

Metro Transit Police Department

Office of the Chief of Police



General Order

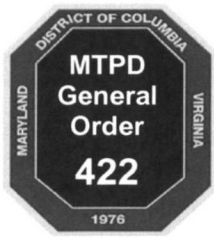
422 – Body Worn Camera

Document Number: MTPD-OC-GO-422-00

Effective Date: 01/27/2023

Revision History

Revision No.	Revision Date	Description of Changes
00	1/27/2023	Initial release



Body Worn Camera

100.1 MISSION STATEMENT

The mission of the Metro Transit Police Department (MTPD) is to protect Metro patrons, personnel, transit facilities, and revenue by providing law enforcement and public safety services.

100.2 PURPOSE AND SCOPE

This order describes the policies and procedures for MTPD's Body Worn Camera Program ("BWC Program").

100.3 ACCOUNTABLE PERSONNEL

This General Order applies to all MTPD Members.

100.4 POLICY

Body Worn Camera ("BWCs") will be used to further the mission of MTPD to promote public trust and to enhance its service to community by recording events, actions conditions, and statements by all parties during consensual encounters, traffic stops, detentions, arrests, and other incidents, as well as to promote the safety of officers and the public.

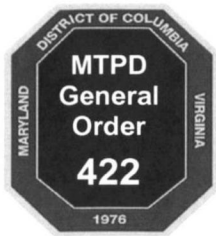
100.5 PROCEDURES

There are no specific procedures germane to the execution of this General Order outside of the Policy Section of this General Order and/or as described in the Department Procedures/Operations Manual.

100.6 RESPONSIBILITIES

Public-facing members of the rank of Lieutenant or below (and/or civilian equivalent), will be issued a BWC, and when working in an operational assignment shall:

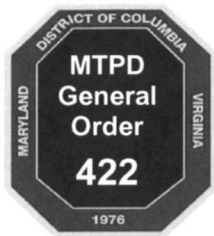
1. Successfully complete all MTPD-required training related to BWCs prior to being issued a BWC.
2. Follow existing officer safety policies as outlined in MTPD General Orders ("GOs") and MTPD procedures. The safety of all parties shall be the primary consideration during contacts, stops and arrests – not the recording of an event.
3. Mount their BWCs at the beginning of their shift using an MTPD-approved method and using MTPD-issued mounting equipment.



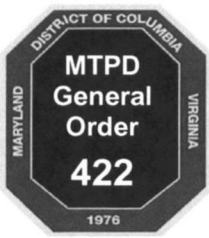
4. Wear their BWC for the entire shift.
5. Return BWCs to a docking station at the end of tour.
6. Maintain their BWCs in an operational and charged state without any data from previous shifts.
7. Inform any person, absent exigent circumstances, at the start of the recording, that the audio and video of the BWC is on and recording.
8. Use only MTPD-issued BWCs.
9. Store BWC recordings in MTPD-approved storage databases only.
10. Upload all BWC data at the end of their shift, or, if necessary, during their shift, to ensure storage capacity of their BWC is not exceeded.
11. Dock their BWCs at the end of their shift in designated storage locations at MTPD facilities.
12. Turn in their cameras to their BWC Unit Coordinator for reassignment in accordance with Part "Responsibilities of Officials and Supervisors, BWC Unit Coordinators Shall number 3." of this order whenever the Member is placed in a work status that is not full time and which will last for 30 days or more.
13. Notify an on-duty official upon observing or becoming aware of an apparent violation, by a Member or other WMATA personnel, of WMATA's or MTPD's General Orders, procedures, rules, regulations, directives, or the laws of any Compact jurisdiction, when reviewing BWC recordings.
14. Notify an on-duty official as soon as reasonably able, but no later than the end of their shift, of any incident for which they did not activate their BWC and complete the Malfunction/No Recording Form (Attachment C).
15. Notify an on-duty official immediately of any malfunctioning or inoperable BWC equipment, including any docking station and complete the Malfunction/No Recording Form (Attachment C).

B. Members equipped with BWCs shall not:

1. Remove, dismantle, or tamper with any hardware or software associated with BWCs or any related applications.
2. Discontinue or stop recording for any mandatory recording event as provided in this General Order, even when asked to do so by a subject or a member of the public, except for those providing an anonymous tip. The Member shall request that an official respond to the scene to assist if the Member cannot resolve the issue.

