MINUTES
City Council Public Safety Committee

Monday, August 24, 2026 – 3:30pm
City Hall, Council Chambers

Members Present:	Aaron Baker, Chair, Council Member Dean Lytle, Vice Chair, Council Member Kevin Gallo, Citizen Member
Members Absent:	Mayor Maureen Copelof, Ex-Officio Member
Staff Present:	David Todd, Assistant City Manager Christy Wentzell, Police Chief Alan Bonnano, Deputy Police Chief Chase Owen, Fire Chief Shawnee Cummings, Assistant to the City Manager
Guests:	Harvey Sankey, Doug Powell, Doug Denton, Linda Gallo, Kellyn Haight, Kate Kelly
Media:	Jonathan Rich

A. Welcome & Call to Order

Committee Chair Aaron Baker welcomed everyone and called the meeting to order at 3:30 pm.

B. Certification of Quorum

Assistant to the City Manager Shawnee Cummings certified that a quorum was present.

C. Approval of Agenda

Mr. Lytle moved, seconded by Mr. Gallo to approve the agenda. The motion carried unanimously.

D. Approval of Minutes – July 27, 2026 Meeting

Mr. Lytle moved, seconded by Mr. Gallo to approve the minutes from the July 27, 2026 meeting. The motion carried unanimously.

E. Traffic Calming Measures

Mr. Todd said he highlighted changes to the traffic calming spreadsheet (Attachment A) in yellow.

Oaklawn/Main St. four-way stop and Oaklawn/Carver four-way stop have both been moved to complete.

Line 1, W. Probart/Railroad Intersection Improvements – The only remaining work is to install the RRFBs, which they hope to do by the end of September. Mr. Todd added that we have the RRFBs, but the double-sided beacon has a much larger pole and requires a larger concrete base. On the side of the road with the sidewalk, the base does not fit well so they have been working to find a solution, which is why work is paused. There was additional discussion regarding RRFB placement to ensure ease of use for trail users, potential relocation of the speed bump in front of the Habitat driveway, and whether Habitat for Humanity approached the gas company about an access point on Railroad Ave.

Line 36, Crosswalk at intersections of Whitmire St., King St, French Broad St., and Railroad Ave. – This item requires an update, which is that the traffic engineer was on site, but further discussion and a drawing are needed.

In looking at updates on speed enforcement, Chief Wentzell said the speed limit on Carolina Ave. is 25 mph and from August 1-August 18, the highest speed was 22.9, so there has been a decrease in speeding. BPD has also carried out enforcement efforts in the area, which has helped.

There was a complaint regarding Turnpike Rd., which the police department has been working for a couple months. At no point has the number of enforceable violations been in the high category, so they will refocus their efforts in other areas.

Chief Wentzell said there were complaints about speeding in Straus Park, and the police department will start carrying out enforcement efforts in that area. On Straus Pkwy from August 7-August 15, there were 3,300 vehicles and 85% of those were enforceable speed violations. The highest documented speed was 63 mph with a 20-mph speed limit. BPD also documented speed on Camptown Rd., which had 400 vehicles and over half were enforceable speed violations. The highest speed was 32 mph with a 20-mph speed limit. Mr. Lytle asked what the average is for Straus Pkwy. Chief Wentzell said average speeds ranged from 27 to 33 mph. Mr. Lytle asked if 20 mph is too slow and if that is why. Chief Wentzell said the speed limit is due to the grade of the road and the area being residential.

Chief Wentzell said she has two more officers that are now certified to conduct lidar speed enforcement efforts, so they will be able to be creative about where they park to accurately document speeds, as opposed to just having radar on their vehicles.

Mr. Lytle asked what device is being used on Carolina Ave. Chief Wentzell advised that it is the affixed speed limit sign. Mr. Lytle asked if the sign itself slows people

down. Chief Wentzell confirmed. Having the speed concerns voiced to Council at a prior meeting increased enforcement efforts in the area, so it is likely a combination of increased enforcement and having the speed limit sign placed.

