

General Order

Houston Police Department



ISSUE DATE:

January 20, 2021

NO.

400-28

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 400-28, dated August 16, 2017

SUBJECT: BODY WORN CAMERAS

POLICY

Employees shall follow the procedures established in this General Order for the use of *body worn camera* equipment and for the storage, management, retrieval, and release of video and audio recordings captured by *body worn cameras*.

The Houston Police Department shall utilize *body worn cameras* to assist the department in efforts to enhance police professionalism, improve transparency, and preserve recordings of officers' interactions with the public. *Body worn cameras* have the potential to improve community relations, strengthen public trust in law enforcement, reduce the number of complaints, resolve allegations of officer misconduct, increase department accountability, and improve officer training and evaluation.

All on-duty uniformed officers below the rank of lieutenant in patrol or any other assignment potentially requiring interaction with the public shall wear and activate a *body worn camera* as described in this General Order. *Plainclothes officers* and officers working extra employment shall wear and activate *body worn cameras* as outlined in this General Order.

If the department determines that an officer was not justified in failing to activate the *body worn camera* when required to do so, the officer may be subject to disciplinary action up to and including indefinite suspension.

This General Order does not apply to covert recording devices, such as those placed on undercover officers or criminal informants. Such devices shall continue to be handled in accordance with existing policies.

This General Order applies to all employees.

DEFINITIONS

Body Worn Camera (BWC). A recording device that is capable of recording or transmitting to be recorded remotely, video and audio; and worn on the person of a peace officer, which includes being attached to the officer's clothing. The *BWC* does not include surreptitious recording devices used in undercover operations.

Classification. The process whereby an employee categorizes a video for evidentiary or information purposes resulting in the recording being retained based on an established retention schedule. The *classification* options are: a) Class B and Above, b) Class C Offenses and Traffic Stops, and c) Information.

Deactivate. When the *BWC* is placed in *Standby Mode* after having been activated.

Digital Recordings. For purposes of this General Order, *digital recordings* consist of video footage, which may include audio, captured by the BWC and stored digitally.

Docking the BWC. The process by which an employee places a BWC into a network attached data transfer device, causing videos previously recorded onto the BWC to be uploaded to the *Video Evidence Management System*. Additionally, the BWC's battery is charged and its firmware is updated during *docking*.

Law Enforcement Activity. Any event during which an officer exercises police authority or conducts any type of investigation, whether consensual or otherwise.

Mode. Various settings of the BWC as described below:

- a. **Activate Mode.** The *mode* in which the BWC is on, has been activated by the officer, and is actively recording an event. Once the BWC is activated from the *Standby Mode*, up to two minutes of video prior to activation will be captured in addition to video and audio recorded during activation.
- b. **Off Mode.** The mode in which the BWC has been turned off and is no longer recording.
- c. **Standby Mode.** The mode in which the BWC is turned on but not actively recording an event.

Mute Function. A function in which the camera will continue to actively record the event without audio.

Plainclothes Officers. For the purposes of this General Order, any officers assigned to the Criminal or Special Investigations Commands or Gang Division, except when working in a uniformed capacity.

Task Force Officers (TFO). All officers assigned to a task force with a federal law enforcement agency.

Video Evidence Management System (VEMS). The repository for the video systems in use by the Houston Police Department. The *VEMS* is a combination of hardware and software used to generate, collect, store, back up, retrieve, review, transmit, and archive videos that are created from various departmental video sources, including BWCs.

1 INTEGRITY OF VIDEO RECORDINGS

The use of any body worn camera (BWC) not issued by the department is prohibited unless approved by the Chief of Police. All *digital recordings* from any BWC shall be used for only official law enforcement purposes and are the property of the Houston Police Department. Employees shall not erase, alter, copy, or tamper with any department video or audio recording or equipment unless otherwise authorized by this General Order, the Chief of Police, or a court of law.

To maintain the integrity of evidence and ensure accountability in police operations, departmental personnel shall utilize only the authorized *Video Evidence Management System (VEMS)* for digital evidence collected or maintained by the department.

VEMS shall be managed and maintained by the HPD Office of Technology Services as directed by the Chief of Police. The use of any other video systems is prohibited unless approved by the Chief of Police.

All audio and video footage captured by a BWC of a *law enforcement activity* shall be treated as evidence and will only be purged or altered as permitted by law and policy by the Office of Technology Services.