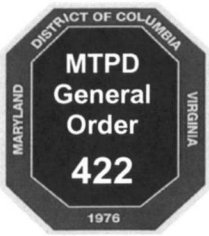


3. View BWC recordings at the scene of an incident unless approved by the Watch Commander.
4. Destroy, delete, edit, alter, modify, tamper with, or otherwise use BWC recordings in violation of this policy. All BWC recordings are the sole property of MTPD, and Members who tamper with BWC recordings may be subject to criminal investigation and prosecution.
5. Copy, record, download or share a BWC recording without written approval of a Captain or above, or the on-duty Watch Commander, and then only for official law enforcement purposes. The approving official shall notify the BWC Manager of any such action.
6. Wear or use their BWCs when working outside employment or off-duty.
7. Wear, use or take their BWCs home, unless approved by the on-duty Watch Commander. The on-duty Watch Commander shall notify the BWC Manager by email of any such approvals no later than the completion of the Watch Commander's tour of duty.
8. Activate their BWCs during any court or other judicial proceeding.
9. Use a BWC assigned to another member. If members inadvertently use any other member's BWC, they shall immediately notify their on-duty supervisor and send an email to the BWC administrative address and their assigned BWC Coordinator.
10. Record on private property unless present for law enforcement purposes.
11. Intentionally record any activity other than for official law enforcement purposes.
12. Record other Members intentionally unless the recording is required by or, is in compliance with, this General Order.
13. Record a particular person based **solely** on the person's race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, homelessness status, physical disability status, matriculation status, or political affiliation.
14. Record in places where a reasonable expectation of privacy exists, such as in locker rooms or restrooms, unless recording is required for the performance of official duties and is otherwise authorized by this General Order, by regulation, or statute.
15. Record confidential informants.
16. Use any device or instrument, electronic or otherwise, to intentionally interfere with the capability of the BWC.
17. Upload, post or share any BWC recordings on any website or through any electronic devices, except as described in this policy.
18. View recordings for anything other than official law enforcement purposes.



100.7 DEFINITIONS

- a. Body Worn Camera (“BWC”): Camera system with internal memory for storage of recorded audio and video designed to be worn on the clothing of or otherwise secured to a person.
- b. BWC Unit Coordinators: Member assigned by police district to assist with the implementation and use of BWCs within their district.
- c. MTPD Central Complaint Number (“CCN,” also called “MTP number”): Unique number that the Communications Division issues to MTPD members upon request when recording events via an incident or offense report, arrest, or other type of event. The first four digits of the MTPD CCN correspond to the year in which the report is being taken.
- d. Digital evidence: BWC recordings, including photographs, audio, and video footage, captured by BWCs, and stored digitally.
- e. Docking station: Hardware connected to WMATA’s network that is designed to charge BWCs and offload recordings.
- f. Day: Refers to calendar days of the year.
- g. Data: Information associated with BWC recordings, such as time, date, location, officer interaction/offense categorization and badge number.
- h. Major incident scene: Any crime scene, natural disaster or other incident that causes loss of, or disruption to, bus or rail service, or causes a substantial risk of exposing customers or employees to a significant hazard.
- i. Metadata: Information embedded in the digital creation of a BWC record.
- j. Member: Any sworn or unsworn personnel assigned to MTPD.
- k. MTPD BWC Program Director: MTPD Deputy Chief of the Administrative Bureau, designated by the Chief of Police to oversee the BWC program.
- l. Official: Member with rank of sergeant or above.
- m. Office of Professional Responsibility and Inspections (“OPRI”): MTPD office responsible for investigating allegations of serious MTPD employee misconduct and conducting periodic inspections and audits.
- n. Serious Use of Force: Includes all firearm discharges by members except those involving range and training incidents and animals; all uses of force resulting in a serious physical injury; all head strikes with an impact weapon; all uses of force resulting in a loss of consciousness or which create a substantial risk of death or of serious disfigurement, disability or impairment of the functioning of any body part or organ; all uses of force by a member involving the use of neck restraints or techniques intended to restrict a subject’s ability to breathe; and, all other incidents involving a death or serious injury.