Mr. Todd added that the City has quotes for speed bumps on Carolina Ave., but they need to identify a funding source. The speed bumps were less than expected given that the road is narrow, so for 4 speed bumps and signage, it is about $8,500.

Mr. Baker asked how much the speed signs are. Chief Owen said about $3,000-$5,000. Mr. Todd said they also have recording data but it is limited. Chief Wentzell said she likes black cats, which are black boxes that tell you how many vehicles traveled by, what speeds, and the days and times of travel, as opposed to speed trailers that only identify the top speed and average speed.

Mr. Baker said he is not sure if there is a good way to figure this out, but his gut says that the folks speeding on Carolina Ave. are likely the same 4-5 people. He asked when doing enforcement, whether there is a sense of whether we are catching the habitual speeders. Chief Wentzell said the majority are residents in the area.

F. Body Camera Policy

Chief Wentzell presented the Brevard Police Department's Body-Worn Camera (BWC) Policy (Attachment B), which is being shared as an accountability and transparency measure. BPD has a body-worn camera contract with Axon, and in stating their opposition to ALPR cameras, some residents have expressed opposition to the officers having BWCs and tasers. She believes those concerns stem from concern regarding the company, rather than the devices, as tasers give officers a less lethal option for instances involving use of force and have been instrumental in saving lives. Similarly, BWCs are a necessity in their field for protection of officers and for accountability and transparency. Therefore, she is presenting the policy to make others aware and allow them to ask questions.

Chief Wentzell said their policy meets all of the accreditation standards for North Carolina Law Enforcement Association (NCLEA). The purpose of the policy is to provide procedures for use, management, storage, and retrieval of data recorded by BWCs and the department's policy is that BWCs will be made available for officers and to maximize usefulness, officers will follow procedures for equipment operation outlined in the policy. The policy was drafted to be relatively generic so that it would not need revision if the department switches BWC companies. Definitions are also provided in the policy for relevant terminology.

General procedures cover the role of BWCs as independent observers, their ability to capture evidence that may be used in the prosecution of those who violate laws, their intended use, and their ability to form the basis of a complaint in cases of misconduct or internal affairs investigations. Videos that document a violation of the law are considered a record of a criminal investigation, and videos that contain

personnel records or are used to subject an employee to disciplinary action are considered personnel records. BWCs are used to assist with objective investigations of complaints against personnel, enhance the ability to review different elements of an arrest for criminal investigation purposes, gather accurate evidence of events, actions, and statements made during stops, arrests, pursuits, etc., aid in training of officers and supervisors, and provide quality assessment of officer-citizen contacts.

The Support Services Lieutenant is the BWC Coordinator and their responsibilities include setting up user access and authority to BWC systems, ensuring BWCs and servers have adequate storage, performing software and hardware updates, and ensuring repairs to malfunctioning equipment are made in a timely manner.

All personnel issued a BWC will receive training on the operation and use of the equipment and at a minimum, training will include: a review of the policy and other written directives that relate to BWCs; proper care and maintenance of equipment; legal procedures for recording incidents/events; and sworn, supervisory staff (lieutenant or higher) may also be trained in making a DVD copy and/or still frame picture for internal investigations or other official purposes. Training will be administered to new employees during orientation and/or field training, newly promoted supervisors during their orientation period, and to applicable personnel as needed based on system updates or changes in applicable law/policy.

BWCs will be assigned to all sworn and reserve personnel and will be made available to civilian personnel when taking parking, animal control, and/or code enforcement actions. Chief Wentzell added that at many larger departments, ranks of Captain and above are not required to wear BWCs, but she does not believe in that and everyone will have a BWC when carrying out law enforcement actions. BWC are required for officers working in a uniformed capacity or in an assignment that requires regular contact with citizens. Investigators and plain-clothes officers are not required to wear BWCs on duty, unless taking part in any law enforcement interaction. BWCs are required during service of a search warrant, pre-planned enforcement situations, and pre-planned tactical situations. Executive staff are not required to wear BWCs unless performing an operational function. Officers must wear BWCs in a position that most closely replicates the officer's perspective.

