



## PENTAGON FORCE PROTECTION AGENCY REGULATION 5525.25

### BODY-WORN CAMERAS AND IN-VEHICLE DASH CAMERA PROGRAM

**Proponent:** Executive Director for Law Enforcement

**Effective:** April 23, 2024

**Releasability:** Limited. Document approved for restricted release available to personnel with common access card authorization on the PFPA Issuances Intranet site at [https://intranet.pfpa.mil/INT\\_PFPA\\_issu\\_ALL.html](https://intranet.pfpa.mil/INT_PFPA_issu_ALL.html).

**Approved by:** Chris Bargery, Director, Pentagon Force Protection Agency

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**Purpose:** This issuance:

- Establishes policies, assigns responsibility and provides procedures for the PFPA Body-Worn Cameras (BWC) and In-Vehicle Dash Camera Systems (IVC) program to reinforce PFPA's responsibility for protecting public and officer safety, pursuant to Executive Order 14074 and DoD Directive-type Memorandum 23-007.
- Demonstrates PFPA's commitment to transparency and accountability of its employees, assuring the public trust in officers and protecting employees from unjustified complaints of misconduct.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY.**

This issuance applies to all PFPA personnel: military, civilian, and contractor.

### **1.2. POLICY.**

a. It is PFPA policy to support Executive Order 14074 and DoD Directive-Type Memorandum (DTM) 23-007 with proper use of PFPA BWCs and IVCs in the course and scope of official law enforcement and investigative duties as set forth in this regulation.

b. BWCs and IVCs provide documentary evidence and helps in litigation. Law Enforcement Officers (LEO), as defined in this regulation, will use these devices and must adhere to the guidance provided in this regulation and related Operational Instructions and Standard Operating Procedures to ensure consistency in use, transparency in operations, and maintaining the integrity of evidence and related video documentation.

c. All LEOs assigned BWCs and IVCs must successfully complete PFPA training on their use, operation, data download, and evidence preservation requirements prior to implementation, and use the devices in accordance with their training and the provisions outlined in this issuance and additional instructions provided by their directorate or division.

d. PFPA limits BWC and IVC use to law enforcement and investigative activities. BWC and IVC recordings will capture video and audio evidence for use in criminal investigations, administrative reviews, and other proceedings protected by confidentiality laws and DoD policy.

e. PFPA employees will not record, copy, alter, erase, distribute, or otherwise modify in any manner BWC or IVC recordings except when directed by the PFPA Executive Director for Law Enforcement (EDLE) after consultation with Washington Headquarters Service/PFPA Office of General Counsel. Any violation of this provision is considered serious misconduct and subject to disciplinary action.

f. Use of BWCs by PFPA LEOs assigned to task forces or joint operations will follow the guidance and procedures of the lead agency or operational commander.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. DIRECTOR, PFPA**

The Director, PFPA:

- a. Has overall responsibility for the Agency regarding the PFPA BWC and IVC program, policies and implementation, and coordination with the Office of the Under Secretary of Defense for Intelligence and Security (OUSD(I&S)).
- b. Will make final Agency determination of release of BWC footage.

### **2.2. DEPUTY DIRECTOR, PFPA**

The Deputy Director, PFPA

- a. Serves as the primary coordinator for any interaction regarding release of information as the Senior Component Official for Privacy (SCOP).
- b. Establishes Agency annual privacy review supporting BWC and IVC devices and use.
- c. Ensures public posting of PFPA BWC and IVC policy in coordination with USD(I&S), the Assistant to the Secretary of Defense for Privacy, Civil Liberties, and Transparency (ATSD(PCLT)), the Assistant to the Secretary of Defense for Public Affairs (ATSD(PA)), and the General Counsel of the Department of Defense (GC DoD).

### **2.3. EDLE.**

The EDLE:

- a. Is the senior executive responsible for oversight and development of BWC and IVC program policies and procedures.
- b. Communicates directly with the OUSD(I&S) regarding policy and implementation of the BWC and IVC program.
- c. Establishes procedures for ensuring implementing policies and procedures comply with Executive Order 14074 and DTM 23-007.
- d. Implements BWC and IVC policies and procedures and monitors the effectiveness of policies, programs, and procedures established in accordance with DTM 23-007.
- e. Assures coordination with the OUSD(I&S), ATSD(PCLT), ATSD(PA), and GC DoD on the expedited public release of BWC footage involving death and/or serious bodily injury.
- f. Is the approval authority for any duplication for BWC and IVC footage.

