GENERAL ORDERS		NO: 14-11
BANK ALARM RESPONSE		
PAGE 1 OF 2		**AUTHORITY: CHIEF CHRISTOPHER J. PREMO**
EFFECTIVE DATE: 10/07/2014	AMMENDMENT DATE:	

Bank Alarm Response Policy

Daytime Response (Business hours when the bank is open)

1. Patrol will respond with emergency lights activated only.
2. Desk Officer will telephone the bank and tell the bank employee that there is an alarm activation and then ask the employee for the proper response phrase. THE ONLY CORRECT RESPONSE IS THE MONTH THEN THE DAY THEN THE YEAR. If an alarm comes in on 12/04/13 then the only correct response from the Bank employee will be December 4th 2013. Any response other than this and the Officer will consider it a duress situation. The following actions will be taken.
   a. Immediately notify responding patrols and the shift supervisor of a duress situation. This can be done by simply telling the patrols that you have a duress response.
   b. Patrols will hold their positions, monitoring the bank from a location that the suspect (s) cannot see you, but you can see the bank, and keeping the desk informed of any activity around the bank.
   c. A second unit will then be dispatched if one is available otherwise you will notify the State Police for assistance.
   d. Shift supervisor will notify the Chief of Police and then go to the scene.

UNDER THESE CIRCUMSTANCES A UNIFORMED OFFICER SHOULD NOT GO INTO THE BANK. The intent of this policy is to allow the suspect (s) to leave the bank before being confronted. We do not want a hostage situation.

Non- Duress Response (Bank employee gives the proper code):

1. Desk Officer will notify patrols of a non – duress response.
2. Patrols will hold positions and observe the bank long enough to make sure that customers are coming and going freely.
3. One Officer will then enter the bank and inform a bank Manager or assistant Manager and try to ascertain why the alarm was activated. Once the Officer is certain that no problem will exist he will notify the desk of same.

Nighttime Response (Bank is closed such as nights and weekends):

1. Alarm company will call the Police Department and will also call a bank employee (key holder)
2. Patrols will respond with emergency lights activated.
3. Patrols will take up a position from which they can observe the bank to see if there is any activity in or near the bank.
4. If it is found that entry into the bank has been made or there is a possibility that someone is in the bank, notify the shift supervisor at once and wait for further instructions. DO NOT ENTER THE BANK.
5. When an employee arrives the Officer will enter the bank FIRST and check the interior. Once the bank has been thoroughly checked the Officer and bank employee will try to ascertain why the alarm was activated.
6. When the bank has been checked and secured by the employee, the Officer will notify the desk and resume patrol.
7. If the bank employee chooses not to respond to the bank, the patrol will check the exterior of the bank and report its condition to the shift supervisor.

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February 17, 2015

To All Members:

There is a new policy for the body worn cameras. This is now in the rules and regulations. All members are to sign below that they have read this policy.

Sgt. Smith _____

Sgt. Merrick _____

Sgt. Fountain _____

Sgt. Bolster _____

Officer Crawford _____

Officer Miller _____

Officer Preve _____

Officer Martin _____

Officer Andre _____

Officer Hebert _____

Officer Young _____

Officer Arcadi _____

Officer Pecore _____

Chief Christopher Premo

GENERAL ORDERS		NO: 24-02
Body Worn Cameras		
Page **1** of **6**		**AUTHORITY: William T. Andre**
EFFECTIVE DATE: 4/26/24		AMMENDMENT DATE: 9/10/25

Body Worn Cameras (BWCs)

I. Purpose

This policy provides guidelines for the utilization, operation, and maintenance of the Axon Body 2 recording device and associated mobile applications as well as the retention and security of the resulting recordings.

II. Policy

It is the policy of the Malone Village Police Department that all uniformed officers be issued an Axon Body 2 recording device, hereafter referred to as Body Worn Cameras (BWC/BWCs), and to use the same in accordance with this policy. Officers at their discretion may download the associated mobile applications to their personal smart devices and use the same in accordance with this policy. The Department has adopted the use of BWCs to assist in accomplishing the Department's mission. BWCs allow for accurate documentation of police contact with the public, ensure officers are held to the highest standards of professionalism and integrity, as well as protect the Department and Village of Malone against false claims of misconduct. BWCs enhance the Department's ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes. BWCs also provide information that can be used as training opportunities and for the evaluation of officers. This policy does not apply to the use of surreptitious recording devices used in covert/undercover operations.