2 BODY WORN CAMERA EQUIPMENT

The BWC shall either be affixed to the front of each officer's uniform above the horizontal midline of the torso, eyeglasses, or the side or top of the officer's ballistic helmet. The positioning of the BWC will enable the BWC to capture the best recording possible of the officer's scene and interactions with persons on that scene. It is the officer's responsibility to ensure that the BWC is properly affixed to their uniform, eyeglasses, or helmet so that no obstructions interfere with proper recording.

Unless authorized by the Chief of Police, employees shall not disassemble the camera or attempt to access the internal storage, files, programs, or configuration of the BWCs wirelessly or by direct connection.

3 TRAINING FOR BODY WORN CAMERA USE

Prior to using BWC equipment, officers shall be trained in the operation of the BWC equipment. Shift commanders shall ensure that all officers under their command who are required to use a BWC are trained in the proper use of the BWC in accordance with current departmental policy.

Unless exigent circumstances exist, officers and sergeants shall not be permitted to be in the call for service loop without a BWC. Exceptions must be approved by a lieutenant or higher.

4 USE OF BODY WORN CAMERA

Activation of Body Worn Camera

The BWC has three *modes*: *Off*, *Standby*, and *Activate*. Normally, while performing routine matters and prior to participating in any *law enforcement activities*, officers shall keep the BWC in *Standby Mode*, ready to record.

Officers shall place the BWC in *Activate Mode* to record all *law enforcement activities* regardless of dispatch status.

The BWC shall be activated as follows:

- a. **Priority One or Two call for service.** Activate upon being dispatched or when driving to the call regardless of dispatch status.

- b. **Any other call for service.** If a vehicle is being used, activate prior to exiting the vehicle. If a vehicle is not being used, activate prior to arrival.
- c. **Self-initiated law enforcement activity** (e.g., traffic or pedestrian stop) or **On-View Incident** (e.g., being flagged down). Officers shall activate BWCs prior to taking any police action including vehicle and foot pursuits. In all cases, BWCs shall be activated prior to turning on emergency equipment.
- d. **Search or arrest warrant.** Officers equipped with a BWC shall record during the execution of any search or arrest warrant and during all consent searches.
- e. **Search or arrest warrant by Plainclothes and Task Force Officers.** *Plainclothes and task force officers (TFO)* shall obtain and activate BWCs when actively participating or holding a perimeter during a planned attempt to serve an arrest warrant, other planned arrest, or serving a search warrant that requires entry into a business, structure, or dwelling. **If federal policy prohibits a TFO from activating a BWC as described above, the TFO shall not hold the perimeter or participate in the actual arrest or entry during the execution of the search warrant. Plainclothes officers and TFOs may deactivate the BWC when a supervisor on the scene determines that the scene is secure.**
- f. **Prisoner or passenger transports.** Officers equipped with a BWC shall record all prisoner or passenger transports, regardless of the gender of the prisoner or passenger. The entire transport shall be recorded.

Only during transport, officers may elect to have the BWC facing the rear passenger compartment of the vehicle. Other than when actively transporting a suspect, officers shall not remove the BWC from their uniform when policy requires that the BWC be activated. Once officers are in a secured jail facility with surveillance cameras, the BWC may be *deactivated*.

When a prisoner or passenger is transported by a two-man unit, both officers shall be required to record with the BWC during the transport.

- g. **Hostile or contentious interaction.** There may be times when an officer is interacting with the public and the discussion becomes unexpectedly hostile or contentious. As soon as an officer determines that this is likely to occur or is occurring, the officer shall immediately activate the BWC.

When at a location where a law enforcement action is taking place, officers shall continue recording until the *law enforcement activity* by all officers is completed or until there is a reason, as permitted by this policy, to *deactivate* the BWC. Officers are not required to cease recording an event, situation, or circumstance solely at the demand of a citizen.

Special Circumstances

This section addresses special circumstances in which additional guidance regarding the use of BWCs is needed.

Traumatic Events:

Officers are sometimes called on to respond to scenes where persons, including witnesses and complainants, may have been traumatized (e.g., a scene of a sexual assault). While officers are encouraged to use their BWCs when it is prudent to do so, when recording the person might inhibit the officer's ability to obtain a full and candid statement from a complainant or witness, the officer may request permission from a supervisor to *deactivate* the BWC in this very limited circumstance. This does not include domestic violence scenes. Officers shall audibly note the reason prior to *deactivating* the BWC. The BWC shall be activated once the contact with that individual has ceased and until the remainder of the investigation is complete.

