

<b>COP#: 17-63550</b> <b>Date: 08/11/2017</b> <b>YR: 2017 Category: CIR/PRC</b>	<b>Date Returned</b> <b>Chief's Office Only</b>
Circular -- Revision of General Order 400-28, Body Worn Cameras -- General Order has been revised to meet current policies, procedures, and standards. -- Captain R. A. Gerstner, Inspections Division	
From: Art Acevedo, Chief of Police	

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**FORWARDING TO THE CHIEF'S OFFICE**

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ALL EXECUTIVE ASSISTANT CHIEFS	DISTRIBUTE TO COMMANDS/DIVISIONS		
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General notes to the Command:

*MC*

# Circular

## Houston Police Department



August 16, 2017

NO. 17-0816-204

### SUBJECT: REVISION OF GENERAL ORDER 400-28, BODY WORN CAMERAS

Attached General Order 400-28, **Body Worn Cameras**, has been revised to clarify and update the current policy. This revision to General Order 400-28 supersedes all previous circulars and policies regarding body worn cameras. Revisions and clarifications include, but are not limited to:

- Re-emphasize that body worn cameras (BWC) must be turned on when dispatched to Priority One or Two calls for service or when driving to a Priority One or Two call regardless of dispatch status.
- Emphasize that BWCs shall be deactivated only when (1) all contacts with the public have ended; (2) all arrests have been made and if transporting a prisoner, upon entering the secured jail facility; (3) conferring with undercover officers from investigative divisions regarding a tactical operation or briefing; or (4) approved by a supervisor on extended scenes, including guarding a prisoner at a hospital.
- Advise of the addition of a mute function and specify the limitations of its use.
- **Re-emphasize the department's position that an officer's failure to comply with the policy regarding the activation or deactivation of his or her body worn camera may subject the officer to disciplinary action up to and including indefinite suspension.**

Depending on an officer's division, BWCs may not be assigned to individual officers but issued to them on a daily basis through a kiosk system. Officers who have been individually assigned BWCs and later transfer to a patrol division that does not yet have BWCs shall continue to use the BWC at the patrol division where they transfer. If the division to which the officer transfers uses the kiosk issuance system, then the officer shall return the BWC to the HPD Office of Technology Services and shall use the kiosk system.

Officers are reminded that they should not remove the BWC from their person to record prisoners while the officer is outside the patrol vehicle; for example, leaving the BWC in the patrol vehicle recording the suspect in the backseat while the officer searches the suspect's vehicle.

Revisions to the BWC policy reiterate the department's mandate that the body worn cameras must be turned on before taking law enforcement action and left on until the law enforcement action has ended as specifically defined in the policy. In the vast majority of instances, the BWC videos have exonerated officers who have received complaints. In fact, in the majority of instances, the only officers receiving discipline are those who failed to activate the BWC when required to do so. In order to maintain the public's confidence in the employees of the Houston Police Department, it is imperative that officers fully comply with this General Order.

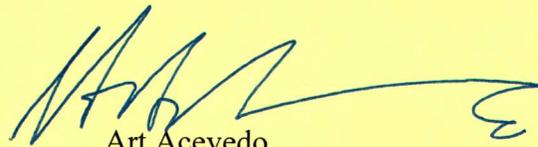
**Effective immediately, officers who violate the BWC policy in a *response to resistance* incident shall be subject to discipline at a minimum of a Category C.**

August 16, 2017

Employees shall read the revised General Order 400-28 carefully. If there are any questions regarding the policy, employees should ask their supervisor. If there are still questions, employees may contact Captain M. L. Skillern at 713-308-3989 or Assistant Chief J. G. Jones at 713-308-1800.

Employees shall know the laws and ordinances they are charged with enforcing as well as all department orders, directives, duties, and procedures governing their specific assignments. As such, all employees shall read in its entirety the attached revised General Order or its equivalent on the department's Intranet Portal. Command Staff members shall make this notice of General Order revision available to all employees under their command.

In conjunction with the release of this General Order, the department will release a BWC video on the Learning Management System (LMS), which all employees shall be required to watch.



