


East Haven Police Department 	Type of Directive: Policies & Procedures		No. 401.12
	Subject/Title: AVL and Officer Video Camera Use and Operation	Issue date: May 27, 2025	
		Effective Date: June 13, 2025	
	Issuing Authority: Honorable Board of Police Commissioners	Review Date: Annually	
References/Attachments: Connecticut General Statute: § 7-294s, § 29-6d, § 29-6d(g), Public Act 23-204, Public Act 24-13 Policies and Procedures #: 703		Rescinds: 401.11	
		Amends: N/A	

I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department (EHPD) regarding:
1. The activation and use of Automatic Vehicle Locators (AVL).
 2. The activation and use of in car Mobile Video Recorder (MVR) equipment.
 3. The activation and use of Body Worn Cameras (BWCs).
 4. The storage, maintenance and retention of recordings.

II. POLICY

- A. It is the policy of the East Haven Police Department to use AVL, MVR (the in-car video/audio recording systems), and BWCs to enhance the Department's effectiveness and to support officer safety.
- B. Personnel shall at all times be accountable for the readiness of the AVL, MVR, and BWC under their control. This includes notifying their supervisors of any malfunction or other problem. Failure to operate the equipment as described below and/or failure to notify a supervisor of a problem with the equipment as soon as is reasonably possible shall result in discipline.
- C. Personnel shall only use video and/or audio recording devices approved and issued by the Department.

- D. Personnel shall never use or activate any video and/or audio recording devices to record other Department personnel unless they are engaged in official law enforcement business.
 - 1. Personnel shall never record the conversations of fellow employees without their knowledge when not engaged in law enforcement activities.
- E. Activation of video and/or recording devices is limited to situations involving official police activities authorized by law or court order, and investigation of law violations as described herein; accordingly, failure to adhere to the provisions of this policy will subject an officer to disciplinary action up to and including termination.

III. DEFINITIONS

- A. Automatic Vehicle Locator (AVL): Equipment that utilizes a Global Positioning System (GPS) to remotely track the location of designated Department vehicles.
- B. Body Worn Camera (BWC): An audio and video recording device affixed to an officer's uniform to document investigations and interactions with the general public.
- C. Deactivate: Deactivate means to press the designated selection button to stop the BWC from actively recording video and audio while the power to the device remains on. Deactivating the BWC will terminate the active audio recording, and a new recording will be initiated upon reactivation of the device.
- D. Live Streaming: A feature available through the Axon Evidence Online Portal and Axon Respond mobile application for authorized users to remotely view an officer's MVR and/or BWC recording in real time.
- E. Mobile Video Recorder (MVR): Audio and video recording equipment that is permanently installed in designated Department vehicles to document investigations and interactions with the general public.
- F. Mute: Mute means to press the designated selection button on the BWC to cause the audio to stop recording while the video continues to record.
- G. Recording Device: Any audio and/or video recording device that has been approved and issued by the Department.
- H. Turning BWC on or off: Turning BWC on or off means to press the selection button on the BWC to turn on or off power to the device.
- I. Unmute: Unmute means to press the designated selection button on the BWC to resume recording the audio of a continuous video record.

IV. PROCEDURES

- A. Use of the AVL
 - 1. Members shall not tamper with the GPS receiver, antenna, wiring, and software or attempt to hinder the systems designed performance in Department vehicles. Violations shall result in disciplinary action.

2. No officer shall operate a police vehicle while working patrol unless the police vehicle's AVL is fully functioning and operational.
 - a. Any problem with a police vehicle's AVL shall be reported to an on-duty supervisor as soon as possible after being discovered.
 - 1) Police vehicles with malfunctioning AVLs shall be taken out of service, absent exigent circumstances, until it has been repaired.
 - b. If an exigent circumstance occurs, in which a vehicle with a non-functioning AVL must be used for patrol, a supervisor must submit the justification in writing via email to the Head of the Patrol Division. Said emails will be stored and maintained on the Department's sever.
 3. AVL inquiries and official AVL playback requests can be made by supervisors, authorized staff (for the purpose of a criminal/internal investigation), or through a public record request.
 4. When applicable, supervisors shall review all AVL recordings of the officers listed in any Department report for any incident involving injuries to a prisoner or an officer, vehicle pursuits, or misconduct complaints, etc.
- B. Use of MVRs and BWCs
1. BWCs and MVRs assigned/issued to officers are the responsibility of the officer they are assigned to.
 2. At the beginning of each shift, officers shall test and inspect their MVR and BWC to ensure they are working satisfactorily.
 - a. To ensure the MVR is operating properly, officers shall:
 - 1) Ensure the MVR is positioned and adjusted to properly record.
 - 2) Ensure the MVR automatically activates when the vehicle's emergency lights are in operation. The power supply of the MVR must be on at all times. The only exception will be at the completion of the officer's shift.
 - b. If the MVR and/or BWC are determined to be functioning improperly, the officer shall notify a supervisor and immediately be assigned/issued a replacement, when possible.
 - 1) No officer shall operate a police vehicle while working patrol unless the vehicle's MVR is fully functioning and operational.
 - a) If an exigent circumstance occurs, in which a vehicle with a non-functioning MVR must be used for patrol, a supervisor must submit the justification in writing via email to the Head of the Patrol Division. These emails will be stored and maintained on the Department's server.
 - c. Damaged or lost MVRs/BWCs shall be immediately reported to a supervisor so a repair or replacement can be made.