## **2.4. EXECUTIVE DIRECTOR FOR SECURITY INTEGRATION AND TECHNOLOGY (EDSIT)**

The EDSIT:

- a. Is the senior executive responsible for BWC technology acquisition, management and procedures to include equipment, associated equipment, storage solutions, best practices, etc.
- b. Identifies manning and funding requirements to resource BWC and IVC systems.
- c. Oversees the Enterprise Physical Security Division's (EPSD) technology management and administrative support for management and technical program oversight of PFPA's BWC and IVC programs.

## **2.5. CHIEF OF POLICE, PENTAGON POLICE DIVISION (PPD).**

The Chief of Police, PPD:

- a. Manages PPD BWC and IVC operations and raises any issues regarding technology and acquisition issues with PFPA's EPSD system owner.
- b. Ensures PPD establishes written operating instructions for Police Officer BWC and IVC operations and are maintained for currency. The operating instructions will:
  - (1) Include the relevant procedures in this issuance.
  - (2) Provide details regarding when a BWC or IVC should be activated.
  - (3) Provide details regarding when a LEO may discontinue BWC or IVC recording (e.g., entering a secure area with classified information, etc.).
  - (4) Address procedures for documenting when a LEO fails to activate the BWC or IVC, fails to record the entire contact, interrupts the recording, or misuses of the BWC or IVC.
- c. Appoints a PPD BWC and IVC manager. The PPD BWC and IVC manager will:
  - (1) Coordinate BWC and IVC supply, installation, maintenance, and technical issues with EPSD's BWC and IVC system owner.
  - (2) Ensure proper distribution of BWC and IVC equipment in their divisions, and that the equipment is in good working order.
  - (3) Manage and account for BWC and IVC equipment to include storage, distribution, accountability, and control in coordination with FALD and in accordance with PFPA Regulation 5000.64.
  - (4) Coordinate with EPSD BWC and IVC system owner on replacement of inoperable equipment.

- (5) May appoint PPD personnel to assist PPD BWC and IVC Manager.
- (6) Manage retrieval, storage, and cleansing (degaussing).
- d. Develops and oversees procedures for distribution, use and turn-in of BWC and IVC equipment and tracking operability status of PPD issued BWCs and IVCs.
- e. Establishes written operating instructions for securing audio/video files in accordance with Federal Rules of Evidence and DoDI 5200.01.
- f. Conducts annual reviews of PPD LEO BWC use for privacy issues and concerns in accordance with agency procedures and DoD Instruction (DoDI) 5400.11. Provide annual review report to PFPA Deputy Director.

## **2.6. ASSISTANT DIRECTOR FOR THREAT MANAGEMENT DIRECTORATE (ADTMD).**

The ADTMD:

- a. Manages Threat Management Directorate (TMD) BWC and IVC operations and coordinates technology and acquisition issues with the EPSD system owner.
- b. Establishes written operating instructions for BWC and IVC operations, consistent with PPD Operating Instruction where feasible, and are maintained for currency. The operating instructions will:
  - (1) Include the relevant procedures in this issuance.
  - (2) Provide details regarding when a BWC or IVC should be activated.
  - (3) Provide details regarding when a LEO may discontinue BWC or IVC recording (e.g., entering a secure area with classified information, etc.).
  - (4) Address procedures for documenting when a LEO fails to activate the BWC or IVC, fails to record the entire contact, interrupts the recording, or misuses of the BWC or IVC.
- c. Appoints TMD BWC and IVC manager. The TMD BWC and IVC manager will:
  - (1) Coordinate BWC and IVC supply, installation, maintenance, and technical issues with EPSD's BWC and IVC system owner.
  - (2) Ensure proper distribution of BWC and IVC equipment in their directorates, and that the equipment is in good working order.
  - (3) Manage and account for BWC and IVC equipment to include storage, distribution, accountability, and control in coordination with FALD and in accordance with PFPA Regulation 5000.64.

(4) Coordinate with EPSD's BWC and IVC system owner to replace any inoperable equipment.

(5) May appoint TMD personnel to assist the TMD BWC and IVC manager.

