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**SHERIFF**

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**TRAINING BULLETIN**

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**DEPARTMENT POLICY AND PROCEDURE MANUAL POLICY UPDATE: J-3600 and J-3650**

The changes listed below were made to the KCSO Department Policy and Procedure Manual and will be effective immediately.

Policies are available in the official version of the KCSO Department Policy and Procedure Manual, which is located on the SharePoint website. In accordance with DPPM A-0200, the manual will be maintained and updated on SheriffNet. The official KCSO Department Policy and Procedure Manual may be accessed by clicking on the link below:

<http://sharepoint/ProcedureManual/default.aspx>

Please note: This update bulletin provides only a summation of the revisions to the listed policies. Please review the full policies to ensure that you are familiar with the changes.

**Section J-3600 – Body Worn Cameras has been revised:**

- Defines the Mute Function (See below for Mute Function operation).
- Includes documenting the reason a deputy fails to unmute the audio.
- Identifies when the Mute Function is authorized replacing deactivation.
- Includes explanation of auto-tag.
- Includes explanation of Non-BWC Digital Evidence.
- Identifies and refers staff to the new Policy J-3650 regarding Body Worn Camera Review.

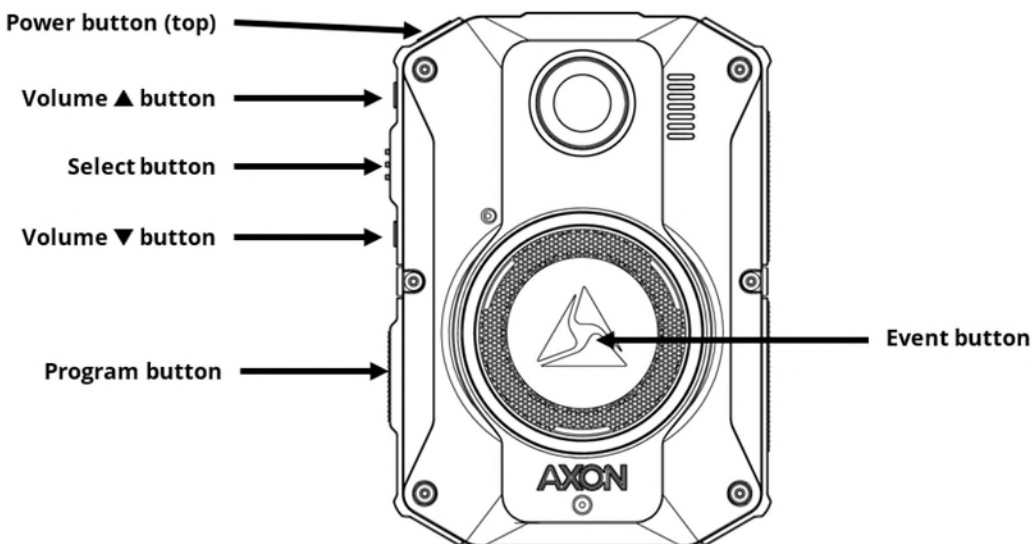
**Section J-3650 – Body Worn Camera Review has been added:**

- Establishes a policy to review, redact, audit, and produce data captured on body-worn cameras (BWCs).

### **AB3 BWC Mute Function**

- To activate the muting function on the AB3 BWC's you will need to press and hold the **Select** button for 3 seconds. This procedure needs to be completed while the camera is recording. The microphone off icon is shown on the camera display and the Operation LED will blink blue while the camera is muted.
- Press and hold the **Select** button another 3 seconds to re-enable the audio recording.

The Axon Body 3 camera has six buttons. The following image shows the button locations on the Axon Body 3 camera.



### **AS A REMINDER:**

#### **Axon Equipment Issues**

If your equipment is damaged and needs to be returned to Axon, please notify your supervisor, who may issue you a spare. An email will need to be sent to the Property Room and the BWC Unit. The damaged equipment needs to be returned to the Property Room to be replaced and returned.

#### **Requests for BWC Footage**

BWC users will be able to access their recordings; however, they will not be permitted to share such recordings. In the event BWC footage is requested from any party (i.e., District Attorney's Office, Allied Agency, etc.), please direct them to email [BWCRequest@kernsheriff.org](mailto:BWCRequest@kernsheriff.org). (The agencies that most commonly request video will be provided the updated process for requests via a separate email.) **This email is not for the general public.**

Any and all California Public Record Act (CPRA) requests need to be directed to the Civil Litigation Unit. The request forms can be found on the public KCSO webpage under forms.

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For questions or non-urgent equipment/system issues, please contact the BWC Unit at [BWCRequest@kernsheriff.org](mailto:BWCRequest@kernsheriff.org) or call 661-391-7490.

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