

CSU



ICSUAM
Section 4000
Public Safety

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Section Title: Police Services
Policy Number: 4001.00
Policy Title: Awards and Commendations Policy

Policy Effective Date:

Policy Objective

It is the policy of the CSU to recognize University Police Department (UPD) officers that engaged in activities that go above and beyond the course of normal duties and result in honor being brought to themselves, their campus, and the CSU.

A campus Chief of Police (or designee) will initiate an investigation into the facts and circumstances surrounding an incident that might warrant recognition under this policy. If a Chief of Police concludes that one or more of the CSU Awards or Commendations may be appropriate, a written recommendation will be sent to the Chairs of the Council of Chiefs for review. The review will be done to ensure consistency of recognition across the CSU. This policy does not prevent a Chief of Police from conferring lesser awards, commendations, or creating recognition programs for exemplary service.

Policy Statement

The CSU recognizes that awards and commendations are an effective tool for leadership to recognize exemplary performance to individuals and units that have brought honor to themselves, their campuses and the CSU. Major Awards and Commendations included within the scope of this policy will be conferred to an Officer by the Chancellor of the CSU or designee when appropriate.

Major Awards and Commendations

The awards and commendations conferred by the CSU on UPD officers included:

- Medal of Honor
This award and commendation may be conferred to an officer who loses his/her life in the course of duty.

The award will consist of a medal, ribbon, and certificate that will be presented by the Chancellor of the CSU and awarded to the officer's next-of-kin at an appropriate awards ceremony.

Medal of Valor

This award and commendation will typically be conferred annually to a single UPD officer who demonstrates conspicuous gallantry and intrepidity under hazardous circumstances and at great risk to his or her life and safety above

and beyond the call to duty, where the officer is aware of the danger while engaged in a volatile or violent event.

The award will consist of a medal, ribbon, and certificate that will be presented by the Chancellor of the CSU and awarded to the officer at an appropriate ceremony.

- Lifesaving Medal

This award and commendation may be conferred to an officer who is responsible for saving a person's life, who might have expired without the direct action taken by the UPD officer.

The award will consist of a medal, ribbon, and certificate that will be presented by the Chancellor of the CSU (or designee) and awarded to the Officer at an appropriate ceremony.

- Purple Heart

This award and commendation may be conferred to an officer who sustains a traumatic physical injury as a result of a suspect's action(s) during an on-duty tactical situation.

The award will consist of a medal, ribbon, and certificate that will be presented by the Chancellor of the CSU (or designee) and awarded to the officer at an appropriate ceremony.

- Meritorious Service Medal

This award and commendation would typically be awarded to single UPD officer systemwide annually who distinguishes them self by performing exceptional service in a duty of great responsibility or of critical importance to law enforcement.

The award will consist of a medal, ribbon, and certificate that will be presented by the Chancellor of the CSU (or designee) and awarded to the officer at an appropriate ceremony.

Multiple acts occurring during the same incident will be considered for a single award, with the exceptions of the Medal of Honor or Purple Heart which may be awarded concurrently with the Medal of Valor.

Minor Awards

The CSU recognizes that other minor or lesser awards may be appropriate and will vary from campus to campus. Nothing in this policy is intended to standardize lesser and minor awards throughout the CSU. Individual campus Chiefs of Police will retain the ability to award or confer lesser awards, medals, or ribbons as they see appropriate to the members of their departments.

Critical Response Unit (CRU) Recognition

A Critical Response Unit ribbon may be awarded to any officer who is serving as an active member of CSU CRU cadre. The ribbon may be presented by the Council of Chiefs or a Chief of Police (or designees) to CRU members.

Display of Awards on the Department Uniform

Medals

If only one medal is to be worn, it shall be worn on the extreme left top seam of the right breast pocket flap. If two or more medals are to be worn, they shall be worn on the top seam of the right breast pocket flap in the descending order (right to left) of precedence.

Ribbons

Ribbons representing authorized UPD medals may be worn on the uniform instead of the respective medals. They shall be centered above the right breast pocket extending toward the wearers left in descending order of precedence with the bottom row on the seam. Three ribbons will constitute a row. UPD officers with a significant number of ribbons (10 or more) are allowed to expand the number of ribbons in their complete row to four ribbons.

Precedence of rows shall be from top to bottom with additional rows extending toward the wearers left in descending order of precedence. An incomplete row shall be the top row with its ribbons centered on the complete row(s) beneath.