- o. Subject: Any individual who is not an on-duty law enforcement officer who has been recorded by a BWC.

100.8 PROCEDURES FOR BWC-EQUIPPED MEMEBRS

A. Functionality. Members shall:

1. Inspect and test their BWCs to determine that they are operational and functioning properly at the beginning of every shift prior to the Member's deployment. Members working extended shifts shall inspect and test their BWCs at the beginning of a subsequent shift.
2. Notify the Communications Division over the radio if their BWC is lost, damaged, malfunctioning, or inoperable and the Communications Division will note that information in the CAD. In addition, the Member shall:
 - a. Notify an on-duty Sergeant without delay after notifying the Communications Division; however, if working an active scene, the Member may clear the scene first before notifying an on-duty sergeant, who will notify the Watch Commander.
 - b. Complete an Officer Report, except for reasons related to a low or uncharged battery. The on-duty sergeant shall notify the Watch Commander and the MTPD BWC Coordinator. The Watch Commander will notify the BWC Program Manager.
3. Verify that their BWC is fully charged and does **not** contain data from a prior shift. If the BWC contains data from a prior shift, Members shall immediately notify the on-duty Sergeant and their BWC Coordinator.

B. Operations:

Members shall start their BWC recordings as soon as they are dispatched to a call for service, or as soon as they self-initiate any police investigation or action, by consent or otherwise, whether inside a WMATA facility or elsewhere, including, but not limited to: all contacts, stops, or arrests; identifications; transports of prisoners; hospital guard duty; major incident scenes, or any other incident for which a Member deems it appropriate to activate the BWC, in accordance with this General Order.



C. First Amendment Assemblies

1. Members shall activate their BWC during First Amendment deployments when they are actively engaged in crowd control, undertaking any law enforcement action or investigation, or directed to activate their BWCs by the Event or Detail Commander.
2. Members shall categorize their recordings of First Amendment assemblies as "First Amendment Assembly" in the MTPD-approved database.

D. Sexual Assaults

Members who initially respond to allegations of sexual assault shall activate their BWCs but shall only ask victims questions sufficient to enable them to determine the crime committed, and to obtain the required information for a lookout broadcast.

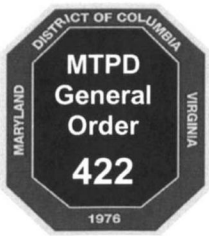
E. Medical Facilities, Ambulances, and Patient Privacy

1. Members shall record ambulance transports when the officer reasonably deems it necessary for law enforcement purposes.
2. Members shall avoid recording in the common areas of medical facilities unless necessary to comply with the requirements of this General Order.
3. When Members are required to record in medical facilities, they shall position themselves in such a way as to afford the patients as much privacy as reasonably available under the circumstances.

F. Members equipped with BWCs who are on the scene of an incident and who are not the primary reporting Member shall inform the reporting member of their BWC recording so that the primary Member may record this information in his or her report.

G. Deactivation of BWCs

1. Once activated in accordance with this order, a member shall not deactivate their BWC until or unless the Member has:
 - a. Cleared the assignment, incident, contact, detention or arrest;
 - b. Transferred custody of the arrestee to another Member or another agency in any incident involving an arrest;
 - c. Terminated a search for which the Member believes they will have no further interaction with the person or property; or,



- d. Terminated a pursuit and returned to service through the dispatcher.
 - e. Notified the Communications Division of Member's need to take a break. Communications Division will document the Member's break in CAD.
2. In some limited circumstances, Members may be ordered by a Watch Commander or official of higher rank to deactivate their BWCs for issues of national security or for other high-level security concerns. Members shall document this order and the name of the ordering official in their incident reports and the ordering official will notify the Deputy Chief of Homeland Security Intelligence and Investigations Bureau of the deactivation.
 3. Members will, when responding to back-to-back events without any BWC deactivation between events, enter the CCNs corresponding to both events in the BWC ID field.

