



**NEW CASTLE COUNTY  
POLICE**

Body-Worn Camera Policy

**DIRECTIVE 41**  
**Appendix 41-B**

(REVISED NOVEMBER 17, 2017)

**Purpose:**

The purpose of this policy is to provide a written procedure concerning use, management, storage and retrieval of audio-visual media recorded by the Body-Worn Camera (BWC). This policy was developed in accordance with the best practices determined by the Bureau of Justice Assistance, U.S. Department of Justice Body Worn Camera Tool Kit and other national and state resources. BWC is defined as a divisionally issued Body-Worn Video Camera the Officer wears on or about their uniform. The BWC allows for hands-free audio and video recording of incidents. The Division recognizes that BWC's cannot always show every aspect of an event or everything that is being sensed or seen by the Officer. Those viewing recordings at a later time and in a less dynamic atmosphere must also be cautious and objective before drawing conclusions of the actions of those involved. Even when an event is recorded, Officers must continue to provide complete and detailed written documentation of the incident. Officers shall only use BWCs issued and approved by the Division. Wearing personal video recorders is not authorized. The BWC may be used in conjunction with other recording equipment such as in-car or dashboard cameras. This policy does not govern the use of covert recording devices such as those used in undercover operations.

It is important to understand that while the Body-Worn Camera recordings depict audio/visual information from the scene, the human eye and brain are highly likely to perceive some things in stressful situations differently than a camera records them, so this photographic record may not reflect how the involved Officer actually perceived the incident.

The recording may depict things the Officer did not see or hear. The Officer may have seen or heard things that were not recorded by camera. Depending on the speed of the camera, some action elements may not have been recorded or may have happened faster than the Officer could perceive and absorb them. The camera has captured a 2-dimensional image, which may be different from an Officer's 3-dimensional observations. Lighting and angles may also contribute to different perceptions. Additionally, the camera does not view the scene with the Officer's unique experience and training.

The recording should help to enhance one's understanding of the incident. Keep in mind, though, this recording is only a piece of evidence to be considered in reconstructing and evaluating the totality of the circumstances. Some elements may require further exploration and explanation before an investigative conclusion can be reached.

**Policy:**

BWCs shall be used to assist Divisional personnel in the performance of their duties by providing a recorded account of an incident. Additionally, to maximize the effectiveness of the BWC and maintain the integrity of evidence and related documentation, all personnel assigned a BWC shall adhere to procedures outlined within this policy. This policy is in accordance with all applicable Delaware and Federal law.

The availability and use of Body-Worn Cameras assist Officers in accomplishing the following objectives:

- To enhance Officer safety.
- To document statements and events during the course of an incident.
- To enhance the Officer's ability to document statements and actions for both internal reporting requirements and for court preparation/presentation.
- To preserve visual and audio information for use in current and future investigations.
- To provide an impartial measurement for self-critique and field evaluation during Officer training.
- To present an account of interactions with the public and protect Officers from false misconduct allegations.
- To decrease use of force incidents by informing all parties that their actions are being recorded.
- To enhance the public's trust by preserving factual representations of citizen-Officer interactions in the form of video and audio recordings.

**Procedure:** The following are the operating guidelines:

A. Administration

1. The Technology and Special Projects Executive Officer will serve as the BWC Administrator. The BWC Technician will report to the BWC Administrator.
2. The BWC Administrator will work in conjunction with the Research, Accreditation, Media & Policy Unit (RAMP), and the Accreditation Manager to review the BWC policy annually.
3. Upon full implementation of the BWC program, the Division will designate a custodian of records dedicated to the collection, maintenance, and security of any BWC footage. An Officer will serve as the body-worn camera and in-car camera technician.