The order of precedence is:

- Medal of Honor
- Medal of Valor
- Purple Heart
- Lifesaving Medal
- Meritorious Service Medal
- CRU Ribbon

Department Awards issued/conferred by the Chief of Police for each respective campus. These will be worn in the order of precedence as determined by the Chief of Police for each respective campus.

Procedures

When a Chief of Police believes an officer is eligible for one of the CSU's Major Awards or Commendations, a written recommendation will be prepared for consideration by the Council of Chiefs. They will review the request for recognition for consistency with other requests to ensure that the appropriate medal(s) are awarded. If approved, the First Chair will prepare a correspondence to the

Executive Vice Chancellor and Chief Financial Officer requesting that the appropriate medal(s) be awarded.

Policy Contacts

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Section Title: Police Services

Policy Number: 4071.00

Policy Title: Parking Citation Payment Plans

Policy Effective Date: 7/1/2018

Last Revision Date:

Policy Objective

It is the policy of the CSU that the registered owner or person responsible for parking citations shall be allowed to enroll in a payment plan. This policy has been created in response to changes in California Vehicle Code as a part of Assembly Bill 503 (2017-18).

Policy Statement

Definitions

Late: The citation is past 21 days from issuance and 14 days from mailing of the reminder notice and additional fees may be applied.

Delinquent: The citation is unpaid. Late fees may or may not have been applied.

Person responsible: The individual who has opted to enter into the payment plan with the campus.

Policy

- I. A registered owner (CVC 460, 505) or person responsible for the citations shall be eligible to enroll in a payment plan when they have multiple unpaid parking citations or at least \$200.
 - a. Once this threshold is met, any citations associated with this vehicle, registered owner, or person responsible may be added to the payment plan at the time of enrollment.
 - b. If additional citations are accrued during the payment plan period, the plan may not be modified to include these citations, nor will a concurrent payment plan be offered.
 - c. Citations in a payment plan will not count towards immobilization/tow/impound eligibility pursuant to CVC 22651(i)(1).
 - d. Once a vehicle is immobilized/towed/impounded due to other violations, all citations, including those on a payment plan, are immediately due pursuant to CVC 22651(i)(1)(C).

- e. Payment plans shall include language allowing the campus to collect additional collection costs, court costs or attorney fees associated with the collection of outstanding debt.
 - f. If an individual requires continued access to parking on campus, the purchase of a parking permit will be required.
- II. The fee to enroll in a payment plan is \$25.
- III. Applied late fees will not be removed, but any late fees not yet applied will be placed in abeyance while the payment plan is in place. If the individual adheres to the plan terms, these late fees will be waived once the payment plan is complete.
 - a. If an individual defaults on a payment plan, a subsequent payment plan will not be offered for those citations and any late fees placed in abeyance will be immediately reinstated.
- IV. Once the payment plan is in place and the individual adheres to its terms, an itemization of unpaid parking penalties and service fees will not be filed with the DMV (also known as a "DMV Registration Hold") and any DMV Registration Hold in place will be temporarily removed.
 - a. If an individual defaults on a payment plan, the DMV Registration Hold will be reinstated, if applicable.
- V. At plan enrollment, an initial payment of 10% of the amount owed, plus the enrollment fee, is required.
- VI. Payments must be made each calendar month.
 - a. There is no grace period for late payments.
 - b. For mailed payments, a postmark is acceptable to meet this requirement.
- VII. Payment plan duration
 - a. For balances under \$200, payment plans may not exceed four months.
 - b. For balances between \$200 and \$400, payment plans may not exceed six months.
 - c. For balances over \$400, payment plans may not exceed nine months.
 - d. The period of repayment will be determined by the appropriate administrator.
- VIII. This policy shall not impact individual campus procedures for using the Franchise Tax Board intercept program or the student "hold" process (pursuant to CSU policy).
- IX. This policy shall be reviewed and recertified by June 30, 2025.

Policy Operational Content

Laws, State Codes, Regulations and Mandates

- CVC 21113: Authority of the CSU to create parking regulations
- CCR 40021: Requirement to pay a fee to park on CSU campuses
- CVC 4220(a)(1)(D): Requirement to have a systemwide payment plan

4450.00 | Clery Act Daily Crime Log

Effective Date: 8/13/18 | Revised Date: 8/30/18

POLICY OBJECTIVE

It is the policy of the California State University (CSU) that each campus University Police Department (UPD) will maintain and make available to the public a separate Clery Act Daily Crime Log (Crime Log) that complies with U.S. Department of Education requirements.