Art Acevedo  
Chief of Police

jgj:drg

Originating Party:  
J. G. Jones, Assistant Chief  
Special Investigations Command

COP # 17-63550

**TO BE READ AT ALL ROLL CALLS FOR 5 DAYS**

# General Order

## Houston Police Department



ISSUE DATE:

August 16, 2017

NO.

400-28

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 400-28, dated March 24, 2016

**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.

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 his 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.

**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 body worn cameras.

## **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 official law enforcement purposes only and are the property of the Houston Police Department.

## **2 BWC EQUIPMENT**

The BWC shall be affixed to the front of each officer's uniform above the horizontal midline of the torso so that it is clearly visible to persons with whom the officer comes in contact. 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 his uniform 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 either wirelessly or by direct connection.

## **3 TRAINING FOR BODY WORN CAMERA USE**

Any officer issued a BWC shall be trained in the operation of the equipment prior to its use. Shift commanders shall ensure that all officers under their command are trained in the proper use of the BWC in accordance with current departmental policy.

#### 4 SUPERVISOR RESPONSIBILITIES

Any supervisor who becomes aware that an officer has a malfunctioning or defective BWC shall determine whether the BWC can be replaced or repaired prior to the officer reporting for assignment. If a supervisor determines that there is not a BWC available, the supervisor may authorize the officer to report for assignment without BWC equipment.

Sergeants shall review relevant BWC recordings prior to submitting any administrative reports as they relate to incidents involving *response to resistance* (R2R), pursuits, or City vehicle crashes.

Two levels of supervisors immediately above any officer(s) involved in an R2R incident shall review the R2R BWC recording(s) associated with the incident.

#### 5 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 or any 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 Video Evidence Management System (VEMS) by the end of the shift.

#### 6 ACTIVATION OF THE BWC

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.

Officers shall place the BWC in *Activate* mode to record all law enforcement activities regardless of dispatch status. Officers shall continue recording until the law enforcement activity 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. 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 the 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 warrant or arrest warrant and during all consent searches.
- e. **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.

For prisoner transports, officers may elect to have the BWC facing the rear passenger compartment of the vehicle. 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.

- f. **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 his BWC.

## **7 DISCRETIONARY USES**

Officers may, but are not required to:

- a. Record informal or casual encounters with members of the public.
- b. Record persons who confidentially provide information for law enforcement purposes.

## **8 FAILURE TO ACTIVATE BWC**

Although the BWC is required to be activated prior to initiating a law enforcement activity, there may be circumstances that require an officer to act immediately in order to ensure his 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.

If an officer is required to activate his BWC and fails to do so, the officer shall immediately after the conclusion of the event, use the BWC to record his explanation or reasoning as to why the BWC was not activated. If this situation occurs, the officer shall notify his supervisor and document the reason for not activating the BWC in the incident report or call slip.

An officer's justification for failing to activate the body worn camera 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 department determines an officer was unjustified in failing to activate his BWC when required to do so, the officer may be subject to disciplinary action up to and including indefinite suspension.

## **9 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.
- b. All arrests have been made and arrestees have been transported to a secure jail facility by a transporting unit. Officers in the transporting unit shall adhere to section 6, item (e) of this General Order.
- c. Conferring with an undercover officer assigned to an investigative division about a tactical operation or briefing.
- d. Approved by a supervisor on extended scenes.

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 unjustified in deactivating his BWC, the officer may be subject to disciplinary action up to and including indefinite suspension.

## **10 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, 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.

## **11 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, they may use their discretion in choosing to deactivate their BWC when recording the person might inhibit the officer's ability to obtain a full and candid statement from a complainant or witness. This does not include domestic violence scenes except as provided below. Officers shall audibly note the reason prior to deactivating. The BWC shall be activated once the contact with that individual has ceased and until the remainder of the investigation is complete.

### Family Violence

If an officer encounters a person during an investigation that the officer believes to be a victim of family violence and who refuses to cooperate with the investigation while being recorded by the officer's BWC, the officer shall briefly explain the department's policy with regard to recording interactions to attempt to alleviate the concerns. If the person continues to object to being recorded, the officer shall cease attempts to interview that person and make contact with a supervisor. The supervisor contacted shall ensure that a supervisor reports to the officer's scene.