Mr. Baker asked when officers are wearing BWCs, if they are assumed to be active. Chief Wentzell said often times, BWCs operate in sleep mode because it preserves the battery, but when dispatched to a call, officers are required to take BWCs out of sleep mode before exiting their vehicle. She added that some agencies do not allow sleep mode, which she agrees with, as it limits instances where officers can forget to activate their BWCs. BPD currently allows officers to keep their cameras in sleep mode, as there have been no instances of officers forgetting to turn on their BWCs in Brevard and older generation BWCs do not have enough battery life to get officers through a 12-hour shift. If it becomes an issue, the policy will be updated.

Employees who are issued a BWC are responsible for the care and maintenance of the equipment, will inspect the BWC for proper operation and performance at the beginning of each shift, and must immediately report malfunctions, damage, or issues with their BWC to the on-duty supervisor.

Recording guidelines outline that BWCs will not be used in places where there is a reasonable expectation of privacy, and should not be used to record other officers, City employees, or personal activities. The guidelines outline situations where BWCs must be activated and note that officers may also use BWCs to document events that, through their training and experience, leads them to conclude the interaction should be recorded, even if it does not fit the circumstances outlined in the policy. Officers may also use the audio recording to narrate events to aid in documentation or courtroom presentation and are encouraged to review recordings when preparing written documentation to ensure consistency. Recordings that contain arrests, assaults, confrontations, vehicle pursuits, vehicle searches where contraband is recovered, DWIs, or prisoner transport will be treated as evidence and held in accordance with retention schedules and BWC recording retention periods.

Recording exceptions are detailed and include situations without a defined beginning or end, extended incidents that do not include direct or continuous interactions, incidents involving review of child pornography, and in some situations while inside medical facilities. When stopping the recording, officers must document the reason for stopping the video by orally noting the intention to stop the recording prior to turning the camera off, or by notation in the notes section of the recording system. Except in the circumstances noted above, when BWCs are activated, they will not be deactivated until the incident has concluded.

The policy states that officers may not erase, alter, reuse, modify, or tamper with BWC recordings or attempt to remove the media from the device. Chief Wentzell noted that these actions are not possible with the Axon BWCs, as all of the recordings are secured in their secure servers and subject to audit trails. At the end of each shift, officers must dock their BWCs, which will upload all recordings to the servers. BWC servers automatically erase recordings when retention periods expire, and retention periods for recordings vary based on content. Retention periods are outlined in the policy, but BWC recordings are kept for a minimum of 30 days.

Mr. Baker asked how the retention periods get coded to the recordings. Chief Wentzell said that officers are required to classify the recordings based on content at the end of each shift, so the applicable retention period will apply once the recording is classified. She added that with the new BWCs that the department will be obtaining, officers will be able to classify recordings from an app on their phone or the camera itself, as opposed to logging in to a computer as they do now. When a recording is used to process a complaint, for an administrative review, for an internal affairs function, or for records/evidentiary purposes, BWC recordings will be securely stored until formal authorization for destruction is granted.

Chief Wentzell said if someone is in a BWC video, they have the right to view it if they submit a request, as long as it is not tied to an open investigation. However, if they are not seen or heard in the video, they are unable to view it. Public requests for disclosure of BWC footage must be made on a records request form, but completion of the form does not guarantee release of footage. Records request forms will be reviewed by the Chief of Police and upon approval or denial of the request, the requestor will be notified in writing of the outcome. If approved, the requestor will be permitted to view the recording in its entirety at the police department. It does not permit the requestor to retain a copy, pause and rewind the recording, record it, or to bring anyone with them other than an attorney.

All BWC recordings are the property of BPD and dissemination of recordings outside of BPD is prohibited without authorization from the Chief. Chief Wentzell said when viewing BWC recordings, the software puts a bar across the top indicating who is viewing the recording, which aims to prevent officers from sharing BWC videos. She hates to say it but it does happen in this profession. Audit trails will indicate how many times an officer has viewed a video, and she noted that when she watches a BWC recording, she makes a note as to why so that there are no questions.

