



Cattaraugus County Sheriffs Office General Order

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BY ORDER OF: SHERIFF TIMOTHY S. WHITCOMB <i>Whitcomb</i>		Subject: TASER AXON 'ON DEPUTY' VIDEO RECORDING SYSTEM				Policy: O 92	
Effective: Aug. 26, 2016		Section: OPERATIONS					
Rescinded:		Amended:		Standard(s):			
Reviewed:							

PURPOSE:

To establish uniform guidelines for the use of the TASER AXON "On Deputy" video recording system. The system will be used to document various events and at the end of the Deputies tour of duty, the captured data will be preserved in a web-based digital storage facility, EVIDENCE.com. Once captured, these recording cannot be altered in any way and are protected with multiple layers of encryption.

POLICY:

The Cattaraugus County Sheriff's Office has adopted the use of the AXON "On Deputy" video recording system to accomplish the following policy goals:

- A. To enhance Deputy safety.
- B. To accurately capture statements and events during the course of an incident.
- C. To enhance the Deputies ability to document and review statements and actions for both internal reporting requirements and for courtroom presentation.
- D. To provide an impartial measurement for self-critique and field evaluation for new Deputy training.
- E. To capture visual and audio information for use in current and future investigations.
- F. To enhance the public trust by preserving factual representation of Deputy-citizen interactions in the form of audio and video recording.

All Deputies that have been issued a TASER AXON "On Deputy" video recording system shall wear it on their uniform at all times, with the exception of training days, funerals, award ceremonies, or other events approved by a supervisor.



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Deputies shall utilize the issued iPod Touch for viewing or categorizing video on the AXON camera only. The use of personal cell phones or electronics to view or categorize data is PROHIBITED. The issued iPod Touch shall not be used for any other purpose such as music, apps, etc..

TRAINING:

- A. Deputies will not utilize the "On-Deputy" video recording system until they have received the proper training.
- B. Training will consist of, but not limited to:
1. A review of the system, its functions, proper usage, activation and deactivation.
 2. A review of the user manual and CCSO policy governing its use.
 3. A hands-on review of the "On Deputy" video recording system.
 4. The retention and storage features and procedures for placing data into evidence.

C. **Normal (Buffering) Mode** – The AXON "On Deputy" recording system will be set at a continuous 30 second loop at which time video only (No audio) will be recorded while buffering.

D. **Event Mode** – Once activated, the AXON "On Deputy" video recording system saves the buffered video and continues recording audio and video for up to eight (8) hours. Pressing the function button places markers on the media segment for later viewing in EVIDENCE.com.

OPERATIONAL PROTOCOLS:

- A. If assigned an AXON "On Deputy" video recording system it shall stay in normal buffering mode during your shift. Whenever it is possible to do so, it shall be the policy of the CCSO to activate the AXON "On Deputy" video recording system in the scope of his/her duties.
- B. It will be the responsibility of each Deputy that once the AXON "On Deputy" video recording system has been activated; it shall not be deactivated until the law enforcement activity is completed, the deputy has left the scene, or the citizen contact is complete.
- C. There will be times when, due to the nature of law enforcement work, exigent circumstances prevent the Deputy from activating the "On Deputy" video recording system.
1. In those types of events the Deputy will document the reason for not activating the "On Deputy" video recording system.
- D. Deputy will try to avoid recording a child or adult victim of any sex offense.



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- E. To respect the dignity of others, Deputies will try to avoid recording videos of persons who are nude or when sensitive human areas are exposed.
- F. The AXON "On Deputy" video recording system will not be used to record personal activity.
- G. The AXON "On Deputy" video recording system will be turned off for any courtroom testimony, this does not apply to deputy sheriff's assigned as bailiffs.
- H. The AXON "On Deputy" video recording system shall not be intentionally activated to record conversations of fellow employees without their knowledge during routine, non-law enforcement related activities.
- I. Deputies will try to avoid recording any interactions with informants or undercover Officers.
- J. Deputies will test the "On Deputy" video recording equipment according to training and manufacturer's guidelines upon beginning their respective tour of duty. If any problems are encountered with any component of the system the AXON "On Deputy" video recording system will not be used and the Deputy will immediately notify their supervisor, document the malfunction and the supervisor is responsible to notify the Patrol Captain, or his designee.
- K. Deputies will immediately report any loss or missing part of the "On Deputy" video recording system to their supervisor and will prepare a report outlining such loss or missing part. The supervisor is responsible for making immediate notification to the Patrol Captain, or his designee.

EVIDENTIARY PROTOCOLS:

- A. At the end of their shift, or periodically during shift, deputies will place the AXON Camera and battery into any open slot of the ETM (Docking Station), which will allow the data to be transferred from the AXON camera through the ETM to an offsite storage facility known as EVIDENCE.com. If a deputy chooses to leave the Axon camera in a Docking Station at end of shift, he/she must immediately retrieve it at beginning of their next shift, unless there is an emergency call requiring immediate response.
- B. Deputies will not allow citizens to review any recordings.
- C. The release of audio/video data requested through a public records release request will be subject to the same statutory exemptions from disclosure as any other departmental records.
- D. Deputies will not make copies of any recording for their personal use and are prohibited from using a recording device (such as a telephone, camera or secondary video camera) to record any media stored on EVIDENCE.com or the AXON Camera unit.



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E. Deputies will have the ability to review their recordings to ensure accurate written reports, but will not be able to alter the contents of any audio/video recording that has been recorded.

A 710.30 Notice must be prepared, or the District Attorney's Office notified that the Deputy intends to use any of the defendant's recorded audio or video recorded statements for prosecution.

F. All digital media collected using the AXON "On Deputy" video recording system is considered an official record of the Cattaraugus County Sheriff's Office. Accessing, copying or releasing any media for other than official law enforcement purposes is strictly prohibited, except as required by law.

G. In the event that a particular recording is required for any court proceeding it is the Deputies responsibility to notify the Patrol Captain, or his designee, in writing requesting a copy of the stored data for that purpose. The Patrol Captain, or his designee, will make a notation in the case report that a copy of the video recording was made and was turned over to whoever requested such recording.

ADMINISTRATOR RIGHTS:

The Patrol Captain, or his designee(s), shall be the only person(s) within the CCSO to have administrator rights to all recordings stored on EVIDENCE.com.

The Law Offices of Matthew Albert Esq.

JOURNAL

April 1-24, 2018

*paid
in full*

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	DEBIT	CREDIT
04/24/2018	Payment		Chris Kochan		Prepaid Expenses	\$100.00	
					Accounts Receivable		\$100.00
						\$100.00	\$100.00
TOTAL						\$100.00	\$100.00

Cattaraugus County Probation Department

Payment Receipt

Original Receipt

Prepared for:

KOCHAN, CHRISTOPHER JOHN
PO BOX 21 5286 ROUTE 353
LITTLE VALLEY, NY 14755
USA

Receipt Number: 20233

Payment Date: 4/24/2018 11:53 AM

Payment Method: Cash

Amount Paid: \$30.00

Amount Applied: \$30.00

Change Tendered: \$0.00

Payer Name:

Reference Number:

Received By: MO

Comment:

Payment Allocation

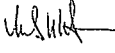
<u>Case Number</u>	<u>Allocation Type</u>	<u>Allocation Amount</u>	<u>Current Due</u>	<u>Current Balance</u>
IND-16-116	Administrative Fees	\$30.00	\$0.00	\$0.00
	<i>Administrative Fees</i>	\$30.00	-	\$0.00

Signature

Date

End of Receipt

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