3. Officers shall wear their assigned BWC on their outer-most garment and shall position such BWC above the midline of such officer's torso.
4. Officers who are assigned to a federally deputized task force, shall comply with this directive as modified by the policy of the federal agency to which they are assigned.
5. Officers working non-uniform assignments shall adhere to the requirements for the wear and activation of BWCs as set forth in this directive, except when such wear and/or activation would hinder the performance of duty or readily identify the officer as a police officer when such identification would be detrimental to their assignment, duties, or mission.
6. Officers who are assigned/issued a BWC **SHALL** activate their assigned BWC prior to any interaction with the public in a law enforcement capacity.
 - a. For the purposes of this policy, "interacting with the public in a law enforcement capacity," means that a police officer is in personal contact with one or more members of the public, the purpose of which is to conduct a self-initiated investigation into, or to respond to a third-party complaint involving, the possible commission of any offense, violation or infraction. Personal contact refers to direct and individualized interaction or communication between an officer and one or more members of the public.
7. In addition, BWCs and MVRs shall be activated to record the following:
 - a. Vehicular pursuits.
 - b. With a person in which there is a potential for arrest.
 - c. Any pedestrian and/or traffic stops.
 - d. Motorist assists.
 - e. Any investigative call for service.
 - f. Conducting interviews or taking statements from suspects, witnesses and victims.
 - 1) This section does not apply for interviews or statements that are taken within an interview room equipped with audio and video recording equipment that is activated.
 - g. Transporting and processing arrestees.
 - h. Any incident or event not otherwise prohibited by this directive, which may be dangerous, unpredictable, or potentially useful for department training purposes.
 - i. Situations where a police officer, by reason of training and experience, determines that the incident should be documented on video.
 - j. Foot pursuits.

- k. Any incident or event not otherwise prohibited by this directive, where the officer anticipates a use of force encounter may occur.
 - l. Serving arrest warrants.
 - m. Interactions with individuals in which there is a potential for arrest.
 - n. The circumstances at crime and accident scenes or other events such as the confiscation and documentation of evidence and contraband.
 - o. Any proactive self-initiated call for service in which law enforcement action can reasonably be anticipated.
8. This section does not apply if an officer is not assigned/issued a BWC.
9. This section does not apply if an officer is operating a non-patrol vehicle which is not equipped with a MVR.
10. The BWC/MVR shall not be paused during an incident.
- a. Muting a BWC/MVR for an approved reason does not constitute pausing a recording.
11. If any circumstance occurs, where an officer fails to record as required by this directive, including but not limited to, malfunctions, failure to activate his/her BWC/MVR, failure to record the entire contact, failure to unmute the BWC after muting, or interrupting a BWC/MVR recording; they shall submit a report to their supervisor documenting the circumstances of the occurrence unless it is otherwise allowed by this directive.
- a. The supervisor will then review the justification and document such review in the Law Enforcement Administration System (LEAS) Department Review reporting module. Disciplinary action will be taken if necessary.
 - b. At no time shall an officer disregard his/her safety or the safety of the public for the purpose of activating or utilizing their BWCs/MVRs.
 - c. When circumstances prevent an officer from activating their MVR and/or BWC or cause a camera to become deactivated, the officer shall activate/reactivate their cameras as soon as practicable.
12. Officers are not required to notify the public when the BWC is in use. However, if asked, the officer will inform the person that he/she is being recorded.
13. Once a BWC and/or MVR is activated for the purposes of documenting an interaction with the public in a law enforcement capacity, it shall remain activated until the interaction is concluded in order to ensure the integrity of the recording, except as otherwise provided for by law or this directive. The conclusion of an interaction with the public occurs when an officer terminates his/her law enforcement contact with a member of the public.