(6) Manage retrieval, storage, cleansing (degaussing).

d. Develops and oversees procedures for distribution, use and turn-in of BWC and IVC equipment and tracking operability status of TMD issued BWCs and IVCs.

e. Establishes written operating instructions for securing audio/video files in accordance with Federal Rules of Evidence and DoDI 5200.01.

f. Conducts annual reviews of LEA BWC use for privacy issues and concerns in accordance with DoDI 5400.11.

## **2.7. DIVISION DIRECTOR, EPSD.**

The Division Director, EPSD:

a. Provides technology management and administrative support (e.g., equipment, best practices, storage, etc.) for management and technical program oversight of PFPA's BWC and IVC programs.

(1) Manages all aspects of BWC and IVC device hardware, software, and maintenance needs.

(2) Provides approved storage solutions for BWC and IVC equipment and data.

(3) Establishes written standard operating procedures for storage for BWC and IVC footage.

(4) Establishes and implements written standard operating procedures for the downloading of all BWC and IVC footage.

b. Manages purchase, installation, and maintenance of BWCs and IVCs:

(1) Advises and coordinates with the BWC and IVC manager to ensure proper distribution of BWC and IVC equipment, and that the equipment is in good working order.

(2) Coordinates repairs and replacement of damaged or nonfunctional BWC and IVC equipment.

c. Appoints an EPSD BWC and IVC system owner to coordinate with PPD's and TMD's BWC and IVC manager.

d. Ensures vendor's documentation for use of BWCs and IVCs is made available PFPA Training Division (TD) for PPD and TMD for training LEOs to operate BWCs and IVCs.

## **2.8. DIVISION DIRECTOR, TD.**

The Division Director, TD:

a. Establishes, develops, and updates training curriculum on the procedures, responsibilities and authorities for activating, operating, charging, and downloading BWCs and IVCs, as well as proper maintenance of associated audio/video files.

(1) Training curriculum should address the users (LEOs), as well as additional training for supervisors and LE management (GS 15 and SES).

(2) Training should also address other Agency employee requirements who may be handling or redacting BWC and IVC footage (records management, privacy, video redaction, etc.).

b. Maintains training records in accordance with established procedures.

## **2.9. DIVISION DIRECTOR, FACILITIES, LOGISTICS AND ACQUISITION (FALD)**

The Division Director, FALD

a. Responsible for ensuring the division BWC and IVC Managers are following standard procedures in accordance with PFPA Regulation 5000.64 for distribution and accountability of BWC AND IVC equipment.

b. Assures division Body Worn Camera Managers successfully completed Accountability Property Officer training upon assuming the duties of BWC and IVC Manager.

## **2.10. OFFICE OF THE CHIEF OF STAFF**

The Office of the Chief of Staff:

a. Responsible for coordinating requests for BWC and IVA footage.

b. Establishes procedures for ensuring review and vetting of information released to the public or other government entities in accordance with this issuance and PFPA Regulation 5105.20, prior to release from PFPA. The Corporate Communications Office (CCO) will assure release of any data will be in accordance with provisions in DoDI 5505.09, DODI 5505.17, DoD Directive (DoDD) 5205.02E, and DoDD 5400.07.

c. Establishes procedures for the expedited release of BWC and IVC footage involving a death and/or serious bodily harm.

d. Establishes procedures for releasing BWC and IVC footage requested by the Freedom of Information Act. CCO will ensure such disclosures comply with Federal and DoD requirements.



e. Establishes procedures for responding to requests for BWC and IVC footage in instances where other than death and/or serious bodily harm has occurred.

f. Assures all release procedures include coordination with OUSD(I&S), the Assistant Secretary of Defense for Legislative Affairs, ATSD(PCLT), ATSD(PA), and GC DoD in accordance with DTM 23-007.

g. Provides advice and guidance on standards and requirements for records management in accordance with Administrative Instruction (AI) 15 and PFPA Regulation 5015.02 regardless of media.

h. Ensures, along with the PFPA Component Records Management Officer, BWC and IVC recordings are stored in accordance with AI 15 and PFPA Regulation 5015.02 regardless of media.

## **2.11. DIVISION DIRECTOR, SECURITY SERVICES (SSD).**

The Division Director, SSD:

a. Provides guidance for PPD and TMD to write operating instructions for reviewing audio/video files for compromise of classified information and advising on the appropriate actions.

b. Provides guidance for PPD and TMD to write operating instructions for degaussing BWC and IVC equipment exposed to classified information enabling its future use in unclassified systems.

c. Assists the LEO's Security Manager in determining whether footage from BWCs or IVCs reveal classified information.