The policy specifies the levels of access to BWC data and the permissions extended to each access level. Supervisors carry out monthly audits of BWC data recorded by officers under their command and control to conduct periodic assessments of officer performance, ensure the equipment is functioning properly, determine if the equipment is being operated properly, and identify material that is appropriate for training. Audits consist of a minimum of 5 randomly selected recordings per officer in addition to recordings classified as accidental activations. Minor infractions, not criminal in nature, discovered during review of BWC data are to be viewed as opportunities for training, coaching, and counseling. Non-minor behaviors or actions that have become habitual after being addressed, appear to be criminal in nature, or show excessive force are to be reported to the Chief of Police.

The BWC Coordinator will conduct an annual review of the BWC program to ensure it aligns with department policy, assess training needs, and verify that operational practices are consistent with BPD's mission, vision, and values. The review will be submitted to the Police Chief annually by January 31st.

Mr. Gallo asked if a taser policy will also be covered. Chief Wentzell said it falls under BPD's Use of Force Policy, which she can go over generally, but there are portions that will not be covered as it could jeopardize officer safety. Mr. Gallo said someone also asked him if Brevard has the "new ICE tasers," to which Mr. Lytle said they likely meant the gloves. Chief Wentzell said BPD does not have the gloves and currently operate with the oldest tasers on the market. When they upgrade, they will have the newest tasers. She added that the new tasers are equipped with Bluetooth and as soon as an officer unholsters their taser, the BWC turns on automatically. In dangerous situations, officers may not be thinking about turning their BWC on, so it will help in those situations.

Mr. Lytle asked if BWCs stay at the station or if the officers take them home. Chief Wentzell said BWCs stay at the station. Mr. Lytle asked if officers sign something that says their BWC is operational at the beginning of each shift. Chief Wentzell said that officers do not sign off, but the supervisor on duty makes sure officers have their BWCs and that BWCs are operational before they leave their roll-call briefing.

Mr. Lytle asked if there are situations where there are not enough BWCs for a shift, given that they are assigned. Chief Wentzell said if an officer's BWC is malfunctioning, they will likely grab another officer's BWC and notate that on this date and time, they used that officer's BWC. It can be changed in the system but only the Chief of Police and BWC Coordinator have the ability to make those changes.

Mr. Baker asked about the storage of BWC recordings and if it is stored by Axon. Chief Wentzell said the cloud storage is provided by Axon and by not storing the recordings at BPD, it eliminates allegations of editing or altering videos. Even with admin rights, Axon only allows them to see the video in its entirety, change the classification type, and change the retention period.

Mr. Baker asked if much of the policy changed after Chief Wentzell joined the department or if it was already there. Chief Wentzell said the majority of the policy was already in place, but some of the changes made include increasing the number of videos audited each month to ensure quality control and making sure the BWC is on before exiting the vehicle. Mr. Baker asked if anything will change after the department gets new BWCs. Chief Wentzell said very little will change, but it will probably include turning off the officers' ability to have BWCs in sleep mode.

Mr. Baker asked if there are procedures in place if they find that an officer is intentionally not turning on their BWC. Chief Wentzell said it would fall under an internal affairs investigation and it would go through their disciplinary procedures.

Mr. Baker said he has seen legal disputes in other places regarding the release of BWC footage and asked if it were to happen, who represents BPD. Chief Wentzell said it depends. Neighboring states release BWC footage all the time, but North Carolina has protections in place to where BWC footage can only be released by a court order issued by a judge. If it pertains to a criminal investigation, it would be handled by the DA's office since they are prosecuting as the State. If it is related to a complaint or disclosure request, it will be handled by the City attorney.

Mr. Gallo asked how quickly BWC videos are uploaded. Chief Wentzell said any time the BWC is docked or connects to the Wi-Fi, the videos will automatically upload.

Mr. Baker asked how it will work if another agency requests a BWC recording. Chief Wentzell said they would have to provide a legitimate law enforcement reason and she would review the footage prior to making that determination.