- a. It is important to capture all conversations with the public during an interaction with law enforcement. Officers shall not deactivate BWCs/MVRs during an interaction with the public in a law enforcement capacity. However, officers may mute their BWCs/MVRs prior to the conclusion of an interaction with the public whenever officers are not in personal contact with members of the public, unless otherwise provided for in this directive.
 - 1) Prior to muting a BWC/MVR, the officer shall verbally state the reason such as “Officer Conference”, “Telephone call”, etc.
 - 2) The BWC/MVR shall not be turned off but may be muted when discussing law enforcement intelligence and/or strategy that is not publicly disclosable, as long as these conversations are not occurring while within personal contact with members of the public.
 - b. Prior to re-engaging contact with any subject involved in an incident/situation, the officer will confirm that the BWC/MVR is no longer muted and is once again actively recording audio and video.
14. Civilians shall not be allowed to review recordings made with a BWC/MVR at the scene.
15. Officers are encouraged to inform their supervisors of any video recorded footage that may be of value for training or evidentiary purposes.
16. Officers may review BWC/MVR recordings when preparing written reports of events to help ensure accuracy and consistency of accounts.
17. Intentionally failing to activate a BWC/MVR shall lead to disciplinary action.
18. Supervisors shall review all BWC/MVR recordings of the officers listed in any Department report for any incident involving injuries to a prisoner or an officer, uses of force, vehicle pursuits, or misconduct complaints.
19. Officers shall not erase, reuse, or in any manner alter or tamper with any type of BWC/MVR media.
20. Officers shall only use recording devices issued and approved by the Department.
- C. Situations where MVRs and BWCs are not to be activated or should be deactivated:
- 1. Except as otherwise provided by any agreement between the Department and the federal government, no officer shall use an MVR or BWC to intentionally record:
 - a. A communication with other law enforcement personnel, except that which may be recorded as the officer performs his/her duties.
 - b. An encounter with an undercover officer or informant.
 - c. When an officer is on break or is otherwise engaged in a personal activity.

- d. A person undergoing a medical or psychological evaluation, procedure or treatment. This does not apply while officers are on-scene for an initial response or while emergency medical responders are providing on-scene medical care.
 - e. Any person other than a suspect to a crime if an officer is wearing his/her BWC in a hospital or other medical facility setting.
 - f. In a mental health facility, unless responding to a call involving a suspect to a crime who is thought to be present in the facility.
 - g. Any private conversation to which an officer is not a party unless authorized by law (i.e. search warrant, subpoena, court order, etc.).
 - h. Any telephonic or other means of electronic conversation unless authorized by law (i.e. search warrant, subpoena, court order, etc.).
 - i. Strip searches.
 - j. In a locker room, changing room or restroom, unless confronting a violent or assaultive suspect or in an incident involving anticipated use of force, or an incident requiring police intervention or service response such as an overdose, suicide or other emergency involving the public which may take place in a locker room, changing room, or bathroom.
 - k. Any other circumstances as outlined by State law.
2. Deactivation of MVRs and BWCs under certain circumstances:
- a. Generally, MVRs and BWCs should remain activated until the conclusion of an incident, however, officers may deactivate MVRs and/or BWCs should an officer determine that, based upon the circumstances; the investigation could be significantly hampered if the recording were to continue. Whenever possible, officers should consult with a supervisor before making the decision to deactivate their MVRs and BWCs.
 - b. Whenever possible, an officer who deactivates their MVR and/or BWC during an incident in which this directive otherwise requires recording, shall both record on the camera the reason for the interruption or termination of recording prior to deactivating the MVR or BWC, and document such event in an incident report.
- D. End of shift procedures:
- 1. At the end of their tour of duty, officers shall upload any MVR and/or BWC recordings to the Department computer system.
 - a. All MVR and/or BWC videos shall be tagged within seventy-two (72) hours of the end of the tour of duty in which the recording occurred.
 - 1) As a standardized format, all videos shall be tagged with their respective ten (10) digit case number as reflected in LEAS.