## **2.12. BWC AND IVC EQUIPPED LEOS.**

BWC and IVC equipped LEOs:

a. Will receive proper training prior to receiving BWCs or driving vehicles equipped with IVC.

b. Ensures assigned BWCs and IVCs are properly installed, fully operational, and understand activation responsibilities.

c. Ensures BWC and IVC are turned in at the end of their shift(s) for data uploading.

d. Reports improper installation, damaged or defective devices and audio/video files to the EPSD BWC & IVC system owner.

## SECTION 3: PROCEDURES

### 3.1. GENERAL.

- a. The procedures in this section apply to all LEOs when using BWC and/or IVCs and other personnel who may be handling BWC and IVC footage.
- b. LEOs are not required to obtain consent from members of the public when the LEO is lawfully in the area where the recording takes place.
  - (1) For example, a LEO who lawfully enters an office or suite will record any enforcement or investigative activity, as set forth in this issuance, and is not required to obtain consent from members of the public who may also be present.
  - (2) LEOs can record in private spaces if necessary for official law enforcement/investigative activities.
- c. LEOs will not play back recordings to allow members of the public to review video footage.
- d. BWC and IVC equipment will only be used for official law enforcement and investigative activities.
- e. BWC and IVC video will not be used to record personnel during briefings, meetings, roll calls or while in private spaces such as locker rooms or restrooms when not performing law enforcement/investigative activities.
- f. LEOs are prohibited to wear privately-owned BWCs while on duty.

### 3.1. BWC.

- a. LEOs will test the equipment at the beginning of their shift to ensure it is working properly and is fully charged.
- b. If the LEO discovers a defect or that the equipment is malfunctioning, the LEO will promptly report the problem to his/her supervisor or Officer in Charge.
- c. If the LEO's BWC is damaged, defective, lost or stolen, the LEO's supervisor will contact their BWC and IVC Manager for a replacement BWC as soon as possible.
- d. LEO supervisors will randomly review BWC recordings to ensure the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.
- e. LEOs will wear their BWC in a manner to make it readily visible.

### **3.2. IVC.**

- a. LEOs will test the equipment at the beginning of their shift and to ensure it is working properly and is fully charged.
- b. If the LEO discovers a defect or that the equipment is malfunctioning, the LEO will promptly report the problem to their supervisor or Officer in Charge.
- c. If the LEO's IVC is damaged, defective, lost or stolen, the LEO's supervisor will contact their BWC and IVC Manager for a replacement IVC as soon as possible.
- d. LEO supervisors will randomly review IVC recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with this policy and to identify any areas in which additional training or guidance is required.

### **3.3. REQUIRED ACTIVATION.**

LEOs will activate their BWC and IVC devices prior to initiating any investigative or enforcement activity involving a member of the public, including but not limited to:

- a. Vehicle stops.
- b. Pedestrian stops (including officer-initiated consensual encounters).
- c. Calls for service.
- d. Code 3 responses (including vehicle pursuits); regardless of whether the vehicle is equipped with an IVC.
- e. Foot pursuits.
- f. Searches.
- g. Arrests.
- h. Uses of force.
- i. In-custody transports.
- j. Witness and victim interviews (except as specified in 3.6.).
- k. Crowd management and control involving enforcement or investigative contacts; and.
- l. Other investigative or enforcement activities where, in the LEO's judgment, a video recording would assist in the investigation or prosecution of a crime or when a recording of an encounter would assist in documenting the incident for later investigation or review.

### **3.4. GUIDELINES FOR RECORDING.**

Upon activation of a BWC, devices will remain activated to ensure the recording's integrity subject to the following:

- a. Supervisors can authorize discontinuing of recordings when the law enforcement incident has concluded and the incident scene is secure, and there is no reasonable belief a use of force incident will occur.
- b. Supervisors may allow the microphone to be turned off while an officer is speaking with another officer or officers about a matter unrelated to the law enforcement incident and outside the presence of the citizen. The supervisor must document the reason behind any decision to turn off the microphone.
- c. LEOs will not discontinue recording an incident prior to the completion of the incident. If the LEO discontinues the recording early, the LEO must document the circumstances not otherwise specified in the policy.
- d. Only a supervisor or superior officer can order LEOs to discontinue recording during an incident.
- e. Anytime the BWC is on the microphone should also be on. The officer may narrate observations that the camera may not be able to record (objects/evidence inside a vehicle, smells, preliminary breath test readings, etc.).