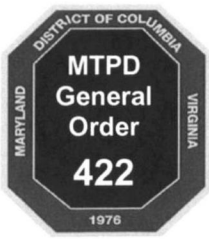
H. Requirements for Members Before End of Shift

1. Members, prior to the end of their shift, shall:
 - a. Document any activation of the BWCs, by writing "BWC Activated" at the beginning of the narratives of event reports, arrest paperwork, and citations.
 - b. Record the member's last and first name and badge number at the beginning of narratives if different from the reporting member listed on the report.
 - c. Document, in the narrative section of all related reports, any delay or failure by a member to activate their BWC, or any interruption of a BWC recording that is required to be recorded by this General Order.
 - d. Label and categorize recordings of search warrants, pre-planned arrest warrant executions, and forcible entries. Label and categorize all other recordings in accordance with this General Order.
 - e. Upload recorded data to the storage database.
 - f. Charge BWC cameras in an MTPD-approved BWC docking station.
 - g. Complete the Malfunction/No Recording Form (Attachment C) if required.

100.9 Labeling and Categorizing BWC Recordings

A. BWC Title Field. Members shall add a title – IN ALL CAPS – to each of their BWC recordings in the following format:

1. Start date of recording (formatted as the year first (4 digits), followed by the month and day) - type of event - address (including the quadrant) (e.g., 20150220 - MISSING PERSON - 1751 M ST NW)
2. In cases where MTPD is responding to an event being handled by another agency, the member should add the name of the other agency to the end of the title (e.g.,



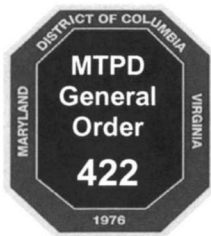
20150220 - MISSING PERSON - 1751 M ST NW - US CAPITOL POLICE).

B. BWC ID Field: Members shall enter the MTPD CCN in the ID field (with no hyphens or dashes).

1. If no MTPD CCN numbers were drawn for the event, the member shall:
 - a. Enter the citation number or the Call for Service (CFS) number in the ID field when applicable; or
 - b. Type "NA" in the ID field if there is no CCN or other internal tracking number.
 - c. Label and categorize ("tag") **up to two MTPD CCNs** in the "ID" field, separated by commas.

C. BWC Categories

1. Members shall label BWC recordings with one or more categories from the list below, choosing the first applicable category and adding additional categories if needed. Members shall not use any category other than those listed below.
2. BWC Categories:
 - a. For Supervisory Review. Members shall notify their supervisors, prior to the end of their shift, of any BWC recordings that fall in any of the three categories below, and the supervisor shall review the BWC within 24 hours of the notification:
 - i. A Member dies or is injured during the performance of their duties;
 - ii. Any incident for which the Member generated a use of force report; or
 - iii. The Member is involved in an incident that results in a fatality including, but not limited to, in-custody deaths, car accidents, or vehicular pursuits with a fatality.
 - b. Murder / Manslaughter
 - c. First and Second-Degree Sexual Offenses
 - d. Sexual Offenses Other Than First and Second Degree
 - e. Death Report / Suicide
 - f. Crime Involving a Public Official
 - g. Any Other Felonies
 - h. Search or Arrest Warrant
 - i. Forcible Entry Absent Warrant
 - j. Other Misdemeanors (no arrest)



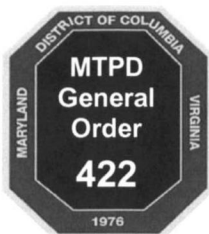
- k. First Amendment Assembly
- l. Internal Investigations - OPRI
- m. Internal Investigations - District
- n. Incident - No Arrest
- o. Warrant/Papered Arrest/Ongoing Criminal Investigation
- p. No Papered Arrest
- q. Contacts initiated for a law enforcement or safety purpose
- r. Stop and/or Frisks (i.e., traffic, pedestrian, or bicycle) as defined in General Order 325.
- s. Criminal Citations and Summonses
- t. Civil Infractions
- u. BWC Testing – includes recordings taken by members to ensure their BWCs are operating properly.
- v. Training (designation by BWC Manager only).

D. Accidental Recordings

1. Members who accidentally activate their BWC may submit a deletion request to their assigned BWC coordinator through their chain of command to rank of Captain or above, who shall forward the same to the MTPD BWC Manager, who shall confirm the recording is accidental and eligible for deletion.
2. Members shall ensure the request contains sufficient information (e.g., date, time, member's badge number) to locate the recording.
3. The MTPD BWC Program Director shall review accidental recordings and determine whether the recording should be deleted. If the recording was accidental and was not made under the procedures of this General Order, the BWC Manager shall document this finding in the recording notes and delete the recording. An audit log on the history of every recording will be maintained in the storage database.