Driving While Intoxicated:

During encounters with drivers who are suspected of Driving While Intoxicated (DWI), officers shall use both BWCs and mobile video equipment (in vehicles in which mobile video equipment has been installed and is functional) to record any field sobriety tests before proceeding to an intoxilyzer testing facility.

Officers shall follow the Harris County Sheriff's Department (HCSO) policy as it relates to operating BWCs in the Joint Processing Center.

Special Events:

Special events and crowd control situations present unique tactical and safety concerns for both the public and law enforcement. Examples of such events include demonstrations, major sporting events, festivals, dignitary protection assignments, and parades. Supervisors tasked with coordinating the response to such events shall have the discretion to order officers to record portions of or the entire special event. Depending on availability, lieutenants or higher may authorize officers to work special events and crowd control situations without a BWC.

Specialized Units:

Exceptions for wearing or activating BWCs based on operational necessity may only be granted by the Chief of Police. Divisions with specialized units seeking an exception shall submit proposed Standard Operating Procedures detailing specific guidelines for wearing and activating BWCs with the correspondence to the Chief of Police.

Extra Employment:

Officers permanently assigned a BWC shall wear the BWC at all police-related extra employment.

All officers, regardless of rank, working police-related extra employment that involves patrolling in a marked vehicle provided by a management district or homeowners association or working at an Alcoholic Beverage Establishment (ABE) as defined in General Order 300-14, **Extra Employment**, are required to utilize a BWC that shall be activated in the same manner as required for on-duty officers, including keeping the BWC in *Standby Mode*, until taking police action.

Officers working extra employment at a location described in this section shall notify an on-duty patrol supervisor responsible for the district where the officer is working if the officer's BWC

becomes inoperable. The on-duty supervisor shall determine whether the officer may continue to work the extra employment without the BWC or must cease working until a BWC is obtained. Officers that are permitted to continue to work the extra employment shall make a note in the extra employment check-in database and in an incident report (if applicable), that the BWC failed and the name of the supervisor who granted approval to continue to work the extra employment.

Officers shall upload any video captured during police-related extra employment activities as soon as practicable, but not later than 72 hours after the event. If any Class B arrests or higher or other significant events are captured, the BWC video shall be uploaded before the conclusion of the extra employment. These timelines for uploading also apply to any event (such as a traffic stop or other unplanned police action) captured when en route to or from extra employment or when travelling to and from an assignment in a marked vehicle.

Mute Function

The *Mute Function* shall be used when conferring with a district attorney's office.

The *Mute Function* may be used during conversations with undercover officers or confidential informants, to relay information received from undercover officers or confidential informants, when consulting with a physician at a mental health facility, or when instructed by a supervisor.

Prior to activating the *Mute Function*, officers shall audibly note the reason why the audio is being muted.

Deactivation of Body Worn Camera

Deactivating a BWC in regards to a *law enforcement activity* is governed by the following guidelines. Except as specifically provided otherwise in this General Order, an officer's BWC may be *deactivated* only when:

- a. All contacts with the public on the scene are completed, and if applicable, all arrests have been made and arrestees have been transported or are being transported to a secure jail facility by a transporting unit. Officers in the transporting unit shall adhere to Section 4, item (f) of this General Order;
- b. Conferring with an undercover officer assigned to an investigative division about a tactical operation or briefing.
- c. Approved by a supervisor on extended scenes. Extended scenes do not include scenes that have ongoing activity with suspects or when the scene is not fully contained and under control. Additionally, extended scenes do not include scenes that may require any interaction with citizens or may require any *law enforcement activity*.
- d. The inner perimeter of a scene is cordoned off with crime scene tape; a supervisor may permit the *deactivation* of the BWC for officers within the inner perimeter.

Officers are reminded that the BWC shall remain activated when in a hospital or medical facility for official police business including, but not limited to, criminal investigations, mental health

documentation, or a dying declaration. However, hospital assignments may be considered extended scenes requiring supervisor approval for BWC *deactivation*.

If the department determines an officer was not justified in *deactivating* the BWC, the officer may be subject to disciplinary action up to and including indefinite suspension.