### **3.5. EXCEPTIONS TO ACTIVATION.**

- a. LEOs have discretion to activate and record encounters with the public when:
  - (1) A witness or victim refuses to provide a statement if recorded and the encounter is non-confrontational.
  - (2) In the LEO's judgment, a recording would interfere with his or her ability to investigate an incident, or may be inappropriate, because of the victim or witness's physical condition, emotional state, age, or other sensitive circumstances (e.g., a victim of rape, incest, or other form of sexual assault).
  - (3) Situations where recording would risk the safety of a confidential informant, citizen informant, or undercover officer.
  - (4) In-patient-care areas of a hospital, rape treatment center, or other healthcare facility unless an enforcement action is taken in these areas.
  - (5) Areas where there may be classified documents or conversations.
- b. Explosive investigators (1801) will not wear a BWC down range to prevent any render safe tactics, techniques, and procedures from being recorded.

### **3.6. PROHIBITIONS OF USE**

LEOs are not authorized to activate and record:

- a. Personal activity.
- b. In areas where a reasonable expectation of privacy exists, except during investigative or enforcement activities.
- c. Conversations with fellow LEOs without their knowledge during non-enforcement activities.
- d. Meetings.
- e. While the BWC is not worn or readily apparent on an LEO or unattended by an LEO, except under circumstances where a where an individual would not have a reasonable expectation of privacy.
- f. In areas that are open storage for classified materials.

### **3.7. BWC AND IVC FOOTAGE MANAGEMENT.**

#### **a. Storage.**

(1) All BWC and IVC footage recorded by the BWCs and IVCs within the Pentagon Reservation or DoD-occupied facilities withing the NCR, must be stored in accordance with DoDI 5505.17 and 5015.02.

(a) BWC and IVC footage should be handled and marked as controlled unclassified information in accordance with DoDI 5200.48 or, when appropriate, with the proper classification markings pursuant to Volume 1 of DoD Manual 5200.01 to mitigate potential compromise of classified information.

(b) Any capture of images or video within a classified space does not constitute classified images unless the images captured contained classified information and will be determined by PFPA SSD.

(2) EPSD and the PFPA Component Records Management Officer will establish a secure location to store BWC and IVC data files.

(3) All data files (images, sounds, and metadata) must be securely downloaded, in its entirety, and maintained in the designated storage platform, in accordance with DoDI 5505.17 no later than the end of each shift.

(4) All images and sounds recorded by the BWCs and IVCs are official PFPA records and must be handled in accordance with AI 15, enclosure 4 paragraph 3 as approved by the Archivist of the United States.

**b. Review of BWC and IVC footage.**

- (1) PFPA limits access to BWC and IVC files to
  - (a) Director, PFPA
  - (b) Deputy Director, PFPA
  - (c) EDLE
  - (d) EDSIT
  - (e) Chief of Staff
  - (f) Director, Office of Professional Responsibility
  - (g) Chief of Police
  - (h) ADTM
  - (i) Assistant Chief of Police
  - (j) Deputy Chiefs of Police
  - (k) Director, Protective Services Division
  - (l) Director, Investigations and Intelligence Division
  - (m) Director, Corporate Communications Office
  - (n) PFPA Privacy Officer
  - (o) LEOs and LEO supervisors
  - (p) EPSD system owner when designated by the Director or Deputy Director, PFPA
  - (q) Other PFPA officials designated by the Director or Deputy Director, PFPA
  - (r) The Pentagon Special Assistant U.S. Attorneys responsible for prosecuting offenses committed at the Pentagon Reservation.
- (2) Officers involved in a reportable incident should be interviewed before watching relevant BWC footage.
  - (a) This part of the interview is the “perceptual interview,” where they should describe their perceptions (what they saw, heard, felt, believed, experienced before arriving, etc.) before, during, and after an incident.
  - (b) After the perceptual interview, officers will review the BWC footage

(c) After reviewing the footage, the interview will continue with the opportunity for the LEO to provide a video-informed statement and offer clarifications that they feel are appropriate.

**c. Duplication and Release.**

(1) Any duplication must be authorized and approved by the EDLE.

(2) The Chief of Staff in coordination with the EDLE will manage internal dissemination and for release to PFPA Office of General Counsel.