E. Member Access and Review Pending Use-of-Force Investigations, In-Custody Deaths, Criminal Investigations, or Administrative Investigations

1. Members may review their and any other officer's BWC recordings for any law enforcement purpose, except those members involved in any serious uses of force, in-custody deaths, or who are the subject of a potential or pending criminal investigation may not view their BWC recording related to the incident(s) or view



those of another member or of another agency. OPRI will determine when and if the member may view any of these recordings.

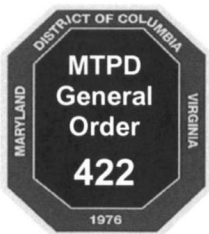
2. Members who are conducting criminal investigations shall:
 - a. Review and re-categorize BWC recordings in accordance with their investigative findings.
 - b. Document reviews of any associated BWC recordings in their Report of Investigation.
3. Members with the rank of sergeant and above, civilian BWC coordinators, OPRI investigators, and designated WMATA employees may download BWC recordings for investigations or any authorized administrative or litigation purpose.

F. Review by MTPD Officials of BWC Recordings of Uses-of-Force and Serious Misconduct.

1. Watch Commanders shall, as soon as possible but no later than the end of their shift, review any BWC recordings related to all uses-of-force and alleged serious misconduct that occur on their shift and of which they are aware.
2. If any investigation is initiated, Watch Commanders or any other official involved in the investigation shall request, and the responding OPRI member shall verify, that all related BWC recordings are uploaded and categorized.
3. Officials shall provide OPRI the following information for any incident associated with an OPRI tracking number:
 - a. Whether the subject Member was wearing a BWC at the time of the incident.
 - b. Whether the incident involved a violation of this General Order.
 - c. Whether any other Members who witnessed the incident were wearing BWCs.

G. When conducting internal or administrative investigations of incidents where BWCs are present, investigating officials shall:

1. View all available BWC footage as part of their investigation.
 - a. Add a category (*i.e.*, "Internal Investigations OPRI" or "Internal Investigations District") to the recordings related to their investigations.
 - b. Document whether their investigative findings are consistent with available BWC footage and address the existence of any material discrepancies between subject, complainant, or witness statements and the BWC footage.



- c. OPRI shall limit access to the BWC recordings during any internal investigation.

H. When completing internal investigations, officials shall also include the following information in the “Prologue” and any other sections of the investigation as appropriate:

- 1. A listing of each member, including a badge number, present at the incident;
- 2. Whether each member was equipped with a BWC, and whether the BWC was activated.

I. Investigating officials shall initiate a separate investigation to include creation of independent OPRI tracking numbers to document a policy violation related to the BWC. In addition, investigating officials shall include new OPRI tracking numbers in the “Discrepancy Section” of the original investigative report -- if one exists – in which the policy violation was discovered.

J. Warrants and Forcible Entries

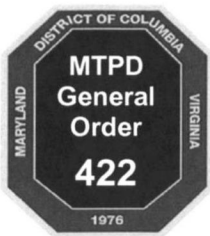
Absent exigent circumstances, all members participating in the execution of all searches Warrants, pre-planned arrest warrants and forcible entries shall activate their BWCs.

- 1. Members shall ensure that BWC recordings are categorized for retention purposes, as provided below:

Category	Resolved	Unresolved
1. Murder / Manslaughter	75 Years	100 Years
2. Felony Sexual Assault	75 Years	100 Years
3. All Other Sexual Offenses	5 Years	15 Years
4. Death Report / Suicide	75 Years	100 Years
5. Crime Involving a Public Official	15 Years	15 Years
6. All Other Felonies	10 Years	10 Years
7. Search or Arrest Warrant	6 Years	6 Years
8. Forcible Entries Absent Warrant	6 Years	6 Years
9. Internal Investigations (OPRI or District)	15 Years	15 Years

FOR OFFICIAL USE ONLY – Law Enforcement Sensitive

The information in this document marked FOUO-LES is the property of the Washington Metropolitan Area Transit Authority’s Metro Transit Police Department (MTPD) and may be distributed within the Federal Government (and its contractors) to law enforcement, public safety and protection, and intelligence officials and individuals with a need to know. Distribution to other entities without prior MTPD authorization is prohibited. Precautions shall be taken to ensure this information is stored and destroyed in a manner that precludes unauthorized access. Information bearing the FOUO-LES marking may not be used in legal proceedings without prior authorization from the originator. Recipients are prohibited from posting information marked FOUO/LES on a website or unclassified network.