5 FAILURE TO ACTIVATE BODY WORN CAMERA

Although the BWC is required to be activated prior to initiating a *law enforcement activity*, there may be circumstances that require officers to act immediately to ensure their safety or the safety of others. In those situations, it may be impractical or unreasonable for the officer to activate the BWC before taking police action. In these instances, the officer shall activate the BWC as soon as it is safe to do so to ensure that the remainder of the incident is properly recorded. An officer's justification for failing to activate the BWC because it is unsafe, unrealistic, or impractical shall be evaluated based on whether a reasonable officer under the same or similar circumstances would have made the same decision.

If the BWC is activated late, the officer shall audibly note the reason or explanation on the BWC.

If an officer is required to and fails to activate the BWC, the officer shall notify the supervisor and document the reason for not activating the BWC in the incident report or call slip.

6 RESPONSIBILITIES

Division Commanders

Division commanders shall ensure BWC equipment is being properly utilized and maintained.

Supervisor Responsibilities

Any supervisor who becomes aware that an officer has a malfunctioning or defective BWC shall determine whether the officer should immediately return to the station to replace the BWC. Supervisors shall base the decision whether to allow an officer to continue working with a malfunctioning or defective BWC on the nature of the calls holding.

Supervisors shall review relevant BWC recordings prior to submitting any administrative reports as they relate to incidents involving *response to resistance* (R2R) or pursuits. Supervisors shall complete the *R2R After-Action Report* within 5 days of the R2R incident. If the BWC video is not available in the *VEMS*, supervisors shall complete the *R2R After-Action Report* within 5 days of the video becoming available. Supervisors shall notify their direct supervisor when there is a delay and they cannot meet the initial 5 day requirement.

Officer Responsibilities

Officers issued a BWC shall:

- a. Be responsible for the care and custody of all BWC equipment assigned to the officer.

- b. Ensure the BWC used is assigned to them.
- c. Inspect the assigned BWC device daily to ensure that there is no visible damage and that the device is in proper working order.
- d. Immediately report a dead battery, malfunction, or loss of BWC equipment to a supervisor. If authorized to work an assignment without fully functional BWC equipment, the officer shall notify dispatch of the authorization, including the authorizing supervisor's unit number.
- e. Properly classify all videos.
- f. Upload video(s) to the *VEMS* by the end of the shift.
- g. Immediately report a lost, damaged, or stolen BWC to a supervisor.
- h. At the end of the shift, return the checked out BWC to the location where it was obtained. If the BWC is checked out for extra employment, the BWC must be returned to the division where it was obtained at the end of the extra employment. Division commanders may allow officers to return the BWC up to 72 hours later if the division has a sufficient supply to address the on-duty requirements of the division.
- i. Put themselves on the call slip or notify the dispatcher that they are on the scene where BWC activation is required.

7 CLASSIFICATION OF BWC RECORDINGS

Proper *classification* is critical for ensuring videos are retained in accordance with department mandated and legally required retention schedules. Officers shall classify videos based on the most serious offense.

Officers shall perform the *classification* of recordings on the BWC or within the *VEMS*. Officers shall classify each and every video captured on the BWC.

Retention Schedule

Once an officer completes the *classification* of the *digital recording*, the retention period is automatically applied as set forth below.

- a. ***Class B and Above.*** For BWC recordings related to criminal offenses that are Class B misdemeanors and above, the retention schedule is 10 years.
- b. ***Class C and All Traffic Stops.*** For Class C offenses and all traffic stops, the retention schedule is three years.
- c. ***Information.*** For all other BWC recordings, the retention schedule is 180 *calendar days*.

8 DOCUMENTATION IN INCIDENT REPORTS

The BWC recording is not a substitute for a thorough and complete original or supplement report.

For incidents requiring an officer to complete an incident report, officers shall ensure each BWC recording is documented in the incident report by selecting the appropriate option in the Records Management System (RMS) drop down menu. The fact that a recording was made shall be documented in all reports and any corresponding documentation associated with the incident including, but not limited to, *crash reports*, *Vehicle Pursuit* forms, Conducted Energy Device (CED) forms, and R2R forms.

Any officers responding to a scene shall notify the primary unit if their BWC was activated while on the scene or on any scene associated with the incident and provide their name and employee number to the primary unit. Regardless of the reason an officer with a BWC is on a police scene, the officer shall ensure that they are added to the call slip.