POLICY STATEMENT

100 - Crime Log Definitions

For the purpose of compliance with federal law and this policy, the following definitions apply:

Crime: A criminal incident or an alleged criminal incident. A crime does not include an event or events that would constitute an infraction.

Alleged Criminal Incident: An event or events that was reported to a UPD as a possible felony or misdemeanor crime.

Criminal Incident: An event or events that was reported to a UPD and determined to constitute a felony or misdemeanor crime.

Criminal Event: Is a series of related activities that includes one or more distinguishable crimes.

Crime Log Geography: The geographical area for a reportable crime which occurs in any of the following locations:

1. On campus;
2. On public property within or immediately adjacent to the campus;
3. In or on non-campus buildings or property that the university owns or controls;
4. Within the "patrol jurisdiction" of the UPD, which includes any property not defined above that is regularly provided with police or security patrol services by the UPD. Each campus should determine the scope and extent of its "patrol jurisdiction" taking into consideration the following: (a) areas described in UPD a document or policy, or in a campus' Annual Security Report, as receiving police or patrol services from a UPD; (b) areas noted as a "beat" or patrol zone for UPD; (c) areas frequented by UPD officers while on-duty, in uniform, and working a regular patrol shift; or (d) a geographic area regularly provided with police or patrol services by a UPD, even if not documented in a written agreement, contract, or Memorandum of

Understanding. The Chief of Police, Clery Director, and/or others invested by the campus with Clery Act Compliance are expected to meet and confer initially when implementing this policy and thereafter when needed to determine how the factors enumerated in this paragraph affect the campus determination of its "patrol jurisdiction".

200 - Crime Log Requirements

- A. All crimes occurring within crime log geography must be recorded in the Crime Log *within two business days of the report* to UPD.
1. This includes a crime initially reported to another Campus Security Authority (CSA) or to a local law enforcement agency, which was subsequently reported to UPD.
 2. All crimes occurring during a single criminal event must be listed on the Crime Log. The Uniform Crime Reporting (UCR) Hierarchy Rule does not apply to the Crime Log.
 3. Crimes that a UPD officer maybe respond to in order to provide back-up or assistance to a local law enforcement agency. This would include situations where an officer assists the other local law enforcement agency in responding to a crime by helping establish a perimeter, searching for a suspect, taking witness statements, etc. In this instance, the entry in the Crime Log should be recorded as a crime the officer responded to, not "agency assist".
 4. For crimes that maybe "on-viewed" by an officer during patrol and contact is made with the subject(s), but no report is taken must also be entered into the Crime Log. An example would be an officer who contacts juvenile in possession of illegal fireworks or alcohol in a campus parking lot and uses their discretion to counsel the juveniles, releasing them with a warning, and does not write a Crime report. The misdemeanor crimes for the possession of illegal fireworks and minor in possession of alcohol must still be listed in the Crime Log.
- B. The Crime Log entry must include the following five informational items, with the sixth item being optional:
1. Date and time reported;
 2. Nature of the crime(s);
 3. General location;
 4. Date and time occurred;
 5. Current disposition of the crime(s); and
 6. Each campus has the option of including a UPD police report number or other identifying number for the crime from UPD or the primary law enforcement agency handling the investigation into the crime.

C. Date and Time Reported

1. The Crime Log must be organized by the date and time the Crime was reported to the UPD.
2. If the UPD receives a report of a crime from a CSA or other law enforcement agency (even if in response to a request for information needed in the Annual Security Report) that cannot be matched to a crime previously entered into the Crime Log, then the report of the crime should be entered into the crime Log by the date and time the report was received by UPD from the CSA or the other law enforcement agency.

D. Nature of the Crime

1. The crime(s) must be described in a manner that can be easily understood by the reader and should not use references to code section(s), initials and/or abbreviations for the crime(s). For example, a report received by the UPD regarding a stolen vehicle should be entered in the Crime Log as an "auto theft" or "stolen vehicle" and not listed as a "GTA" or "CVC 10851."
2. If further investigation into the reported crime reveals the initial description was inaccurate, the description should be updated, not altered or deleted. [i.e.: crime was initially reported as a burglary, but later discovered to be a theft.]
3. If a crime was not reported to the UPD, the Nature of the crime should not be entered in the Crime Log. Thus, activity or incidents like a "patrol check", "medical aid", "agency assist", or "traffic control" should not be included in the Crime Log unless a crime was reported during one of those incidents. If a crime was reported, it is that crime that must be entered in the Crime Log, not the other activity or incident.