10. First Amendment Assembly	5 Years	
11. All Other Misdemeanors	5 Years	
12. Use of Force	5 Years	
13. No-Papered Arrest (Felonies and Misdemeanors)	5 Years	
14. Contact/Stop/Citations/ Civil Infraction	5 Years	
15. Incident – No Arrest	5 Years	
16. Other Administrative Investigations	5 years	
17. BWC Testing	90 days	
18. Juvenile Victim [Youth and Family Services Division (YFSD) ONLY]	Indefinite	
18. Recordings subject to PARP requests, litigation or litigation holds	Original category retention or 8 years, whichever is longer; if request is withdrawn, the original category retention period will control.	
19. Metadata	5 years	

L. BWC Recordings Used in Training

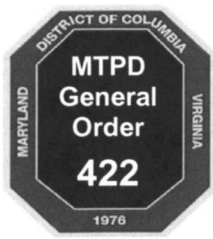
Members, through the chain of command, may suggest BWC recordings that may be of value for departmental training. Officials may also suggest BWC recordings that can be used for group discussions or other training. Any suggested recordings for training shall be reviewed and approved by OPRI. If approved by OPRI, the BWC recording will be forwarded to the Deputy Chief for Administrative Services Bureau for final approval. The BWC Program Manager, upon approval, will categorize the video as “Training” in the MTPD database.

100.10 RESPONSIBILITIES OF OFFICIALS AND SUPERVISORS

A. Sergeants shall:

FOR OFFICIAL USE ONLY – Law Enforcement Sensitive

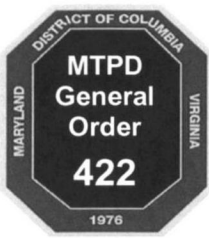
The information in this document marked FOUO-LES is the property of the Washington Metropolitan Area Transit Authority's Metro Transit Police Department (MTPD) and may be distributed within the Federal Government (and its contractors) to law enforcement, public safety and protection, and intelligence officials and individuals with a need to know. Distribution to other entities without prior MTPD authorization is prohibited. Precautions shall be taken to ensure this information is stored and destroyed in a manner that precludes unauthorized access. Information bearing the FOUO-LES marking may not be used in legal proceedings without prior authorization from the originator. Recipients are prohibited from posting information marked FOUO/LES on a website or unclassified network.



2. Issue BWCs only to members who have received MTPD's BWC training.
3. Remind members at the beginning of each shift to check that BWCs are fully charged and functioning with appropriate mounting equipment.
3. Store any damaged or malfunctioning BWC equipment in the district safe and notify a BWC Coordinator immediately of the malfunction.
4. Replace any malfunctioning or inoperable BWCs with another BWC immediately upon being notified of the malfunction when a BWC Unit Coordinator is not available. A Sergeant shall notify the BWC Unit by email of any such replacement.
5. Conduct internal investigations regarding any damaged or lost BWCs and equipment.
6. Note on the daily assignment schedule any members deployed without a BWC and document the serial number and BWC number of any BWC temporarily issued to a member.
6. Review, in a timely manner, all recordings categorized as "For Supervisory Review," and then re-categorize any incorrectly categorized recordings.
7. Conduct reviews of the BWC recordings to check that all devices are functioning correctly by randomly picking at least one incident for each Member of their squad every quarter; the review shall also include checking the Member's compliance with the requirements of this General Order.
8. Remind Members to turn in their BWCs prior to the end of their shift and store BWC devices in designated, secured locations at MTPD facilities.

B. BWC Unit Coordinators shall:

1. Provide technical support to Members in their assigned units who have BWCs.
2. Replace any malfunctioning or inoperable BWCs with another BWC immediately upon being notified of the malfunction.
3. Return to the Quartermaster the BWCs of members who have been, or are anticipated to be, in less than full duty status for 30 days or more and notify the MTPD BWC Program Manager of any returns.
4. Report any malfunctioning or inoperable docking stations to the BWC Manager.
5. Conduct annual reviews of members' BWC recordings to determine whether members are recording mandatory events as outlined in this General Order.