The primary unit shall include, in the narrative of the incident report, references to all employees (by name and employee number) that recorded video on their BWC on the primary unit's scene or on any scene associated with the incident being reported.

Officers shall continue data collection as required by General Order 600-42, **Racial Profiling Prohibited**, regardless of whether they are utilizing a BWC.

9 RESPONSE TO RESISTANCE (R2R)

Officers involved in R2R incidents captured by BWCs shall follow the applicable departmental policies regarding the reporting of R2R in General Order 600-20, **Response to Resistance Reporting**. When feasible, an officer involved in an R2R incident should, but is not required to, review the BWC recording before completing the incident report. The supervisor conducting the R2R review shall review video recordings of all R2R incidents.

If an officer is unable to upload the BWC video to the designated server due to illness or injury, the supervisor who has been made aware of the officer's inability to upload the video shall be responsible for ensuring that the video is uploaded as soon as practicable.

In critical incidents such as officer-involved shootings, in-custody deaths, or other officer-involved incidents that result in a person's serious bodily injury or death, a supervisor shall take custody of all involved BWCs at the scene and ensure that they are transferred to Homicide Division or Internal Affairs Division. If Homicide or Internal Affairs do not make the scene, then the supervisor shall ensure that all videos from the involved BWCs are uploaded. Officers involved in the critical incident shall not be tasked with uploading the BWC recordings related to that incident.

Incidents involving deadly force, serious bodily injury, or allegations of serious misconduct captured on BWCs shall be handled as directed by the Homicide Division or Internal Affairs Division investigator on the scene. Homicide Division and Internal Affairs Division shall have the authority to classify a video recording as "Confidential."

10 PROHIBITED USAGE

Unless approved by the Chief of Police, officers are prohibited from making copies of digital evidence for non-law enforcement purposes or uploading digital evidence to public or social media sites at any time. While viewing a BWC recording for official purposes, officers shall not take a screen shot or make any separate recording of the BWC recording.

Under Texas Occupations Code Section 1701.659, it is a Class A misdemeanor for a peace officer or other employee of the department to release a recording created with a BWC without permission of the department.

Recordings made by officers while performing their police duties shall not be shared or used for personal gain or entertainment.

The BWC is for official use only and shall not be used to record:

- a. Personal or non-work related activity.
- b. Department roll calls, locker rooms, break rooms, restrooms, or administrative activities.
- c. Conversations of fellow employees without their knowledge during routine activities not related to enforcement.
- d. Conversations with any law enforcement personnel that involve briefings or tactical operations or plans.
- e. Lineup proceedings or associated briefings.
- f. Department meetings including, but not limited to, administrative meetings, committee meetings, mediations, counseling, or in-service training.
- g. Inside police facilities unless taking law enforcement action.

11 GRAND JURY AND COURT PROCEEDINGS

Officers in court, including grand jury proceedings, shall turn the BWC to *Off Mode*, unless instructed otherwise by a judge or court personnel. There are times, particularly grand jury hearings, where the BWC may be prohibited and not allowed inside the hearing. Officers should comply with the instructions of the court.

12 PRIVACY CONCERNS

Officers shall not have BWCs recording while inside restrooms, dressing rooms, or locker rooms unless officers are entering in response to an ongoing emergency or a crime that is still in progress, there is reason to believe that a suspect is still inside the location, or other exigent circumstances exist.

Processing Inadvertent Sensitive BWC Recordings

If there is an inadvertent sensitive video made (e.g., while using the restroom or dressing and/or undressing in a locker room), the officer should notify a supervisor. A same-sex shift commander shall view the video and ensure that there were no policy violations recorded and that no misconduct was observed. The shift commander shall then notify the department's Office of Technology Services, Video Production Services that the video shall be retained with restricted access.

13 REVIEWING BWC DIGITAL RECORDINGS

Employee Reviews

Officers may, but are not required to, review BWC videos before completing an incident report. Officers should view their own *digital recording* prior to providing testimony at hearings, trials, or depositions.

Investigative Divisions

If an investigator determines BWC video is available for an assigned case, the investigator shall associate the video with the case/incident number in *VEMS*. When a video is associated with a case/incident number, the retention schedule is placed in suspension.

14 VIEWING AND REQUESTS FOR RECORDINGS

Internal Affairs Investigations

Internal Affairs Division shall have authority to view any BWC video recording and to flag as "Confidential" any video recording it deems necessary, including any and all video obtained by any involved officer.