E. General Location.

1. The location must be described in a manner that does not jeopardize victim confidentiality.
2. The general location shall be written in a manner that is understood by, and meaningful to, the campus community. For example, if a crime is alleged to have occurred in a parking structure, the name of the parking structure shall be used instead of listing the location as "a parking structure".
3. Abbreviations and nicknames for buildings or locations, as well as room, office, or suite numbers, should not be used.
4. The general location must describe where the crime actually occurred, not where the report was filed or statement obtained from an involved party. For example, if an individual comes into the UPD to make a desk report of items stolen from their vehicle while it was parked in a

campus parking structure, the correct location is the name of the parking structure and not the UPD.

F. Date and Time Occurred

1. Enter the date and time the crime occurred. If the exact date and time are unknown, an estimate or range may be used.
2. If the date and time cannot be established by an estimate or range, they may be entered into the Crime Log as “unknown”.
3. The time may be entered as military time or standard time.

G. Complaint Disposition

1. List the current status or disposition of the crime in this section of the Crime Log.
2. The current status or disposition may be listed as:
 - i. Open – The case is currently under investigation.
 - ii. Unfounded – After a thorough investigation, a sworn law enforcement officer has determined the case to be false or baseless.
 - iii. Referred to DA [or other appropriate prosecutor] – The case has been referred to the local District Attorney, or other appropriate prosecutor, for criminal prosecution.
 - iv. TOT Outside Agency – A UPD criminal case that has been turned over to an outside law enforcement agency for investigation.
 - v. Outside Agency Assist – An officer responded to assist another agency with a crime that was reported and/or occurred in the other agency’s jurisdiction and is not a UPD case or investigation.
 - vi. Referred for Discipline – A criminal case that was referred for appropriate discipline within the campus and no arrest was effectuated.
 - vii. Outside Agency Report – For reports of a crime received by UPD from another law enforcement agency and the other law enforcement agency provides the report or information regarding the crime for statistical purposes.
 - viii. Reprimand/Release – No crime report was taken or referral made for discipline or other administrative action.
3. An entry must not be deleted once it has been entered into the Crime Log. If the disposition initially entered into the Crime Log is determined to be incorrect or needs to be modified or updated, only the disposition should be updated by inserting the new disposition.
4. The disposition for each crime reported is not required to be updated after sixty (60) days have passed from the date when the crime was

first entered into the Crime Log.

300 - Maintaining the Crime Log

- A. The UPD must record all crimes within two business days of when the report was received by the UPD. For purposes of the Crime Log, a business day is Monday through Friday during normal business hours (i.e.: 8:00 am to 5:00 pm) and excludes weekends and days when the campus is closed (i.e.: holidays).
1. The only exceptions to the two business day reporting rule are: (1) if the disclosure is prohibited by law; or (2) if the disclosure would jeopardize the confidentiality of the victim.
 2. Based upon the two business day rule, it is recommended that each UPD assign more than one employee the task of updating and maintaining the Crime Log.
- B. If authorized by the Chief of Police, or his/her designee if the Chief of Police is not available, the UPD may temporarily withhold the reporting of information in the Crime Log only if there is clear and convincing evidence that the release of the information would:
1. Jeopardize an on-going investigation;
 2. Jeopardize the safety of an individual;
 3. Cause a suspect to flee or evade detection; or
 4. Result in the destruction of evidence.
- The UPD may only withhold that information which could cause the specifically identified adverse effect. The withheld information must be disclosed immediately once the adverse effect is no longer a risk. Any decision to withhold information from the Crime Log must be documented.
- C. The Crime Log may be kept in digital format, as a hard copy, or both. Like the Annual Security Report, the Crime Log must be publicized widely to the campus community. In addition, the UPD must make the Crime Log available, free of charge, for review/inspection upon request during normal business hours for the most recent sixty (60) day period. Any portion of the Crime Log older than the most recent sixty (60) days, and still retained under the records retention schedule, must be produced within two business days of a request.
- D. All supporting records, including daily Crime Logs, must be kept for 3 years following the publication of the last Annual Security Report to which the Crime Logs apply. This may result in a Clery Act records retention period of nearly 7 years after the date of an incident.