III. Definitions

Axon Capture: A mobile application that allows a smart device to capture images and upload same to cloud storage;

Axon View: A mobile application allowing a user to view BWC recordings prior to their upload to cloud storage;

Body Worn Camera (BWC): A mobile video and audio recording device issued by the Department, specifically an Axon Body 2, utilized by officers during the course of their duties.

BWC recording: Audio and video recordings as well as metadata from BWCs.

BWC System: The BWC and all associated equipment and software installed on Department computers.

BWC System Administrator: A sworn member of the Department appointed by the Chief of Police who has been granted full access and data management rights within the BWC software and cloud storage data system (evidence.com).

Cloud storage: Storage space provided through evidence.com to temporarily keep BWC recordings.

Digital evidence: BWC recordings or images captured using Axon capture that may have evidentiary value.

Docking Station: Hardware connected to the Department's network designed to upload data contained on BWCs.

Enforcement Related Activities: Circumstances that arise during an Officer's tour of duty including but not limited to:

1. Calls for service;
2. Detainments of Persons or Vehicles (traffic stops, field interviews);
3. Courtesy transportation of community members;
4. Property damage accidents and Personal Injury accidents;
5. Domestic disputes;
6. Emergency responses (e.g. fire, EMS assist);
7. Execution of search warrants;
8. Arrests and Arrestee transports;
9. Pursuits (vehicle and foot);
10. Investigative actions;
11. Situations where contact with antagonistic or confrontational community members is likely;
12. Uses of force;
13. Any interaction where the officer feels danger is imminent or the contact should otherwise be documented;

Metadata: Data entered into or generated by the BWC that provides context or more information to a BWC recording (markers, text, etc.)

Mute: Actively recording video but not the audio of a BWC recording.

Serious incident: Any incident involving Department personnel resulting in serious physical injury or death to any person as a result of police action or involvement, including use of physical force or deadly physical force, vehicle or foot pursuits, motor vehicle accidents, other accidental injury or death, or any death or physical/serious physical injury occurring while in police custody.

Prohibited recording: Circumstances for which BWC recording is prohibited including but not limited to:

1. Officer reprimands, counseling sessions, or evaluations;

2. Officers in Department locker rooms;
3. Inside restrooms unless enforcement activity is likely;
4. During contacts with undercover Law Enforcement personnel;
5. During the planning of field operations;
6. During a strip or body cavity search;

Retention category: A selection made in evidence.com designed to schedule a BWC recording for automatic deletion from cloud storage.

IV. Program Management

The Chief of Police shall designate a BWC System Administrator who holds the rank of Sergeant to be responsible for the following duties and responsibilities:

1. Liaison with BWC vendor for returns, repairs, and replacements of BWCs;
2. Maintain an accurate inventory of BWCs to include personnel assignment;
3. Ensuring that BWC recordings are tagged with the appropriate retention category and thereby scheduled for deletion from the cloud;
4. Ensuring digital evidence is burned to a disc;
5. Redacting sensitive, confidential, or otherwise protected portions of BWC recordings as needed;
6. Responding as directed to assist with access to, and/or copies made, of BWC recordings;
7. Manage Department evidence.com account;
8. Create user accounts for new officers;
9. Generate community link for ease of access with partner agencies as needed;
10. Any other duties related to the BWC program as assigned by the Chief of Police or their designee;

V. BWC Use

Officers assigned BWCs are required to activate their BWC as outlined in section VI of this policy. BWCs will be used only during official Department operations unless authorized by the Chief of Police. The BWC shall remain activated until the enforcement related activity is concluded to ensure the integrity of the recording. The mute function associated with the BWCs is disabled. Officers assigned to the Tri-County Special Response Team (SRT) may use their Department issued BWC in accordance with SRT policy. Officers must tag all BWC recordings with the appropriate retention category no later than the start of their next tour.

VI. BWC Recordings

Activation of BWCs is mandatory for all enforcement related activities. Activation will occur immediately before engaging in an enforcement related activity unless it is not safe and practicable, e.g., the officer cannot immediately activate the BWC due to an imminent threat to the officer's safety, physical resistance, flight, or other factors rendering immediate activation impractical. **In such cases, the officer will activate the BWC as soon as possible**. De-activation of the BWC shall not occur until the activity is concluded or until an individual is being recorded by other Department security systems

(e.g. processing room, interrogation room). Failure to activate the BWC during an enforcement related activity must be documented and supervisory notification must be made as to why. Officers may not edit, alter, erase, publish, share, or allow any non-Department member to view BWC recordings or any portion thereof. Officers may not create copies of BWC recordings for their own personal use. At the discretion of the Chief of Police, copies of BWC recordings may be kept if they have training or historical value. Review of BWC recordings by community members must be authorized by the Chief of Police.