(3) The PPD BWC and IVC Manager and ADTM BWC and IVC Manager are authorized to make copies of the original recorded media for official PFPA use only.

(4) The Chief of Staff and CCO are responsible for coordination and release of BWC AND IVC footage. Any release of BWC and IVC footage will be in accordance with this policy and DoDD 5400.07, DoDI 5400.11, DoDM 5400.07, and DoD 5400.11-R.

## **SECTION 4: RELEASE OF BWC AND IVC FOOTAGE**

### **4.1. RELEASE POLICY.**

It is the policy of the PFPA that BWC and IVC Footage involving PFPA LEOs where a death or serious bodily injury occurred, will be expedited for release. All other requests for BWC and IVC footage of incidents involving PFPA LEOs are handled on a case-by-case basis in accordance with all applicable federal laws and DOD regulations, this policy, and PFPA CCO standard operating procedures.

a. Unauthorized use or release of BWC and IVC recordings may compromise ongoing criminal and administrative investigations or violate the privacy rights of those recorded. Any unauthorized use or release of BWC and IVC or other violation of the Privacy Act of 1974, confidentiality laws and DoD policies are considered serious misconduct and subject to disciplinary action.

b. The Office of the Chief of Staff and CCO will coordinate the release of any BWC and IVC footage.

(1) Release of any BWC and IVC footage will follow PFPA CCO standard operating procedures.

(2) Conduct internal coordination with EDLE, Deputy Director, PFPA, and Director PFPA prior to external coordination to the extent feasible.

(3) CCO will edit/redact footage prior to release in accordance with federal law and DOD regulations.

(4) Coordinate the release of BWC and IVC footage in cases involving serious bodily harm or death with OUSD(I&S), (GC DoD), ATSD(PA), and the ATSD(PCLT).

(5) The release of relevant BWC and IVC footage providing context to a LEO's conduct during a reportable incident.

(6) The release of BWC footage will be in accordance with DoDD 5400.07, DoDI 5400.11, DoDM 5400.07, and DoD 5400.11-R., and federal law.

c. The release of BWC and IVC footage will consist of relevant audio/video information depicting the actions and events leading up to and including the reportable incident.

d. The release of BWC and IVC footage containing classified images or sound is prohibited.

### **4.2. PRIVACY PROTECTION.**

a. BWC and IVC footage will not be released:



(1) When prohibited by law or court order.

(2) To protect juveniles and the victims of certain crimes; BWC and IVC footage will be redacted to the extent necessary to ensure the protection of individual identity. PFPA consult with OGC, and may prohibit release of audio/video where redacting and editing cannot protect individual identity.

b. BWC and IVC footage release may be denied in order to protect:

(1) Safety of involved personnel including LEOs, witnesses, bystanders, or other third parties.

(2) Integrity of active investigations, including criminal and administrative.

(3) Confidential sources or investigative techniques.

(4) Constitutional and procedural rights of an accused.

(5) Pending or ongoing litigation.

c. BWC and IVC footage release may be delayed on a case-by-case basis for the reasons listed in 4.2.b.(1) through 4.2.b.(5).

#### **4.3. NOTIFICATIONS.**

PFPA will notify the following personnel or entities 48 hours prior to the release of BWC and IVC footage information involving a reportable incident:

a. LEOs depicted in the footage.

b. The subject.

(1) If the subject is deceased, the next of kin.

(2) If the subject is a juvenile, the subject's parents or legal guardian.

(3) The subject's legal counsel (if known).

c. The Washington Headquarters Services/PFPA Office of General Counsel.

d. The appropriate US Attorney.

e. DoD Performance Improvement Officer and Director of Administration and Management

f. Additional individuals or entities connected to the incident when appropriate.

## **SECTION 5: INTERNAL REVIEW**

### **5.1. PURPOSE.**

a. In accordance with PFPA Regulation 5010.40, PFPA will establish a managers' internal control program to identify and promptly correct ineffective internal controls, and establish internal controls, when warranted.

b. The internal review criteria identified in section 5.2. below assesses the execution of the publications management programs within PFPA. These criteria are provided as a guide and are not intended to cover all controls. Detailed internal program controls will be documented in accordance with PFPA Regulation 5010.40.

### **5.2. INSTRUCTIONS.**

The EDLE must base answers on actual testing of key internal controls such as document analysis, direct observation, interviewing, sampling, simulation, or other verifiable tests. Personnel must explain answers that indicate deficiencies and must identify the corrective action in supporting documentation. The OPR must evaluate these controls at least once per year.