4. The Division shall designate an employee(s) with administrative oversight for BWC system deployment and operations who is (are) responsible for the following:
  - a. Establishing protocols for access, collection, storage, and retention of BWC data and associated media files.
  - b. Establishing protocols to preserve and document BWC recordings.
  - c. Establishing protocols to ensure the security and integrity of data captured, stored, and/or retained by the BWC.
  - d. Ensuring the proper selection of the personnel approved to operate the BWC system and maintaining an adequate number of trainers.
  - e. Ensuring the mandatory training program is adequate to demonstrate proficiency with the BWC.
  - f. Authorizing any requests for BWC system use or data access according to the policies and guidelines of this Division and when in compliance with this policy.
1. The BWC Technician is responsible for the following:
  - a. Maintaining records identifying approved BWC deployments and documenting their results, including appropriate documentation of significant incidents and arrests that are related to BWC usage.
  - b. Conduct audits to ensure only authorized users are accessing the data for legitimate and authorized purposes. The audit log will be maintained by the BWC system.
  - c. The BWC Technician shall check equipment on a regular basis to ensure functionality and camera alignment. Any equipment that falls outside expected functionality shall be removed from service until deficiencies have been corrected. These deficiencies shall be documented in the maintenance log.
  - d. BWC system repairs, hardware or software, shall be made by Division authorized sources. Any repairs shall be documented in the maintenance log.
2. It is understood that the BWC is a piece of technology that can experience unintentional hardware or software failures. If a failure during a recording is reported by the Officer, the BWC will be examined by the BWC Technician and/or the authorized vendor in efforts to recover any available recording and to determine if and why a failure occurred.

3. The BWC equipment and all data, images, sounds, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Division. BWC data shall not be converted for personal use. Accessing, copying, or releasing this data must be specifically authorized by the Chief of Police or designee and all access should be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes. Such authorization shall only be granted when in compliance with this policy.

#### B. Training

1. Officers and Supervisors shall participate in a mandatory training class to familiarize themselves with the BWC and show proficiency in its use. Only Officers who have received training and demonstrated proficiency in the appropriate use of a BWC shall be authorized to utilize a BWC.
2. During training, the impact and legal obligations established through case law such as the *Brady*, *Giglio* and *Deberry/Lolly* cases will be discussed.

#### C. Deployment

1. BWCs will be assigned to officers in the following sections:
  - a. Patrol
  - b. Special Operations
  - c. Criminal Investigations
2. Additional units can be added or removed at the discretion of the Chief of Police or designee.

#### D. Supplemental Devices for BWC

1. As technology advances there may be add-ons and supplemental devices added to the BWCs.
  - a. Axon Signal Sidearm Device- officers may be equipped with the Signal Sidearm Device. This device will automatically activate the camera when the officer's service weapon is removed from the holster. This technology allows officers to give their full attention to tactical and safety concerns during critical incidents.
2. Any supplemental device shall be used and maintained in accordance with procedures outlined in this policy

## E. Officer Responsibility

1. Officers assigned a BWC shall ensure its readiness by conducting an operational inspection prior to the start of the applicable shift. Any problems associated with the BWC shall be reported to the Officer's immediate supervisor and the BWC Technician.
2. Officers are to ensure that the BWC is not obstructed by items such as clothing or equipment.
3. Officers issued a BWC should record official activities pursuant to this directive, including Extra Duty assignments.
4. Officers shall have their cameras in standby mode while in operational capacity in the field.
5. The BWC should be activated to record the following:
  - a. All instances where a criminal arrest or detention is likely. Examples include but are not limited to:
    - 1) Crimes or events in-progress or just occurred.
    - 2) Traffic stops, including pedestrian stops.
    - 3) Foot pursuits.
    - 4) Driving Under the Influence (DUI) cases.
    - 5) Vehicle pursuits.
    - 6) Drug interdiction activities.
    - 7) Advising an individual of his/her Miranda rights.
    - 8) Any incident in which an arrest is likely to occur.
    - 9) Search / Arrest warrant executions
  - b. All instances where the use of force is likely. Examples include but are not limited to:
    - 1) Use of force incidents.
    - 2) Disorderly individuals.
    - 3) Civil disturbances
  - c. Any other incident the Officer deems that a recording would promote and protect the safety of people and property in Delaware. Examples include but are not limited to:
    - 1) Encounters with mentally or emotionally disturbed subjects.
    - 2) Any law enforcement activity that the Officer deems appropriate.