Internal Affairs Division investigators and designated division level Internal Affairs investigators have the authority to show a complainant or witness a BWC video recording only after a complaint has been made in accordance with civil service law.

Officers are entitled to access any BWC recording of an incident involving the officer before the officer is required to make a statement about the incident.

Use of Digital Evidence for Training Purposes

There may be instances when officers and supervisors believe a recorded incident has training value. In such cases, a supervisor shall send correspondence via the chain of command to the Training Division commander for consideration.

Requests for Recordings

Employee Requests:

An officer seeking a copy of a BWC video for reasons other than official departmental purposes shall make a request in writing through the chain of command to the officer's assistant chief stating the specific reasons for requesting the video.

Texas Public Information Act (TPIA) Requests:

Recordings captured during the scope of an officer's duties may be subject to release to the public under applicable laws. All requests from persons for BWC video copies or viewing shall be referred to the department's Office of Planning & Data Governance. These requests shall be handled in accordance with Chapter 552 of the Texas Government Code (Public Information Act), Chapter 1701 of the Texas Occupations Code, and departmental procedures.

Requests from Other Law Enforcement Agencies and Criminal Prosecutors:

The United States Attorney's Office, the District Attorneys of Harris County, Montgomery County, and Fort Bend County, and the City of Houston Municipal Prosecutors shall not be required to make requests in writing to the Chief of Police for copies of or access to BWC recordings and shall be referred to the Office of Technology Services.

The department shall require that any other requests for BWC videos from other law enforcement agencies be made in writing to the Chief of Police.

15 AUDITS OF BWC RECORDINGS

A report documenting the findings of all the audits listed below shall be sent to The Office Planning & Data Governance.

Monthly Audits by Supervisors

In addition to reviewing BWC videos associated with R2R and Pursuits, a video randomly selected by the department will be audited each month by sergeants and lieutenants to monitor compliance with departmental policies and procedures.

Semiannual Audits by Risk Management Division and the Independent Police Oversight Board

Employees of the Risk Management Division shall conduct the below BWC audits.

- a. **Activation Audit.** This audit is to ensure the BWCs are being activated in accordance with department policy. This audit does not include viewing any video. An activation audit shall be conducted on a biannual basis. A random sample of videos selected from a division that utilizes BWCs shall be examined.
- b. **Independent Police Oversight Board and Risk Management Division Compliance Audit.** This audit is to ensure that departmental policies and procedures are being followed. This audit shall be conducted concurrently by the Independent Police Oversight Board (IPOB) and the Risk Management Division. Twice each year, IPOB and the Risk Management Division shall view twenty videos randomly selected by the Office of Technology Services. Risk Management Division employees shall view the same twenty videos. A report documenting the findings shall be sent to the Office of Planning & Data Governance.

Semiannual Audits by the Office of Technology Services

Employees of the Office of Technology Services shall perform audits twice a year of randomly selected stored BWC video files for quality control purposes to ensure video quality, audio quality, color rendition, and proper focus. System audits shall also be conducted focusing on user access, retention schedules, partial or incomplete video files, and system storage.

16 OFFICE OF TECHNOLOGY SERVICES

The department's Office of Technology Services shall be responsible for:

- a. Deploying, maintaining, and supporting the functionality of the BWCs, peripheral devices and cables, video transfer devices, work station software, system settings, and any other equipment located on-site.
- b. Maintaining a master inventory of HPD BWCs and equipment and conducting an annual inventory.
- c. Coordinating with Houston Information Technology Services (HITS) Department to maintain network connectivity, server availability, backup copies, and storage availability.
- d. Providing assistance to employees performing audit protocols.
- e. Handling special requests to access videos not normally accessible by employees.
- f. Providing assistance with accessing the *VEMS* and addressing other technological issues.

Repair and Maintenance

Upon notification of equipment malfunction or damage, a representative from the division shall contact the Office of Technology Services for further direction. The Office of Technology Services shall have sole responsibility to liaise with the equipment manufacturer for parts and replacement, if needed.

The Office of Technology Services employees shall also be responsible for issuing replacement BWCs and assuming responsibility for updating the database to reflect changes in equipment status and assignment.

17 REFERENCE MATERIAL

Section 1701.651 through 1701.663, Texas Occupation Code
Chapter 552, Texas Government Code



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