- 2) The ten (10) digit case number shall be entered in the ID field of the MVR/BWC video (i.e. 2300000001). No special characters, such as a hyphen, shall be included when tagging a BWC video.
 - b. All recordings shall be appropriately tagged according to the retention category drop-down menu, located in the software used to view recordings.
 - c. Supervisors and/or the Records Division will ensure that BWC/MVR recordings are properly tagged to meet the retention requirements of this directive.
- E. Authorized Personnel Access to Uploaded Digital Multimedia Video Files
1. General access to digital multimedia video files shall be granted to authorized personnel only. Accessing, copying, or releasing any digital multimedia video files for other than official law enforcement purposes is strictly prohibited, except as otherwise required by State and Federal law of Policies and Procedures.
 - a. The Chief of Police or his/her designee may review specific BWC and MVR multimedia files for the purpose of training, performance review, critique, early intervention inquiries, civil litigation claims, administrative inquiry, or other articulable reason.
 - b. An officer may review a recording from his or her BWC and/or MVR equipment in order to assist such officer with the preparation of a report or otherwise in the performance of his/her duties.
 - c. If an officer is giving a formal statement about a use of force or if a police officer is the subject of a disciplinary investigation arising from a use of force in which a recording from BWC and/or MVR, is being considered as part of a review of an incident, the officer shall:
 - 1) Have the right to review such recording in the presence of the officer's attorney or labor representative and
 - 2) Have the right to review recordings from the other BWC and/or MVR recording equipment capturing the officer's image or voice during the incident.
 - d. Not later than forty-eight (48) hours following an officer's review of a recording, or if the officer does not review the recording, not later than ninety-six (96) hours following the recorded incident, whichever is earlier, such recording shall be disclosed, upon request, to the public, subject to the provisions of CGS § 29-6d(g).
 - e. Such disclosure may be delayed if the officer, due to a medical or physical response or an acute psychological stress response to the incident, is not reasonably able to review a recording under this subdivision, but in no event shall disclosure be delayed more than one hundred forty-four (144) hours following the recorded event.
 - f. If a request is made for public disclosure of a recording from camera BWC and/or MVR of an incident about which the following are true, any officer whose image

or voice is captured on the recording shall have the right to review such recording in the presence of the officer's attorney or labor representative.

- 1) A police officer has not been asked to give a formal statement about the alleged use of force or
 - 2) A disciplinary investigation has not been initiated.
- g. Not later than forty-eight (48) hours following an officer's review of a recording, or if the officer does not review the recording, not later than ninety-six (96) hours following the request for disclosure, whichever is earlier, such recording shall be disclosed, upon request, to the public, subject to the provisions of Connecticut General Statutes §29-6d(g).
 - h. Such disclosure may be delayed if the officer, due to a medical or physical response or an acute psychological stress response to the incident, is not reasonably able to review a recording under this subdivision, but in no event shall disclosure be delayed more than one hundred forty-four (144) hours following the recorded event.
2. Under no circumstances shall any individual with access to BWC and MVR media or data files be allowed to use, show, reproduce or release recordings for the purpose of ridicule or embarrassment of any officer or individual, or for other non-law enforcement purposes. This includes disclosure of any portion of a BWC and/or MVR video file to a media organization unless such disclosure has been approved by the Chief of Police or his/her designee.
 3. Digital multimedia video files may be reviewed by individuals other than the recording officer in any of the following situations:
 - a. By a Department member investigating or adjudicating a complaint regarding a specific act of officer conduct.
 - b. By technical support staff for purposes of assessing proper functioning of a BWC or MVR.
 - c. By the Internal Affairs Officer (IAO) or person(s) designated by the Chief of Police, when participating in an official misconduct investigation concerning a specific act or officer conduct alleged in a complaint of misconduct.
 - d. By a sworn law enforcement officer who is participating in a criminal investigation.
 - e. By the Town's legal representative.
 - f. Law enforcement personnel may review a recording from his/her BWC or MVR equipment in order to assist such officer in providing a statement as a witness to events which are subject of a department internal administrative inquiry, including officer shooting investigations.