- 3) To protect the integrity, safety and further justify the actions of the Officer(s) involved. Examples include:
  - A. Calls for service of a civil nature: including, but not limited to, Prevent Breach of Peace, Repossessions, PFA Service, Weapon Relinquishments, Evictions, Custody disputes, Domestic Violence situations.
  - B. Any collision that involves a Division of Police motor vehicle.
6. **Unless there are articulable circumstances or safety concerns that prevent the activation of the BWC, Officers should activate the BWC at the beginning of the activity as outlined in section E-5 of this policy.** Officers failing to activate their BWC may be subject to disciplinary action.
  - a. **Officers are encouraged to activate their BWC before arrival at any incident that would require recording, as outlined in this policy, if it is safe to do so. In addition, supervisors should consider advising officers via radio to activate their assigned BWC's, as outlined in this policy, when officers are responding to and/or upon arrival at a scene.**
7. Any officer or supervisor assigned a BWC shall utilize the BWC in accordance with this policy during all police activities including extra duty assignments (pay jobs).
8. The BWC will remain activated until the conclusion of the incident. "Conclusion" means that the Officer(s) equipped with a BWC has released the subject(s) and/or has completed the call for service, enforcement action, traffic or pedestrian stop or if an assisting Officer has left the scene thus ending their involvement in any of the duties as outlined in section D-4 of this policy.
9. The BWC does not have to be activated during report writing, in the turnkey area or in a designated interview room that is recorded by a video recording system. A Supervisor may authorize an Officer to stop a BWC recording when the Officer is on an assignment of an extended duration. An example of such would be when an Officer is assigned to a security post at a crime scene and the situation is under control. The Officer shall document same in a report along with the name of the Supervisor.
10. At no time is an Officer expected to jeopardize their safety or the safety of another person in order to "immediately" activate their

issued BWC. Any BWC not “immediately” activated due to the safety of an Officer or another person being presently jeopardized, should be activated as soon as possible. The Officer must provide specific written details of the circumstances that lead to the BWC not being utilized in their LEISS report(s).

#### 11. Prohibited Recordings

- a. Officers should not record privileged communications, personal, or non-work related activity with the BWC.
- b. Officers should not record tactical, investigative and strategy discussions or meetings with other law enforcement personnel.
- c. The BWC should not be activated in places where a reasonable expectation of privacy exists, such as locker rooms or restrooms.
- d. The use of the BWC is prohibited in most Delaware judicial proceedings. If a confrontation or criminal incident develops within a courtroom during the course of judicial proceeding, an Officer may record the situation on an assigned BWC.
- e. Per Delaware Department of Correction policy, the use of the BWC is prohibited in Delaware Department of Correction facilities. Officers transporting detainees to Delaware Department of Correction facilities will remove the BWC and leave it in their patrol vehicle along with other equipment that is prohibited in these facilities.
- f. Officers should avoid capturing human genitals, buttocks and female breast areas when possible.
- g. The BWC shall not be intentionally activated to record conversations of fellow employees without their knowledge during routine, non-enforcement related activities.
- h. Officers may use the BWC while in patient care areas of a hospital only when the recording is for official police business such as a criminal investigation i.e., dying declaration, Horizontal-Gaze-Nystagmus (HGN) on injured motorists, etc.
- i. No video may be uploaded or converted to be used in any form of social media or for training purposes without the approval of the Chief of Police or designee.
- j. Accessing, copying, or releasing any BWC recording for anything other than official business is strictly prohibited.
- k. Officers shall not use other devices (e.g., cell phones, cameras, etc.) to record video or audio from the BWC.
- l. If so equipped, BWC's should not be operated using any enhanced audio or video capabilities without the prior approval of a police supervisor.



- m. Personal use of the BWC equipment on or off duty is prohibited.
- 12. Personnel are encouraged to inform their supervisors of any recordings that may be of value for training purposes.
- 13. Officers shall note all incidents recorded with a BWC in their LEISS report, traffic citation, Impaired Driver Report (IDR), or other official documentation. BWC recordings are not a replacement for written reports.
- 14. Whenever a recording is intentionally stopped by an Officer, the Officer should make the verbal comment “stopping the recording” and state the reason, so it is captured by the BWC and shall note the reason for discontinuing a recording in any accompanying report.
- 15. If an Officer fails to activate the BWC, fails to record the complete incident or interrupts the recording, the Officer shall document the reason in the respective LEISS/E-Crash/IDR/Blue Team report.
- 16. Officers can use discretion in recording when interacting with confidential informants, witnesses, victims, children, or those that wish to remain anonymous when providing information to the police.
- 17. Officers have the discretion to activate the BWC at any time if their contact with a member of the public becomes adversarial or if the Officers determine that a recording is necessary. This may be done regardless of the wishes of the subject being contacted.
- 18. In an effort to avoid potentially adversarial situations, Officers should inform other parties present that their actions are being recorded, when it is safe and practical.
- 19. The BWC systems and associated equipment and databases are authorized for official public safety purposes. Misuse of this equipment and associated databases or data, may be subject to sanctions and/or disciplinary action.
- 20. Downloading of Video
  - a. Officers shall download video to the approved cloud storage software upon indication that the device is nearing capacity or after a significant event.

