**Arlington Heights Police Department**

**ILETSB Body Worn Camera Grant Narrative Component**

Department Overview:

The Arlington Heights Police Department is comprised of 139 full time employees, including 109 sworn police officers and 30 civilian personnel. All employees are dedicated to serving the 77,676 residents of the Arlington Heights community. Sworn officers are responsible for investigating and enforcing both local and state criminal offenses. All 109 sworn officers are issued body worn cameras to utilize in the performance of law enforcement related duties.

The Department is divided into three divisions: Administrative Services, Patrol, and Criminal Investigation and Community Services. Each division is led by a Deputy Chief who reports directly to the Chief of Police. The Deputy Chief of Administrative Services oversees the Office of Professional Standards / Internal Affairs, Records and Support Bureaus, which coordinate all support activity relative to the overall needs of the Police Department. The Patrol Division is responsible for the initial delivery of police services to the community and is comprised of the Patrol and Traffic Bureaus. The Criminal Investigation and Community Services Division provides both criminal and juvenile investigation and enforcement while responding to the needs of the community. The Division includes the Criminal Investigation Bureau and the Community Services Bureau.

Technical Issues:

Body Worn Cameras (BWC) with serial numbersX60A40814 and X60A49424 experienced ‘1004 errors’ in which the BWCs were essentially ‘frozen’ and would not record. Axon Support indicated the error was related to a software issue and recommended a hard reset. The recommendation did not fix the error. Axon Support requested the two BWCs be sent in and provided replacements to the Department.

Review Process by Supervisors:

Supervisors at the Arlington Heights Police Department shall review body worn camera footage pursuant to the AHPD General Order, 900 - Body Worn Cameras. The following is an excerpt from the general order establishing the review requirements:

900.7 Supervisor Responsibilities

1. Supervisors shall ensure officers equipped with BWC utilize them in accordance to policy and training.

2. If an officer reports a damaged or inoperable body camera, the supervisor will immediately provide a temporary replacement BWC to the officer.

3. When a supervisor becomes aware that a recorded incident pertains to a critical incident, the supervisor shall review only those recordings necessary and relevant to their investigative scope. The supervisor is responsible for forwarding the information via the chain of command. Critical incidents include, but are not limited to: a. Officer involved shooting b. In-custody deaths c. Officer involved traffic crash with fatalities or serious injuries d. On-scene complaints or use of excessive force e. Employee sustaining serious injury or death in the line of duty

4. Should an incident arise that requires the immediate retrieval of the recorded media, a supervisor, not directly involved in the incident, shall retrieve any body worn camera(s) that may have captured the incident, and ensure the proper upload of the recorded media. The officer(s) shall not return to duty until equipped with a fully functioning body camera. Supervisors shall ensure protected conversations with the appropriate counsel not take place until the device is removed or completely powered down.

5. Supervisors shall ensure that recording procedures are followed and that officers are submitting body camera media as required by both law and Department policy.

6. Monthly, supervisors will randomly review at least one (1) BWC recording per officer assigned under their command to ensure that the equipment is operating properly and that officers are using the cameras appropriately and in accordance with policy and training. a. The selection of recordings will be conducted in an impartial manner that promotes an equitable review of recordings from all officers under the supervisor’s chain of command. b. Supervisors shall document their review using the Supervisor Monthly Video Review form. Completed forms shall be forwarded to the BWC Program Coordinator through the chain of command. Arlington Heights Police Department BODY WORN CAMERAS BODY WORN CAMERAS - 5 3/25/2022 c. Supervisors shall not review recordings for the sole purpose of searching for violations of Department policy or law not related to a specific complaint or incident.

7. Supervisors shall identify any areas in which additional BWC training or guidance is required.

8. Recordings shall not be used to prepare performance evaluations unless used for the purpose of correcting substandard employee performance that was brought to the supervisor’s attention or highlighting commendatory performance of an employee.

9. Supervisors are authorized to review relevant body cameras recordings at any time to include when investigating alleged misconduct, reports of meritorious conduct or whenever such recordings would be beneficial in reviewing an officer’s performance. Recordings shall not be used to discipline officers unless: a. A formal or informal complaint of misconduct has been made; or b. Use of force incident has occurred; or c. The encounter on the recording could result in a formal investigation under the Uniform Peace Officers’ Disciplinary Act; or d. As corroboration of other evidence of misconduct.