- g. By representatives of the Division of Criminal Justice, municipality attorneys, Officer of the Attorney General, retained counsel and other representatives authorized by the municipality such as municipal insurance carriers, in the course of their official duties.
 - h. By other Department personnel as authorized by the Chief of Police or his/her designee.
 - i. Any other personnel designated by the Chief of Police.
 - 4. Unauthorized use, duplication, and/or distribution of BWC/MVR files are prohibited. Employees shall not make copies of any BWC/MVR recording for their personal use and are prohibited from using an unauthorized device such as a phone camera or secondary video camera to record BWC/MVR files.
 - a. This section does not prohibit sharing BWC/MVR recordings with other officers or law enforcement agencies as part of official investigations.
 - b. Distribution of BWC/MVR recordings must have prior authorization and approval from the Chief of Police or his/her designee.
 - c. This section does not apply when redacting a copy of a recording to comply with State and Federal privacy disclosure laws, provided that the original recording is not edited or altered in any way.
 - 5. Officers are strictly prohibited and shall not edit, alter, or erase BWC/MVR recordings.
 - a. This section does not apply when redacting a copy of a recording to comply with State and Federal privacy disclosure laws, provided that the original recording is not edited or altered in any way.
- F. Releasing or Duplicating Body-Worn and Dashboard Cameras Recordings
- 1. Processing Freedom of Information Act (FOIA) requests:
 - a. Video, audio, and other files created using BWC or MVR are generally considered public records and are subject to disclosure in accordance with the Freedom of Information Act. Such records are also subject to the exemptions to disclosure contained within the FOI Act.
 - b. The following records created using BWC or MVR are not subject to disclosure under the Freedom of Information Act and any such record shall be confidential:
 - 1) The recording of an occurrence or situation described in paragraphs IV C1(a)-(f).
 - 2) The recording of an occurrence or situation described in paragraphs IV C1 (g)-(j), if disclosure could reasonably be expected to constitute an unwarranted invasion of personal privacy or if exempt as otherwise provided by any federal law or state statute.

- 3) The recording of the scene of an incident that involves the following, if disclosure could reasonably be expected to constitute an unwarranted invasion of personal privacy in the case of any such victim described below:
 - a) A victim of domestic or sexual abuse.
 - b) A victim of homicide or suicide.
 - c) A deceased victim of an accident.
 - d) The recording of a minor, except that a record of a minor shall be disclosed if:
 1. The minor and the parent or guardian of such minor consent to the disclosure of such record.
 2. A police officer is the subject of an allegation of misconduct made by such minor or the parent or guardian of such minor, and the person representing such officer in an investigation of such alleged misconduct requests disclosure of such record for the sole purpose of preparing a defense to such allegation.
 3. A person is charged with a crime and defense counsel for such person requests disclosure of such record for the sole purpose of assisting in such person's defense and the discovery of such record as evidence is otherwise discoverable.
- d. All FOIA requests for BWC and/or MVR digital multimedia video files shall be processed through the Records Division or as approved by the Chief of Police or his/her designee.

G. Live Streaming Feature

1. The Live Streaming feature of the MVR and BWC enables an authorized user to see, hear, and communicate through the MVR and BWC in real time. Via the Axon Evidence Portal or the Respond mobile application, an authorized user can view on a map the location of the MVRs and BWCs that are recording and select a recording device to immediately view in real time what is occurring on scene.
 - a. The Live Streaming feature can only be activated when an MVR or BWC is already recording, and only the officer wearing the BWC can initiate a recording. The Live Streaming feature cannot turn on, activate, or initiate a recording on the MVR or BWC.
2. Live Streaming should not be utilized for mere suspicion and/or curiosity factors.
3. Live Streaming should only be used to enhance an on-duty supervisor's situational awareness at an active, hostile, and/or rapidly evolving scene to ensure officer safety and provide necessary support.
4. The Live Streaming feature may be used during, but are not limited to the following incidents:

- a. Foot Pursuit.
 - b. Vehicle Pursuit.
 - c. High Risk Motor Vehicle Stop.
 - d. Armed Suspect.
 - e. Tactical Team Deployment.
 - f. Officer involved Shooting.
 - g. Hostage Situation.
 - h. Officer requesting Assistance.
 - i. Taser Deployment.
 - j. Uncooperative Suspect.
 - k. Any high risk, volatile, rapidly evolving incident that requires Live Stream for situational awareness and officer safety.
5. The BWC will notify an officer of the live stream feature being activated through a unique audio alert, a vibration of the BWC, a blinking purple LED and the appearance of the live stream icon on the BWC's LCD screen.
 - a. If the BWC is in "stealth mode", the officer will be alerted only by the appearance of the live stream icon on the BWC's LCD screen.
 6. The MVR will notify an officer of the live stream feature being activated through a unique audio alert, a flashing purple LED and the appearance of the word "LIVE" on the screen of the Axon Computer Application.
 7. Personnel authorized to use the Live Streaming feature will only include on-duty supervisors and any other personnel as authorized by the Chief of Police and his/her designee. The Chief of Police may authorize personnel to utilize the Live Streaming feature outside of this Directive.