Mandatory circumstances for activation:

1. Any call for service;
2. The arrest or detainment of individuals;
3. Traffic stops;
4. Encounters with individuals in crisis;
5. Property damage automobile accident investigations;
6. Personal injury automobile accident investigations;
7. Pursuits of any nature;
8. Transportation of arrestees and courtesy transports for community members;
9. During the use of any physical force or deadly physical force;
10. During a serious incident;

Special circumstances for activation:

1. Officers must not record inside a courtroom unless they reasonably believe they will engage in an enforcement related activity;
2. Officers may temporarily deactivate or not activate their BWC while speaking with a confidential informant or when a community member requests same unless the officer feels the interaction should be recorded anyway;
3. Officers may mute or deactivate their BWCs while speaking with community members with privilege such as attorneys, members of the clergy, peer support counselors, and medical professionals;

Circumstances for which activation is prohibited:

1. Officers shall not activate their BWC during internal police conversations either openly or surreptitiously. This includes conversations among officers or other Department employees, conversations between supervisors and subordinates, conversations relating to personnel matters including but not limited to: conversations that are immaterial to investigations or in the field, performance evaluations, selection interviews, discipline, or counseling;
2. Officers shall not activate their BWC during conversations with representatives of the Union that are related to representing its Members or any official union meeting;
3. Officers shall not activate their BWC during any interview(s) relating to internal Department investigations being conducted by supervisory personnel or by any other agency performing similar functions;
4. Officers shall not activate their BWC while in a locker room or bathroom at any location unless they reasonably believe they will engage in an enforcement related

activity that requires mandatory activation;

5. Officers shall not activate their BWC while attending internal Department meetings and/or other law enforcement meetings with members of partnering law enforcement agencies.

VII. Access to BWC Recordings

Officers assigned BWCs may at their discretion install Axon capture and Axon view on their personal smart device. *Note - Axon capture utilizes a smart device's camera application to capture images and temporarily store same on the smart device. Once uploaded to the Department network, the images are automatically and permanently deleted from the smart device.* Officers utilizing Axon capture to secure images must upload them to the Department network at the end of their tour of duty. Officers who opt to install Axon view are encouraged to categorize their BWC recordings prior to docking their BWC at the end of their tour of duty. Officers may use Axon view to review BWC recordings from their BWC if available to assist in accurate report writing. They may also review BWC recordings for the same purpose through the evidence.com portal. Officers may review BWC recordings while conducting investigations, planning for field operations, preparing to provide testimony, conducting supervisory duties, and in the case of officers involved in the Department FTP, to assist with field training.

*****The purpose of using BWC recordings in writing reports is to maximize the accuracy of the report, not to replace the officer's independent recollection and perception of an enforcement related activity.*****

In the case of serious incidents involving officer use of force, to prevent their independent recollection and perception of the event from being affected, the officer shall complete their statement and reports prior to reviewing their BWC recording. Following completion of initial statements and reports, the officer will be allowed to review their BWC recording, preferably close in time to the force event as this may help reduce the potential risk that BWC recording details could replace memories that degrade with time. While watching the BWC recording, the officer should note any items that they did not perceive in real-time or anything that they perceived in real-time but is not reflected in the video. This will allow for the officer to provide a second statement, if necessary, to address any differences between their memory of the event and what is depicted in their BWC recording. It is to be expected that the officer's overall observations and immediate perceptions may differ from what is observable within the confines of the BWC recording. This policy recognizes that entirely honest officer statements may not completely align with some BWC recordings as video can have limited view, lack human senses, and often times is not able to relay all information an officer has of the events leading to the recorded moment in time.

VIII. Maintenance

Officers must equip their BWCs at the start of their tour of duty by attaching same to the magnetic mounting bracket or similar mounting device. The BWC shall be positioned on the officer's body in such a way that the BWC view is maximized, i.e. not blocked by clothing etc. Officers must inspect their BWC at the start of their tour for damage or defects. Officers must ensure their BWC is kept in clean and working order; that the battery is fully charged, and that BWC recordings have successfully been uploaded to the Department network. Officers must report defective, damaged, malfunctioning, or lost

BWCs to the BWC System Administrator. BWCs will be returned to the docking station at the end of the tour of duty so recordings and metadata can be uploaded to the Department network.

