


OFFICE MEMORANDUM

TO: ALL ATTORNEYS

FROM: Shannon L. Taylor, Commonwealth's Attorney 

DATE: June 23, 2020

RE: New Office Policies

Effective immediately, the following procedures will be in place:

- 1) All attorneys, as part of their case preparation, must review **ALL** Body Worn Camera (BWC) footage in its entirety of **EVERY** officer involved.
- 2) All attorneys' review of BWC footage includes review of the facts and circumstances of the event, but also review for the professionalism and appropriateness of the actions of all officers on scene. This includes incidents of use of force, discriminatory, insensitive, or inappropriate language or behavior, i.e. racially or sexually charged, to include any actions by an officer which escalates a situation or baits an individual into reacting.
- 3) All attorneys must notify their supervisor immediately upon watching Body Worn Camera or any video footage wherein an officer uses inappropriate or "more force than necessary" to effectuate the detention or arrest of an individual, i.e. hands behind one's back. When providing this information, the attorney will provide the name of the case, the ICR number, the pending charges, the number of officers with BWC, which officer's conduct is believed to be egregious, and why the attorney believes that the officer's actions were inappropriate.
- 4) All attorneys must document their Body Worn Camera footage viewing by officer's name and will denote the length of the footage watched. This must be placed in the file by the attorney handling the case, will be reviewed by their supervisor upon conclusion of the matter, and will be kept in the file and maintained in accordance with the Office's policy of holding on to closed files.
- 5) All attorneys must notify their supervisor upon knowing that Internal Affairs from any law-enforcement agency is involved in any matter that the attorney is handling in court or is investigating.
- 6) All attorneys must notify their supervisor prior to contacting or upon being contacted by Internal Affairs from any law-enforcement agency.
- 7) All supervisors will notify the Commonwealth's Attorney regarding any matter brought to their attention under the aforementioned policies.