search	Use “ <b>Warrantless Search</b> ” along with the category for the <b>original underlying offense</b> , if there is one.
Consent Search	Use “ <b>Consent Search</b> ” along with the category of the offense and any new offenses associated with the consent search.
Found Shell Casings	Use “ <b>Found Shell Casings</b> ” along with the category for the offense, if there is one.
Search Warrant Execution	Use the BWC category “ <b>Search or Arrest Warrant</b> ” along with the BWC category of the original offense or any new offenses associated with the search warrant. If forcible entry was necessary, also use the BWC category “ <b>Forcible Entry</b> ”.
Forcible Entry	Use the BWC category “ <b>Forcible Entry</b> ” along with the BWC category corresponding to the <b>most serious underlying criminal offense</b> and label the recording with up to two pre-existing CCNs in the “ID” field separated by commas. In the event that there are more than two CCNs associated with recording, use the CCNs for the most serious offense. In cases without pre-existing CCNs, label the recording with the CCN obtained for the event requiring the forcible entry.
Undercover Officers and Confidential Informants	Use “ <b>Special Restrictions</b> ” along with the category for the <b>original underlying offense</b> , if there is one.
Chain of Command Administrative Investigations	Use “ <b>Internal Investigation (COC, Misconduct)</b> ” along with up to two IS number(s) in the “ID” field separated by commas. In the event the category and IS number(s) are not present, reviewing officials shall add them.
Internal Affairs Investigations	Use “ <b>Internal Affairs / Office of Police Complaints Inv (RESTRICTED)</b> ” along with up to two IS number(s) in the “ID” field separated by commas. In the event the category and IS number(s) are not present, reviewing officials shall add them.

<b>SPECIFIC ELEMENTS</b>	
The following categories are specific to certain elements and shall only be used accordingly.	
<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
Admin (Citizen Viewing)	3 Years
Admin (Civil Litigation)	Until manually deleted*
Admin (FOIA)	Until manually deleted*
Admin (Redacted)	Until manually deleted*
CLD Only (No-Papered Arrest)	3 Years
Internal Affairs (RESTRICTED)	10 Years
Internal Investigation (COC, Misconduct)	5 Years
MPA Only (Recruit Training)	90 Days
MPA Only (Training)	Until manually deleted*
Office of Police Complaints	10 Years
YFSD Only (Juvenile Victim) **	Until manually deleted**
Pending Review	Until manually deleted*
Special Restricted (RESTRICTED)	Until manually deleted*
Unmatched	Until manually deleted*

\*BWC recordings with an “Until manually deleted” retention period shall be retained until all related criminal proceedings, claims, litigation, litigation holds, complaints, or related incidents are resolved.

\*\*BWC recordings categorized as “YFSD Only (Juvenile Victim)” shall be retained in accordance with each case’s applicable statute of limitations.

## Attachment C: Instructions for Processing Public Requests for BWC Recordings

### BWC Recording Requests

1. The following individuals are entitled to view a BWC recording:
  - a. Any subject of the BWC recording;
  - b. The subject's legal representative;
  - c. If the subject is a minor, the subject's parent or legal guardian;
  - d. If the subject is deceased, the subject's parent, legal guardian, next of kin [as defined in [GO-OPS-401.08 \(Next of Kin Notifications\)](#)], and/or respective legal representative.
2. Individuals may request to view the BWC recording at the police district where the incident occurred by submitting a Request to Review Body-Worn Camera Recording or online at <http://mpdc.dc.gov/page/body-worn-camera-citizen-viewing-process>.
3. The MPD Freedom of Information Act (FOIA) specialist shall confirm the requestor's identity by government-issued photographic identification [e.g., a driver's license, passport, green card (U.S. permanent resident card) or military identification]. If the requestor is a legal representative, he or she shall be required to provide the signed retainer or notarized document authorizing the attorney to view the BWC recording. If the requestor is a parent, he or she shall be required to provide a birth certificate. If the requestor is a legal guardian, he or she shall be required to provide a certificate of legal guardianship.
4. The assigned FOIA specialist shall conduct a privacy review of the recording to identify potential privacy violations of any other individuals present within the recording. Redactions will be made, when applicable and pursuant to the law (e.g., the likenesses of any law enforcement officers acting in their professional capacities, other than those acting undercover, shall not be redacted or otherwise obscured. The likenesses of any local, county, state, or federal government employees acting in their professional capacities may be redacted or otherwise obscured).
5. The department shall not schedule a time to view the BWC recordings if access to the unredacted BWC recording would violate a **privacy right** of another subject of the video. If it is necessary to deny the request for this or any other reason, the FOIA specialist shall notify the applicable BWC unit coordinator who shall communicate the reason for denial to the requestor.
6. If the FOIA specialist is unable to locate the requested recording, he or she shall notify IAD of the subject's request to view the recording and of his or her negative search results if requesting IS numbers.
7. The FOIA specialist shall notify the applicable BWC unit coordinator when the recording is available for viewing. The BWC unit coordinator shall contact the requestor within 48 hours of the FOIA specialist's notification to schedule a viewing.
8. The BWC unit coordinator shall be present for the viewing.
9. **Under no circumstances** shall the requestor be provided a copy of the recording or be permitted to use a recording device to make a copy of the BWC recording. Requestors may contact the FOIA Office to request copies of the recording.
10. The requestor shall have the right to file a complaint at any time during the BWC review process. If a complaint is initiated, the BWC unit coordinator shall notify an official. The notified official shall document the viewing on the Incident Summary (IS) request.