H. Supervisory Technology Review of MVR and BWC Recordings

1. Supervisors shall ensure officers under their supervision follow the requirements of this directive for the use and handling of MVR and BWC recordings.
2. Supervisors shall randomly review five (5) video recordings or thirty (30) minutes of video footage for each of their assigned personnel every three (3) months. The technology review periods shall coincide with the patrol shift bid and begin on the first (1) day of the months of January, April, July, and October. The supervisor will conduct the review to:
 - a. Assist in the periodic assessment of officer performance.

- b. Determine whether the MVRs and BWCs are operating properly and being used in accordance with this directive.
 - c. Identify any areas in which additional training, policy revisions or guidance may be required.
 - d. Identify any material that may be appropriate for evidentiary purposes.
 - e. A report of this review shall be completed in the LEAS DR reporting module by each respective supervisor.
3. The quarterly technology reviews shall be conducted and documented by the 10th of each month proceeding the end of each respective quarter (January 10th, April 10th, July 10th, October 10th).

I. Administrators

1. Administrator(s) designated by the Chief of Police shall be responsible for the following:
- a. Training personnel on the use of the MVR and BWC and the retention of data created by such equipment.
 - b. Oversee and administer the storage and management of all digital multimedia files generated by BWCs and MVRs.
 - c. Ensure that files and other data collected by BWCs and MVRs are retained for the duration of time set forth by the records retention schedule.
 - d. Ensure that files and other data collected by BWCs and MVRs that are subject to a preservation request or court order are appropriately preserved.
 - e. Ensure that files and other data collected by BWCs and MVRs are not erased or otherwise disposed of until properly authorized by the Officer of Public Records Administrator or as duly authorized or ordered by a court of law.

J. Control and Management of Recordings

1. MVR and BWC recordings containing information that may be of value for case prosecution or in any criminal or civil proceeding or in the investigation and adjudication of a citizen complaint shall be handled as evidence. All video recordings are subject to the same security restrictions and chain of evidence safeguards as detailed in Policies and Procedures # 703 - Evidence and Property Control.
2. The Chief of Police or his/her designee must approve the release of any MVR, and/or BWC recordings.
3. AVL, MVR and BWC recordings not scheduled for court proceedings or other Departmental uses shall be maintained for a minimum period of three (3) years. All

recordings shall be maintained in a manner that allows efficient identification and retrieval.

4. MVR and BWC recordings of a routine nature are exempt from the three (3) year retention requirements of this directive.
 - a. MVR and BWC recordings of routine calls for service shall be retained for a minimum of one (1) year.
 - b. It is the obligation of the officer that records a routine call for service with his/her assigned BWC to notify the Head of the Records Division in writing if they believe a recording should be retained for more than one (1) year.
 - c. The Department may also decide to retain any routine call for service for more than one (1) year.
5. The Department shall retain and preserve any recordings pertaining to a case that remains open and under investigation, involved in litigation, or is reasonably anticipated to lead to litigation for a minimum of four (4) years after disposition of the criminal or civil proceedings, or in accordance with the applicable records retention schedule; whichever is greater.
6. All recorded media, images, and audio recordings are the property of the Department and shall not be copied, released, or disseminated in any form or manner except as provided by this Directive.

K. Training

1. No officer shall use BWC or MVR equipment prior to being trained in the use of such equipment, and in the retention of data created by such equipment. Every officer must receive annual training on the proper use, care and maintenance of the BWC equipment and the retention of data created by such equipment (Connecticut General Statutes Section §7-294s).
2. Supervisors shall receive training on any functions or data access related to the use of BWCs or MVRs as required by their position. This training will be conducted upon promotion, and included as part of the annual BWC/MVR training.

L. Annual Reporting

1. In accordance with Connecticut General Statute § 29-6d, the Department shall complete and submit the Annual Body and Dash Cam Compliance Survey form, which shall be submitted to UCONN IMRP, no later than January 31st of each given year for the previous year.
 - a. In addition to this form, the Department is required to report any incidents in which a police officer of a law enforcement unit was found in an internal investigation conducted by such unit to have violated the Department's policy regarding the use of body-worn recording equipment or dashboard cameras.

M. Annual Administrative Review

1. An administrator of the BWC and MVR program, designated by the Chief of Police, shall annually conduct a review of the Department's program. This review may include, but is not limited to:
 - a. A review of the adherence to this directive.
 - b. A review of the policy and implementation of the program for possible improvements.
 - c. A review of the latest technology or equipment for possible improvements.
2. This administrative review shall be submitted to the Chief of Police for review.