Committee Comments

Mr. Todd said one more update he forgot to include on traffic calming is that there was prior discussion of converting the yield sign on Thomas St. to a stop sign. He noted that they have the necessary drawings and approval from the traffic engineer, but it requires Council approval so it will go to Council at their next meeting.

G. Public Comment

Kate Kelly lives on Park Ave. near Silvermont and there is a black box device on a utility pole near her home. She does not know if it was up during the school season and she read that sometimes black boxes are put back up during different seasons. If so, she would request it, as there are small children walking and heavy traffic when school is in session. She also asked how much data is needed to take action and if it takes as long as it did for Probart. Chief Wentzell said speed humps are not in her purview, but the collected data is used for enforcement and allocation of resources in areas supported by the data. Mr. Todd said traffic calming measures are also determined by the underlying reasons for increased traffic and if it is a City street.

Kellyn Haight said she emailed the City about an update on the traffic calming efforts on Carolina Ave. and the white speed trailer has returned, so she is wondering if there is an update. Chief Wentzell said the highest speed picked up by the trailer in the last 6 days was 23 mph. Looking at the week, there was 3,500 vehicles that passed through. Ms. Haight asked if the data collected over the last 2 years is null. Chief Wentzell said she does not have 2 years' worth of data with her today. Ms. Haight said she was hoping there was movement on a solution. Mr. Todd said Staff obtained quotes for speed bumps and the traffic engineer determined their placement on Carolina Ave. and adjacent roads. He said now Staff is looking to Council to identify a funding source. Mr. Baker said there will be a larger discussion regarding funding at the Council level. He added that the City does have the data from the last two years. Ms. Haight asked if a stop sign was considered. Mr. Todd said it was not, as DOT does not view stop signs as traffic calming measures.

Doug Powell said if the body camera policy is any indicator, the policy manual for the Brevard Police Department is probably pretty thick. He asked Chief Wentzell how much time is spent reviewing departmental policies and how much time is spent reviewing the U.S. and NC Constitutions. Chief Wentzell said BPD has 160 policies and they are in the process of getting accredited. She added that she has an Accreditation Specialist who reviews policies 40 hours a week to ensure they meet State standards and comply with NC general statutes and she and the Deputy Chief meet with the Accreditation Specialist weekly to review policies. Command staff also review policies to ensure expectations are clear and the policies reflect best practices. Chief Wentzell said she reviews the Constitution about once a year. Mr. Powell asked how her officers would do if they were quizzed on the Constitution. Chief Wentzell said some would probably be happy to be quizzed. Chief Owen said the Fire Department is in the process of updating policies and establishing policies that were not in place prior to his tenure. He said he reviews the Constitution once or twice a year and keeps a reference guide on his desk. Chief Wentzell said the NC

Criminal Justice Standards and Training Commission presents legal and legislative updates annually, and officers are required to attend 6 hours of training to maintain their certification as a peace officer. Chief Wentzell said constitutional law is covered when officers obtain their BLET certification in the police academy and as long as officers maintain knowledge of policies, procedures, and best practices, they are only required to attend training on legal and legislative updates.

Doug Denton had questions as it relates to what is considered an enforceable speeding violation. Deputy Chief Bonnano explained the differences between the absolute speed law, which is based on the posted speed limit and even 1 mph over is an enforceable violation, and the basic speed law, in which a violation could be under the posted speed limit based on conditions and the officer must give justification as to why that speed was an enforceable violation. Mr. Denton asked if there is any data regarding excessive speeds on Broad St. between Jordan St. and Main St. Chief Wentzell said they have some black cat data, but they can also pull the speeding citations in that area. Mr. Denton asked if there is a way to tell what percentage of vehicles have enforceable speeding violations. Chief Wentzell said yes, through the black cat data at the police department. Mr. Denton said he feels pedestrian safety has been overlooked and most people are traveling at dangerous speeds. He has spoken to Mayor Copelof about it and would like City Council to make it a priority, as most people on Broad St. exceed the speed limit. He would like to see the law enforced in that area. His fear is that someone will get seriously hurt.