- b. Officers shall download the BWC video to the approved cloud storage before the end of the last day of their shift.
  - c. Officers involved in any use of force incident or are witness to same, shall download the BWC prior to the end of their scheduled workday.
  - d. Off-loading of the video shall be dependent upon the BWC being utilized. Specific off-load instructions shall be provided during the mandatory training session.
  - e. Officers shall make notes on the downloaded video including the case number and tag the incident with the appropriate incident designation.
  - f. The incident tag should determine how long the recording of an incident is retained.
  - g. BWC data should be retained for such time as is necessary for training, investigation or prosecution and in accordance with the Delaware records retention policy, unless a longer duration is otherwise noted herein. Officer injury, shootings, and use of force incidents shall be saved indefinitely and may only be deleted by the Body Worn Camera Administrator (“BWC Administrator”). Cases tagged indefinite retention may only be deleted with the approval of the Chief of Police or designee.
  - h. BWC data pertaining to an active civil suit should be retained until authorization to destroy is granted by The Chief of Police designee.
  - i. BWC data pertaining to investigations of civil violations, traffic investigations (to include any violations of Title 21), and criminal investigations should be retained until, at a minimum, the expiration of the statute of limitations for the most serious crime that could be charged.
  - j. BWC data pertaining to investigations that could result in a charge classified as an A Felony should be retained until authorization to destroy is granted by the Delaware Department of Justice.
  - k. Under no circumstances should any BWC data be retained for less than 40 days following the conclusion of a criminal prosecution.
21. The Officer is responsible for checking the status of his or her cases to ensure no video that has been stored on DVD is disposed if needed for appeal or any other case proceeding that may be scheduled after the statute of limitations expire.
22. Officers may extend the retention time or burn a DVD copy of any incident and log it into evidence if needed. Officers are required to

make a DVD copy and submit into evidence all incidents related to, homicide, rape, shootings, use of force, Officer injury and those recordings utilized during trial or submitted during the intake process.

23. Officers may view video from the storage software or cell phone application for official purposes only, but shall not be able to delete, edit or alter the video.
24. Officers should have the ability to view only video captured by his or her own device for report writing and/or training purposes. Non-official use or viewing of video is strictly prohibited. Officers may view video captured by another Officer's BWC with the approval of a Division of Police Supervisor. Officers will document in appropriate reports that other footage was viewed. Division of Police Supervisors may view the BWC videos for legitimate purposes only. Unauthorized viewing of BWC video will be subject to discipline.
25. Only law enforcement personnel may view BWC video in the field. Civilians will not be afforded the opportunity to view any BWC video at the time of contact or at the scene of an event. Civilians contacting any member of the Division and requesting to view BWC video will be referred to New Castle County's web site to submit a FOIA request.
26. In the event of a recording of personal/private and/or privileged conversations or occurrences that are unrelated to any criminal/traffic or internal investigation, or an accidental activation of the BWC where the recording has no evidentiary or investigative value, the Officer may request to have the specific recording deleted by submitting a written request through their chain of command to the BWC Administrator. If approved, the video will be deleted by the Administrator after 14 days with written notice sent to the Officer confirming the deletion.

In the event of a recording of personal/private and/or privileged conversations that is included on a BWC recording and is related to any criminal/traffic or internal investigation, the Officer may request to have the specific section of recording redacted by submitting a written request through their chain of command to the BWC Administrator. If approved, the video will be redacted by the Administrator after 14 days with written notice sent to the Officer confirming the redaction. However due to the specific section of the recording being part a larger recording that is considered evidence, the original un-redacted recording must be maintained in its entirety unless approved for deletion by the Attorney General's

Office.

24. The BWC system should provide for the creation and maintenance of an audit trail documenting the identity of individuals, who have accessed, viewed, copied, transmitted, redacted, and/or deleted any BWC data, and the date of such action.
25. If after reviewing video, the Officer determines new or additional charges or a search warrant are appropriate, the Officer **must review** the charges or probable cause for a search warrant with a supervisor prior to obtaining any warrants as outlined in Directive 74 – Legal Process.