### **5.3. INTERNAL REVIEW.**

- a. Are procedures in place for activating BWCs and IVCs?
- b. Are procedures in place for storing data from BWCs and IVCs?
- c. Are procedures in place for release of BWC or IVC data?

## GLOSSARY

### G.1. ACRONYMS.

ACRONYM	MEANING
AD	Administrative Division
AI	Administrative Instruction
BWC	body worn camera
CCO	Corporate Communications Office
DoDD	DoD directive
DoDI	DoD instruction
DTM	directive-type memorandum
EDLE	Executive Director for Law Enforcement
EPSD	Enterprise Physical Security Division
FOIA	Freedom of Information Act
IVC	in-vehicle dash camera systems
LEA	law enforcement agency
LEO	law enforcement officer
OPM	Office of Personnel Management
PPD	
SSD	Security Services Division
TMD	Threat Management Directorate
TD	Training Directorate

### G.2. DEFINITIONS.

TERM	DEFINITION
<b>BWC footage</b>	Digital recordings acquired by a LEO's BWC during a law enforcement operation or encounter with the community.

<b>TERM</b>	<b>DEFINITION</b>
<b>IVC footage</b>	Digital recordings acquired by a LEO's IVC during a duty shift.
<b>LEA</b>	Organization that employs law enforcement officers who are authorized to make arrests and carry firearms, and that is responsible for the prevention, detection, and investigations of crime or the apprehension of alleged offenders.
<b>LEOs</b>	DoD law enforcement personnel who have statutory authority to conduct search and seizure of persons and things in accordance with law and DoD policy, including arrests of persons for violations of law. PFPA Agency personnel who occupy positions as PFPA Police Officers (Office of Personnel Management (OPM) Position Classification System 0083), Explosives Investigators (OPM Position Classification System 1801), and Criminal Investigators (OPM Position Classification System 1811), all in this regulation referred to as Law Enforcement Officers (LEOs).
<b>perceptual interview</b>	After a reportable incident, before the LEO is allowed to view BWC footage, they should describe their perceptions (what they saw, heard, felt, believed, experienced before arriving, etc.) before, during, and after an incident.
<b>Reportable Incident</b>	LEO-involved shooting, regardless of whether a person was hit by gunfire – excluding unintentional discharges, LEO-involved animal shootings, or official training/qualification with authorized weapons; use of force resulting in death or serious bodily injury requiring hospitalization; all deaths while an arrestee/detainee is in the custodial care of the PFPA.

## REFERENCES

- Administrative Instruction 15, “OSD Records and Information Management Program,” May 3, 2013, as amended
- DoD 5400.11.-R, “Department of Defense Privacy Program,” May 14, 2007
- DoD Directive-Type Memorandum 23-007, “Interim Policy and Guidance for Implementation of Body-Worn Cameras by DoD Law Enforcement Officers”
- DoD Directive 5205.02E, “DoD Operations Security (OPSEC) Program,” November 3, 2008, as amended
- DoD Directive 5400.07, “DoD Freedom of Information Act (FOIA) Program,” April 5, 2019
- DoD Instruction 5015.02, “DoD Records Management Program,” August 17, 2017, as amended
- DoD Instruction 5200.01, “DoD Information Security Program and Protection of Sensitive Compartmented Information (SCI), April 21, 2016, as amended
- DoD Instruction 5200.48, “Controlled Unclassified Information (CUI),” March 6, 2020
- DoD Instruction 5400.11, “DoD Privacy and Civil Liberties Programs,” December 8, 2020, as amended
- DoD Instruction 5505.09, “Communication Interception for Law Enforcement,” August 22, 2023
- DoD Instruction 5505.17, “Personally Identifiable Information and Law Enforcement Information Handling by DoD Law Enforcement Activities,” August 22, 2023
- DoD Manual 5400.07, “DoD Freedom of Information Act (FOIA) Program,” January 25, 2017
- Executive Order 14074 “Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety,” May 25, 2022
- PFPA Regulation 5000.64, “Property Accountability,” September 6, 2017
- PFPA Regulation 5010.40, “PFPA Risk Management and Internal Control Program,” February 15, 2003
- PFPA Regulation 5105.20, “Corporate Communications Office Charter,” August 12, 2016
- United States Code, Title 18