IX. Retention

Once placed in the docking station, Axon Body 2 recording devices automatically upload BWC recordings to evidence.com cloud storage. BWC recordings must be categorized by the individual officer. Uncategorized videos are held indefinitely and failing to categorize them may result in increased cloud storage costs to the Village. Digital evidence must be burned to a disc to ensure retention throughout the entire criminal proceeding including appeals. This includes digital evidence secured using the Axon capture application. All BWC recordings and images are held a minimum of 90 days on the cloud. Retention categories are as follows:

Call for service/Follow-up: BWC recording does not have evidentiary value (90 days);

Traffic stop: BWC recording depicts traffic stop and may have evidentiary value (90 days);

Evidentiary/Arrest: BWC recording that depicts an arrest or other relevant interaction that does have evidentiary value (120 days);

Felony arrest: BWC recording that depicts same as above but involving a felony (180 days);

Use of Force: BWC recording depicting a use of force (180 days);

Officer Injury: BWC recording depicting the injury of an officer (180 days);

Big Case: BWC recording depicting serious incidents (manual deletion);

Pending review: BWC recording depicting alleged misconduct (manual deletion);

X. Freedom of Information Requests

All digital BWC recordings are subject to open records requests as allowed by law. Open records requests for any BWC recordings will be subject to application in the same manner as any other record maintained by the Department open to a Freedom of Information request. All Freedom of Information requests are not to be released until reviewed by the Chief of Police, or by their designee. In situations where the Chief of Police is unavailable to review the request and provide the information requested in the time frame set by the Freedom of Information Law, their designee shall review and release/deny said BWC recordings. Data recordings that are the subject of a denied open records request must be maintained until the dispute between the Department and the person or entity requesting the recordings is resolved.

GENERAL ORDERS		NO: 15-8
Bullet Proof Vest		
PAGE 1 OF		**AUTHORITY: CHIEF CHRISTOPHER J. PREMO**
EFFECTIVE DATE: 06/01/2011	AMMENDMENT DATE:	

Purpose:

The purpose of this policy is to provide Law Enforcement Officers with guidelines for the proper use and car of body armor.

Policy:

It is the policy of this Law Enforcement agency to maximize Officer Safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of Officer Safety procedures.

Definitions:

Field Activities: Duty assignments and/or tasks that place or could reasonably be expected to place Officers in situation where they would be required to act in enforcement rather than administrative or support capacities.

Procedures:

A. Issuance of Body Armor

1. All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.

2. All Officers shall be issued agency-approved body armor.

3. Body Armor that is worn or damaged shall be replaced by the agency. Body Armor that must be replaced due to misuse or abuse by the Officer shall be paid for by the Officer.

B. Use of Body Armor

1. Officers shall wear only agency-approved Body Armor.

2. Body Armor shall be worn by recruit Officers during both classroom and field training.

3. Officers that are assigned to a uniformed function and non-uniformed sworn Officers are required to wear Body Armor while engaged in field activities both on duty and during off duty employment unless exempt as follows:

a. When an agency-approved physician determines when an Officer has a medical condition that would preclude wearing Body Armor.

b. When the Officer is involved in undercover or plain clothes work that his/her supervisor determines could be comprised by wearing Body Armor; or

c. When the Department determines that circumstances make it inappropriate to mandate wearing Body Armor.

C. Inspections of Body Armor

1. Supervisors shall be responsible for ensuring that Body Armor is worn and maintained as required by this policy through routine observation and periodic documented inspections.

2. Annual inspections of Body Armor shall be conducted for fit, cleanliness, signs of damage, abuse and wear.

D. Care, Maintenance, and Replacement of Body Armor

1. Officers shall routinely inspect personal Body Armor for signs of damage and for general cleanliness.

2. As dirt and perspiration may erode ballistic panels, each Officer shall be responsible for cleaning personal Body Armor in accordance with the manufacturer's instructions.

3. Officers are responsible for the property storage, maintenance and care of Body Armor in accordance with manufacturer's instructions.

4. Officers are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor for the uniform supply function.

5. Body Armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice.

E. Training

The Training Officer shall be responsible for:

1. Monitoring technological advances in the Body Armor industry that may necessitate a change in Body Armor.

2. Assessing weapons and ammunition currently in use and suitability of approved Body Armor to protect against those threats.

3. Providing training programs that demonstrate Body Armor's stopping power under actual firing conditions and that emphasize its safe and proper use.

4. Maintaining statistics on incidents where armor has or has not protected Officers from harm, including traffic accidents.