Once at the scene, the supervisor shall make contact with the possible victim and attempt to resolve any issues related to being recorded. In the rare instance the supervisor is unable to remedy the person's concerns, the supervisor should authorize the investigation to continue while the BWC is deactivated long enough to obtain a statement from the individual. 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 continuously record within departmental DWI facilities except when in the DWI work room with no prisoners present.

### Response to Resistance (R2R)

Officers involved in R2R incidents captured by BWCs shall follow the applicable departmental policies regarding the R2R and reporting of R2R in General Order 600-17, **Response to Resistance**. When feasible, an officer involved in an R2R incident may, but is not required to, review the BWC recording before completing his 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 each shall have the authority to classify a video recording as "Confidential."

### **Extra Employment**

When working police-related extra employment, all officers and supervisors who have been assigned a BWC are required to activate their BWC to record all law enforcement activities occurring during their extra employment consistent with this policy. Officers must 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 other significant events are captured, the BWC video shall be uploaded before the conclusion of the extra employment.

### **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, 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.

## **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.

## **13 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 body worn camera 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, and in-service training.
- g. Inside police facilities unless taking law enforcement action.
- h. During "walk-throughs" following officer-involved shootings.

#### **14 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.

#### **15 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 as outlined below based on the most serious offense on the call or event.

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 2 years.
- c. **Information.** For all other BWC recordings the retention schedule is 180 *calendar* days.

## 16 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 report, Vehicle Pursuit form, Conducted Energy Device (CED) report, R2R report.

Any officer responding to a scene as a secondary unit shall notify the primary unit if his BWC was activated while on the scene or on any scene associated with the incident and provide his name and employee number to the primary unit.

The primary unit shall include in the narrative of the incident report references to all employees (by name and employee number) whose BWCs captured recordings 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.

## 17 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 Responsibility

If an investigator determines that a video is evidentiary in nature, 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.

## 18 AUDITS OF BWC RECORDINGS

### Monthly Audits by Supervisors

Shift commanders are required to review two randomly selected BWC videos of each sergeant under their command each month to monitor compliance with departmental policies and

procedures. Sergeants are required to review two randomly selected BWC videos of each officer under their command each month to ensure compliance with departmental policies and procedures.

### **Semiannual Audits by Inspections Division**

Employees of the Inspections 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 shall be done when Inspections Division conducts a Management Analysis and Risk Assessment of a patrol division. This audit does not include viewing any video; it does include verifying if there is a video when policy dictates there should be one. Inspections Division shall determine the number to be audited based on the volume and time lines for the audit. At a minimum, an activation audit shall be conducted once every six months at a division that utilizes BWCs.
- b. **Compliance Audit.** This audit is to ensure that departmental policies and procedures are being followed. This audit shall be conducted concurrently with the Independent Police Oversight Board (IPOB). Twice each year, IPOB shall view twenty videos randomly selected by the Office of Technology Services. Inspections Division personnel shall view the same twenty videos.

### **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.

## **19 OFFICE OF TECHNOLOGY SERVICES**

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

- a. Deploying and 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 personnel 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.

## **20 REPAIR AND MAINTENANCE**

Upon notification of equipment malfunction or damage, a 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 personnel shall also be responsible for issuing replacement BWCs and assuming responsibility for updating the database to reflect changes in equipment status and assignment.

## **21 INTERNAL 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.

Any officer shall be allowed to review video captured by his BWC prior to being compelled to give a statement.

## **22 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 his chain of command to the Training Division commander for consideration.

## **23 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 Public Affairs. 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.

**24 RELATED GENERAL ORDERS AND REFERENCE MATERIAL**

200-03, Investigation of Employee Misconduct  
200-16, Firearm and Soft-Impact Weapon Discharges  
300-07, Overtime Compensation  
400-12, Surveillance Equipment  
400-13, Police Computer Systems  
400-14, Control of Police Department Property  
400-18, Responsibility for City and Other Government Property  
400-19, Microcomputer Regulations  
400-22, Keys, Passwords, and Personal Identification Numbers  
400-25, Acceptable Use of Computers  
500-04, Driving While Intoxicated  
600-17, Response to Resistance  
600-42, Racial Profiling Prohibited  
700-01, Property/Evidence Control Regulations  
800-10, Police Records

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



**Art Acevedo**  
**Chief of Police**