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[www.jocosherriff.org](http://www.jocosherriff.org) (web)

**Summary:**

This policy is taken from the Johnson County, Kansas, Sheriff's Office. The Johnson County Sheriff's Office has established standards and guidelines related to the capture and use of audio and video recordings via the Taser Axon video recording system. This system will be used to document events and capture data to be preserved in a web-based digital storage facility at Evidence.com. Once recorded, these recordings cannot be altered in any way and are protected with multiple layers of encryption.

**Document Text:**

JOHNSON COUNTY SHERIFF'S OFFICE

Number: 2011-04

SUBJECT: TASER AXON VIDEO/AUDIO RECORDING SYSTEM

Date of Issue: 05/18/2011

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Authority: Frank Denning, Sheriff

**POLICY**

The Johnson County Sheriff's Office has established standards and guidelines related to the capture and use of audio and video recordings via the Taser Axon video recording system. This system will be used to document events and capture data to be preserved in a web-based digital storage facility at Evidence.com. Once recorded, these recordings cannot be altered in any way and are protected with multiple layers of encryption.

**DEFINITIONS**

Audio Recording -- Electronic recording of conversation or other spoken words.

Axon Tactical Computer (ATC) -- A computer with a touch screen display that manages the video compression and storage which is then uploaded to Evidence.com.

Communications Hub -- Connects the head camera to the Axon Tactical Computer.

Event Mode -- In the Event Mode the ATC saves the buffered video and continues recording audio and video for up to 8 hours.

Evidence.com -- An online, web-based digital media storage facility that stores digitally encrypted data (photographs, audio and video recordings) in a highly secure environment. The recordings are accessible to authorized personnel based upon a security clearance.

Evidence Transfer Manager (ETM) -- A docking station that simultaneously recharges the Axon Tactical Computer and uploads all data captured during the shift to Evidence.com. The ETM ensures that evidence handling is secure and not altered.

Head Camera -- The audio and color video camera mounted on a fitted head bracket. The head camera can also be mounted on

glasses, hats or helmets.

Normal (Buffering) Mode -- The Axon continuously loops video recording for 30 seconds. It records only video in buffering mode.

Privacy Mode -- Activating the privacy button places the audio and video in a sleep mode. The audio and video are not recording in this mode.

Taser Axon -- Audio/video system consisting of primarily three components (Head Camera, Communications Hub and Axon Tactical Computer) worn on an officer to record events during his/her shift.

Video Recording -- Electronic recording of visual images with or without audio.

## GENERAL GUIDELINES

Johnson County Sheriff's personnel utilizing video and audio systems will adhere to the procedures outlined within this policy and within their divisions' procedure directives. The use of video and audio recording will be for the purpose of recording evidentiary data to assist in the enforcement and prosecution of federal, state and local statutes. It will also be used to provide an accurate record of an incident for investigative purposes, risk management, civil liability defense and enhancement of officer safety.

## PROCEDURES

### A. Taser Axon

1. Only those deputies who have completed approved training will be allowed to operate the Axon system.
2. Deputies will inspect the Axon system for any physical damage and to ensure the device is in working order at the beginning of their shift. Any problems will be reported immediately to their supervisor.
3. The Axon system shall be worn at all times the officer may become involved in an enforcement situation.
4. Deputies shall begin recording as soon as practical during a given situation and continue to record until the completion of the event, to include the recording of statements.
  - a. Once the situation stabilizes, if it is necessary to discuss issues or concerns with another officer or supervisor in private, the Axon may be temporarily muted or placed in Privacy Mode.
    - i. The intention to stop the recording will be noted by the deputy verbally on the Axon.
    - ii. As soon as the private conversation is completed, the Axon shall be returned to Event Mode.
5. When an incident arises that requires the immediate retrieval of a digital recording, (serious crime scenes, deputy involved shootings, department involved motor vehicle accidents), a supervisor shall respond to the scene to secure the ATC and maintain chain of custody.
6. Deputies shall document, in all reports, if the Axon system was utilized during an event and attach the appropriate case number to the video via the ATC or computer.
7. The Axon shall not be used in Sheriff's Office locker rooms, restrooms or any other place where there would be a reasonable expectation of privacy.
8. Deputies shall not record confidential informants or undercover officers.
9. The Axon will not be intentionally activated to record conversations of fellow employees without their knowledge during routine, non-enforcement related activities.
10. Deputies may allow citizens to review any video or audio recording with approval from a supervisor.
11. Deputies will immediately report to their direct supervisor any loss of, or damage to, any part of the Axon equipment.
12. Any deputy who intentionally disables or damages any part of the Axon system or who fails to activate or deactivate the system required by this policy without a justifiable reason, will be held accountable and subject to criminal and/or internal disciplinary action.

### B. Media Storage for the Taser Axon

1. At the end of their shift, deputies shall place the Axon ATC into the Evidence Transfer Machine (docking station) for charging and uploading of media.
2. The ATC cannot be removed from the ETM until the data has been uploaded.
3. The media captured via the Axon will only be uploaded to Evidence.com and used for official purposes only.
4. Headbands, glasses, helmet mounts and earpieces will be assigned and maintained by the individual deputy.
5. Deputies may use media captured, directly from the ATC or Evidence.com, to assist with the investigation and complete reports.
6. Media captured via the Axon may be used for training purposes with proper authorization from the Sheriff or his designee.
7. Media captured via the Axon will be accessed through [www.evidence.com](http://www.evidence.com).
8. All recordings are the property of the Johnson County Sheriff's Office. No video or audio portions of a video will be released to persons outside the Sheriff's Office except as allowed for the release of record information.
9. Deputies will not make copies of any video or audio recording for personal use and are prohibited from using a recording device, such as a telephone camera or secondary video camera, to record media from Evidence.com or the ATC unit.

#### C. Review of Axon Media

1. Digital recordings shall be randomly reviewed by supervisors to monitor deputy performance, training, critique, early intervention inquiries, civil claims or administrative inquiry.
2. An investigator who is designated by the Sheriff or his designee and participating in an official Sheriff's Office investigation of a personnel complaint, claims investigation, administrative inquiry or criminal investigation may review specific incidents contained on digital recordings. Any other review will require the approval of the Sheriff or his designee.
3. Viewing rights and/or copies of media may be given to legal representation or media outlets only with the authorization of the Sheriff or his designee.
4. In no event shall any digital recording be used or shown for the purpose of deputy ridicule or embarrassment. This includes submission of any portion of a video to a media organization unless previously authorized by the Sheriff or his designee.

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