6. Document BWC equipment malfunctions and failures, and within five business days of notice of the malfunction or failure, make a request of the vendor to repair and/or replace the equipment.
7. Conduct quarterly reconciliations of BWC assignments with the Quartermaster.

C. District/Division Commanders shall verify each Member has received the required BWC training prior to being issued a BWC and will be responsible for oversight of BWCs in their Districts and/or Divisions in compliance with this General Order.

D. The MTPD BWC Program Manager shall:

1. Serve as the custodian of records for all BWC recordings.
2. Serve as the system administrator of any BWC software applications.
3. Be responsible for coordinating and tracking requests for BWC recordings from other law enforcement agencies.
4. Delete accidental recordings.
5. Serve as the primary point of contact with the BWC vendor.

E. The MTPD Quartermaster shall:

1. Obtain the BWCs and coordinate their distribution through the BWC Unit Coordinators.
2. Maintain an inventory of BWCs and provide BWC Unit Coordinators a list of all assigned BWCs on a quarterly basis for reconciliation.

F. Bureau Chiefs shall institute a process to verify that BWC recordings of papered cases and no-papered arrests are categorized appropriately.

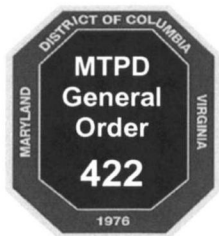
100.11 INTERNAL WMATA REQUESTS:

Internal WMATA requestors outside of MTPD, who need access to a BWC recording for investigations or any authorized administrative or litigation purpose, may request BWC recordings by MTPD-BWC-FORM_002_00_Body Worn Camera Request Form.

100.12 External Law Enforcement Requests for BWC Recordings

External requests from law enforcement agencies for BWC recordings will be provided through a process to be determined by the Chief of Police or his/her designee. **100.13**

FOR OFFICIAL USE ONLY – Law Enforcement Sensitive
The information in this document marked FOUO-LES is the property of the Washington Metropolitan Area Transit Authority's Metro Transit Police Department (MTPD) and may be distributed within the Federal Government (and its contractors) to law enforcement, public safety and protection, and intelligence officials and individuals with a need to know. Distribution to other entities without prior MTPD authorization is prohibited. Precautions shall be taken to ensure this information is stored and destroyed in a manner that precludes unauthorized access. Information bearing the FOUO-LES marking may not be used in legal proceedings without prior authorization from the originator. Recipients are prohibited from posting information marked FOUO/LES on a website or unclassified network.



EXTERNAL, NON-LAW ENFORCEMENT, REQUEST FOR BWC RECORDING

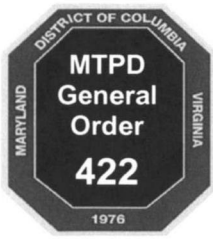
External requests for BWC recordings, other than from law enforcement agencies, shall be processed in accordance with the normal course of business. Any third party that is not a law-enforcement agency shall pay any and all costs associated with such preparation, review, and production of BWC video. For instances in which BWC recordings are not released in the normal course of business, such requests shall be processed pursuant to WMATA's Public Access to Records Policy ("PARP") including payment of processing fees in accordance with PARP.

100.1 REFERENCES

1. General Order 336 (Preliminary Investigation of Sexual Assaults)
2. General Order 130 (Use of Force)
3. General Order 701 (Courts)
4. General Order 325 (Contacts, Stops and Frisks)
5. WMATA's Public Access to Records Policy ("PARP")

100.13 ATTACHMENTS

1. Attachment A: Body Worn Camera Approved Wearing Methods
2. Attachment B: Body Worn Camera Request Form
3. Attachment C: Body Worn Camera Malfunction/Failure to Activate Form



100.14 APPROVAL

I hereby approve this General Order and charge all named responsible for the implementation of this General Order.

A handwritten signature in black ink, appearing to read "M. Anzallo", written over a horizontal line.

1-30-2023

Approved:
Michael L. Anzallo
Chief of Police
Metro Transit Police Department

Date