400 - Suggested Crime Log Format

Date and Time Reported	Nature of the Crime	General Location	Date and Time Occurred	Disposition	Incident Number

Office of the Executive Vice Chancellor Business and Finance

Approved: 8-30-18

Section Title:

Policy Number: 4701.00

Policy Title: Body Worn Cameras

Policy Effective Date: 9/29/2017

Last Revision Date:

Policy Objective

The purpose of this policy is to establish guidelines for the use of Body Worn Cameras (BWC) by officers working for The California State University Campus Police Departments while on-duty and during work related contacts with the public in accordance with the law. The California State University ("CSU") has adopted the following policy in order to create statewide uniformity and procedures to be complied with by all 23 CSU campuses.

Policy Statement

100 Objectives

CSU has adopted the use of the BWC to accomplish several objectives. The primary objectives are as follows:

- a. Collect evidence for use in criminal investigations and prosecutions;
- b. Deterring criminal activity and uncooperative behavior during police-public interaction;
- c. Assist officers with completing reports and providing testimony in court;
- d. Promote accountability;
- e. Assist in resolving complaints against officers including false allegations by members of the public; and
- f. Provide additional information for officer evaluations, training and continuous improvement.

BWC recordings provide additional information regarding investigative or enforcement contact with a member of the public. BWC recordings, however, provide limited perspective of the encounter and must be considered with all other available evidence, such as witness statements, officer interviews, forensic analysis and documentary evidence, when evaluating the appropriateness of the officer's actions.

200 Body Worn Cameras

The Body Worn Camera, hereinafter referred to as BWC, is an audio and video capturing system that is attached to the outside, upper body of an officer's uniform, facing forward to make video and audio recording. It shall be used to document incidents that occur in official duties of CSU peace officers. The following shall be the policy when using the BWC:

- a. On-duty uniformed officers responding to calls for service or taking enforcement action shall make every effort to activate the BWC to record contact with citizens in the performance of their official duties.
- b. Peace officers shall make every effort to immediately activate their body camera upon being dispatched Code-3 or any call that may be perceived as a critical incident (Part 1 crime). The BWC shall remain activated until the contact, incident or event is completed to ensure the integrity of the recording. Except in situations that meet section 300(d)
- c. The Chief of Police at each campus shall determine how the BWC shall be worn by the officers within their Department.
- d. If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document why the recording was not made, was interrupted or was terminated for reasons other than described in section 300(d), via a memo to the officer's watch commander.
- e. Officers shall document in police reports whether a BWC was utilized. (e.g. "My Dept. issued BWC was activated during the contact, detention, arrest, etc.)
- f. For the purposes of this policy, it shall be presumed that any individual contacted by a uniformed officer wearing a conspicuously mounted body camera will have knowledge that such contact is being recorded. A uniformed officer shall give an affirmative answer if asked by a citizen if they are being recorded during the course of an official contact.
- g. BWC equipment will be issued to all peace officers at the rank of sergeant and below. Uniformed officers who are assigned BWC equipment must use the equipment unless otherwise authorized by Command Staff. Officers shall use only BWCs issued or approved by their Department.
- h. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the officer's home campus Police Department.
- i. Police personnel who are assigned BWCs shall complete a training program to ensure proper use and operations of the equipment prior to deployment in field operations. Future training may be periodically required to ensure the continued effective use and operation of the equipment, proper calibration, performance, and to incorporate changes, updates, or other revisions in policy and equipment.
- j. Prior to going into service, uniformed officers shall confirm that the BWC is working and recording properly. If the BWC is not working or malfunctions at any time, the officer shall promptly notify his/her supervisor and obtain a functioning BWC.
- k. On-duty uniformed officers shall not be held financially responsible for damaged, broken or inoperable BWC equipment unless abuse or negligence of the equipment is found to be the cause. Any equipment malfunctions shall be brought to the attention of the officer's on-duty supervisor via a memorandum

outlining the circumstances that led to the affected BWC so a replacement unit may be procured.

l. Officers shall not edit, alter, erase, duplicate, copy, share or otherwise distribute in any manner BWC recordings without prior written authorization and approval from the Chief of Police or designee.

m. Requests for deletions of recordings or any portion thereof must be submitted in writing and approved by the Chief of Police or designee in accordance with CSU record retention policy.