F. Supervisor Responsibility

Supervisors may be assigned a BWC and shall utilize the BWC in accordance with this policy.

1. Supervisors shall ensure that Officers are maintaining and utilizing BWC's in accordance with policy.
  - a. When a supervisor becomes aware that there was a failure to activate a BWC as outlined in section E-5 of this policy, they are required to conduct an investigation in to the incident.
    1. After conducting the investigation the supervisor is required to provide written documentation of the investigation through the chain of command.
    2. Failure of the supervisor to conduct and document failed activations may result in discipline.
    3. Justifiable exceptions due to extenuating or exigent circumstances will be taken into consideration when reviewing any potential violations of Directive 41B.
  - b. Supervisors will conduct random reviews of selected recordings in order to assess Officer Performance as well as flag videos that may be appropriate for training purposes.
2. In order to afford citizens the expectation of privacy within their own residences, supervisors **must review** any and all additional or new charges or search warrants that are a result of an Officer reviewing video from the BWC, as outlined in Directive 74 – Legal Process. In addition, the supervisor must review the video with the

Officer and ensure the additional enforcement actions are not a violation of search and seizure policy.

3. If a complaint against an Officer is associated with a recorded event, or an Officer believes an incident may generate such a complaint, the supervisor shall have the video flagged for indefinite retention. At the conclusion of the investigation, the video flag may be reverted to the original retention schedule.
4. The Chief of Police, Command Staff, a supervisor or the Professional Standards Unit may review any video for the purpose of training, critique, early intervention inquiries, civil claims or other articulable reason. The New Castle County Office of Law may review any video relating to a case under investigation by the County Attorney after notification to the Chief of Police or other appropriate personnel.
5. Members of the Professional Standards Unit shall have the authority to change an event tag for the purpose of retaining video or restricting the viewing of the video. The New Castle County Attorney shall have the authority, to request through the Chief of Police, to change an event tag for the purpose of retaining video or restricting the viewing of the video.
6. In the event of an Officer involved shooting, in-custody death, or other incidents involving the Officer that result in a person's serious bodily injury or death, the Officer's BWC shall be collected by the Evidence Detection Squad. Downloading of the BWC will be conducted under the direction of the Criminal Investigation Unit Commander.

#### G. Evidence

1. Officers should have the ability to create a DVD copy of the recording to log into evidence or for the Attorney General's Office as needed. Nothing in this policy prevents Officers from providing copies or sending web based links to the Attorney General's office as a part of normal intake process.

Officers should create a DVD copy of all videos flagged for indefinite retention and place the DVD into evidence per Divisional policy. Officers are required to make a DVD copy and submit into evidence all incidents related to, Class A felonies, shootings, use of force and Officer injuries. Officers are strictly prohibited from creating copies of any video for his or her personal use or personal records.

2. The Division reserves the right to limit or restrict personnel from viewing BWC video, including serious use of force or video related to internal/criminal investigations. However this does not overrule the officer's rights under Delaware Law Enforcement Officers Bill of Rights, (DELEOBR) or Title 11, Chapter 92 of the Delaware Code.
3. As a part of an internal investigation, supervisors may review any available BWC video with the principal Officer, witnesses and/or complainant. A copy will not be provided and the date, time, locations and parties viewing of any recording shall be documented by the investigating supervisor.
4. Recordings will be released in compliance with any Court order or Freedom of Information Act (FOIA) mandate. In those instances where there is no Court order or FOIA mandate, the Chief of Police or designee must authorize any release of a BWC recording. Such authorization shall only be granted when in compliance with this policy as outlined below.
  - a. FOIA requests will be processed in accordance with Federal law, Delaware law and the Division's established protocol.
  - b. The BWC Administrator will notify the Chief of Police of any recordings released by FOIA mandate.
5. Only the portion of recording which contains specific contact or event in question shall be released.
6. Before the public release of any BWC recording, efforts must be made to notify the Officers involved of the pending release.
7. Before any non-court ordered public release, the Division may redact video to protect the identity, privacy and/or safety of any uninvolved person, potential witness, juveniles, HIPAA information, personal identifiers (DOB's, SSN's, etc.).
8. Any recording captured by a BWC is to be treated as evidence and protected accordingly.
9. Requests for video by Defendants at the Justice of the Peace Court Level:
  - a. A defendant contesting a traffic citation or minor criminal offense at the JP Court level may request to view the in car video or BWC video related to their offense, prior to trial. They

may also request a copy of the BWC video or in car video. A minimum of seven (7) business days will be required to process any request for BWC video or in car video.