300 Restricted Uses of Body Worn Cameras

a. At no time should an officer jeopardize his or her safety in order to activate a BWC, recorder or change the recording functions.

b. No member of this Department may surreptitiously record a conversation of any other member of this Department with the BWC or any other recording device when a reasonable expectation of privacy exists and without the expressed written knowledge and consent of all parties. Nothing in this section is intended to interfere with an officer's right to openly record any interrogation pursuant to Government Code 3303 (g).

c. There may be times when officer's should be sensitive to a situation and use discretion on their decision to record contacts while handling certain calls for service. Some examples include but are not limited to: Interviewing of sexual assault victims, recording in Hospitals when other patients not related to a Police incident could be recorded or at the request of Hospital staff members.

d. In certain situations, where police tactics or confidentiality may jeopardize officer safety or case sensitive information, activations of the BWC may not be warranted. These situations include but are not limited to: Detective Bureau investigations, Gang Intelligence operations, tactical operations, undercover operations and interviews with criminal/confidential informants. The reason as to why a recording was paused or not made at all is to be documented in the police report.

e. An officer, who is investigating a possible explosive device and is in close proximity of the device, shall turn off their camera.

f. Officers are prohibited from utilizing department issued BWCs and recording media for personal use. Any unauthorized use of the BWCs by department personnel may result in disciplinary action.

400 Storage and Review of Media File

a. All files should be securely downloaded periodically and no later than the end of each patrol shift. If an officer is unable to download at the end of his/ her shift, the officer shall ask their on-duty supervisor if it is acceptable to download the files at the beginning of the officer's next shift. Each file shall contain information related to the date, BWC identifier, and assigned officer.

b. Files should be securely stored in accordance with CSU Records and Retention Policy. The files should be stored no longer than useful for the purposes of training or for use in an investigation or prosecution. In capital

punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice system.

c. Officers shall have the right to review their recordings and use the recordings as a resource for preparing to write police reports, to participate in an internal affairs interview and/or to provide a statement regarding a critical incident. This section does not apply to a public safety statement regarding a critical incident. Officers should not use the fact that a recording was made as a reason to write a less detailed report.

d. All images and sounds recorded by the BWC are the exclusive property of the Department. Accessing, copying or releasing files for non-law enforcement purposes is strictly prohibited and may result in disciplinary action.

e. Command staff retains the authority to audit the storage system at random in order to ensure authorized users are accessing the data for legitimate and authorized purposes.

f. Command staff retains the authority to randomly view officer recordings for the purpose of validity testing. The random viewing will be conducted by the Operations Captain or Lieutenant. The method of random selection will be agreed upon by the SUPA Representative and Chief of Police. One recording per officer may be selected each month and reviewed. Any system deficiencies will be documented and remedied. Any performance issue will be discussed with the officer. Violations of policy will be reviewed using the campus' procedures for conducting Internal Affairs Investigations.

g. Specific and targeted audits for cause are not allowed unless well-founded suspicion has been documented specifically naming an officer or officers who are allegedly violating policy or performance standards. Command Staff shall be notified and the campus' procedures for conducting Internal Affairs Investigations will guide the review.

h. Video and/or audio recordings may be played for the purposes of training with written approval from the Chief of Police or his/ her designee. If an involved officer objects to the playing of an audio/ video recording, his or her objection will be submitted to the Chief of Police or his/ her designee to determine if the training value outweighs the officer's objection to have others review the audio/video file.

i. In no event shall any recording be used or reviewed for the purpose of officer ridicule or embarrassing an employee.

j. In compliance with a public records act request and approved by the Chief of Police, no outside member of the department may review stored footage without the consent of the Chief of Police and after a reasonable attempt to notify the officer has been made.

k. Upon Command Staff approval, recorded files may be reviewed by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.

l. Pursuant to lawful process, recorded files may be reviewed or provided to court personnel who are authorized to review evidence in a related case.

m. Media personnel with permission of the Chief of Police or the authorized designee may review or be provided recorded files.

n. All recordings will be reviewed by a member of the Command Staff prior to public release. Recordings that unreasonably violate a person's privacy or sense

of dignity should not be publicly released unless disclosure is required by law or order of the court. Every effort to protect the identities of involved parties in the video will be conducted to the extent allowed by law.

**Office of the Executive Vice Chancellor
Business and Finance**

Policy Operational Content

Policy Content

Applicability and Areas of Responsibility

Revision History

Resources and Reference Materials

Useful Guidelines

Related Principles

Sound Business Practices

Laws, State Codes, Regulations and Mandates