- b. The request must be made in writing and directed to the Chief of Police. These requests will then be forwarded to the BWC Administrator for processing.
- c. All appointments to view video must be scheduled between the hours of 0700-1500, Monday through Friday.

10. Requests for video by other Agencies and Police Departments:

- a. As it is the policy of the New Castle County Division of Police to provide mutual aid to other agencies and police departments to assist in their investigative and training needs, the following policy shall dictate dissemination of recorded events.
- b. To obtain copies of video events, a supervisor from the requesting agency should submit written notice to:

The New Castle County Division of Police  
Attn: Chief of Police  
NCC Public Safety Building  
3601 North DuPont Highway  
New Castle, DE 19720

- c. The requester should include, on official departmental letterhead:
  1. The requester's name and title.
  2. Purpose of the request.
  3. Return address and telephone number of the requester.
  4. Nature of the incident, date, and case number (if known).
  5. Investigating Officer's name and IBM (if known).
  6. The signature of the Chief Administrator for the agency making the request.

- d. The request shall be reviewed by the Chief of Police or designee.

1. The requested video and all associated reports should be reviewed by the involved Officer(s) Section Commander or designee. The Section Commander will then make a recommendation to the Chief of Police or designee if the video should be released and/or if any additional action by the Division is needed.

2. If the request is approved, the Chief of Police or designee shall obtain and disseminate the video only of the specific incident requested.
3. The Officer(s) involved should be notified via e-mail by the Section Commander or designee of the release of the video. The Officer(s) shall then complete a supplement report noting the release of the video to the requesting agency.
4. The requesting agency shall be provided information from the Division instructing them that further duplication of this video or public release is expressly forbidden without written consent from the Chief of Police or court order. (Appendix #2)

**NOTE: Refer to Appendix #1 regarding the fee schedule for services provided by the Records Unit.**





DEPARTMENT OF POLICE

**RECORDS UNIT**

July 30, 2015

TO WHOM IT MAY CONCERN:

The following is a list of fees charged for the corresponding services provided by the New Castle County Police Department Records Unit:

**REPORTS**

Major Case or Fatal Accident reports .....	each	\$60.00
All other reports .....	each	\$20.00

**PHOTOGRAPHS (Color or Black & White)**

Proof prints, approximately 32x5 inches (color only) .....	each	\$3.00
B & W prints, 8x10 inches .....	each	\$18.00
Color prints, 8x10 inches .....	each	\$18.00
Duplicate Polaroid photographs .....	each	\$6.50
CD/DVD containing photographs - see Digital Image Computer Work		

**VIDEO CASSETTE RECORDINGS**

Copies of video cassette recordings .....	each	\$50.00
(Includes cost of blank video cassette and conversion to DVD)		

**AUDIO CASSETTE RECORDINGS**

Copies of audio cassette recordings (including micro-cassettes).....	each	\$10.00
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**DIGITAL IMAGE COMPUTER WORK**

Rate per hour (1 hour minimum plus cost as specified below).....		\$64.00
CD/DVD containing photographs .....	each	\$50.00
Each additional CD/DVD .....	each	\$10.00
DVD recording per in-car camera and per body-worn camera event.....	each	\$10.00

**COMPUTER GENERATED STATISTICS**

Rate for requested project (flat charge) .....		\$25.00
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These increases will help to defray the costs of continuing to provide the best possible service to you.

If you have any questions regarding the new fee structure please contact the Records Unit at (302) 395-8070 between the hours of 7:00 a.m. & 3:00 p.m.



**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF POLICE**

**Confidentiality and Non-Disclosure Agreement**

The Written Directives and/or Internal Operating Procedure ("IOP") and/or Standard Operating Procedures ("SOP") provided to the \_\_\_\_\_ by the New Castle County Division of Police ("NCCPD") will be used by the \_\_\_\_\_ for the sole purpose of evaluating and developing their own procedures, directives and/or IOP's and /or SOP's.

The \_\_\_\_\_ hereby agrees that they will keep the above-noted NCCPD directives and/or IOP's and/or SOP's confidential and will not disseminate those documents to any Third Party.

\_\_\_\_\_  
SIGNATURE OF RECIPIENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF RECIPIENT (PLEASE PRINT)