Harvey Sankey said he was asked by the board of directors of Straus Park to talk to the Police Chief about speeding problems in the neighborhood. He added that they are looking at 4 areas and once complete, he will go over the information with the Chief and present it to the board of directors. Once the board of directors discusses internally, they will then talk with the Chief about the findings. Mr. Sankey noted that due to the presence of commercial businesses, Straus Park also has non-residents passing through. He added that with regard to whether a 20-mph speed limit is too slow, there are no sidewalks in Straus Park and there are people walking their dogs in the street, so any increase in the speed limit would be a safety issue from his perspective. He said he appreciates the Chief's help.

Linda Gallo said she is so impressed with the policies Chief Wentzell has implemented at the police department and the effectiveness of them. She asked what happened to the people that used to congregate at Clemson Plaza and did they just move to another location in town. Chief Wentzell said based on some of the concerns and their behaviors, some of them received trespass warnings from City property, so they are in other areas within the community.

H. Set Date for Next Meeting – Monday, September 28, 2026 at 3:30pm

The next meeting was scheduled for Monday, September 28, 2026, at 3:30 pm.

I. Adjourn

There being no further business, the meeting was adjourned at 5:01 pm.

Minutes Approved: September 28, 2026

X _____
Aaron Baker, Chair, Council Member or
Dean Lytle, Vice Chair, Council Member

X _____
Shawnee Cummings
Assistant to the City Manager

Traffic Calming and Safety Project Status 8/24/2026

IDENTIFIER	PROJECT	DESCRIPTION	STATUS	NOTE
1	W. Probart/Railroad intersection improvements	Move stop sign/stop bar slightly east to provide more space for traffic collection; increase SB curb radius to ease turning movements onto WB Probart, add double sided RRBCs.	Only reamin work is instalaltion of RRBCs complicated by size of the new base and the sidewalk width	Hope to complete by the end of September
2	E. Probart crossing at Broad St.	Enhanced signage to warn motorists of pedestrians	Installed pedestrian and traffic warning signs, painted the crosswalk. Waiting on McAdams review one way travel on Probart, Broad to court house parking. Traffic data has been requested from Police. Stripes have been repainted after NCDOT repaving. Also waiting on	
3	Estatoe boardwalk repair Section 1, behind McDonalds	Repair/replace/reconfigure boardwalk sections of Estatoe Trail.	FLAP Grant has been awarded to the City, but we have not yet determined the full amount of the award. The designer for the project has been selected, WSP. We are presently unsure when grant funding will be available, as such we will not enter into a design agreement until we are sure of the funding amount and timeline	PTR comm. has agreed that this should be staff focus for the year to come
4	Estatoe boardwalk repair Section 2, behind Aldi	Repair/replace/reconfigure boardwalk sections of Estatoe Trail.	FLAP Grant has been awarded to the City, but we have not yet determined the full amount of the award. The designer for the project has been selected, WSP. We are presently unsure when grant funding will be available, as such we will not enter into a design agreement until we are sure of the funding amount and timeline	PTR comm. has agreed that this should be staff focus for the year to come
5	Estatoe temporary trail	Gravel path along old railbed	Pender curb cuts are complete. Pender crosswalk to be painted by end of June. Fisher Lane curb cuts to begin next week. Working in conjunction with NCDOT to add thermoplastic crosswalk. Hope to have work compelted by the end of August.	
6	Carolina Ave. traffic calming	Possible traffic calming measures on Carolina Ave. north of intersection with Shipman	Staff brought a proposal to the Budget Retreat to add speed bumps on the City owned portion of Carolina Avenue.	
7	Four-way stop near Silversteen Park	Add stop sign at Mills Ave. to create four-way stop near Silversteen Park	Final layout received from our Traffic Consultant. Signs have been ordered. We will implement this work after the Hillview Street culvert is repalced.	Need to advertise traffic change and install "New Traffic Pattern" signs

14	Park Ave, Park View, Elm Bend. traffic calming	Constituent request for consideration	Data collection complete and data review is is process. Plans are to continue data collection while school is in session as previous collection occurred during the summer.	
15	Pisgah Church Dr. traffic calming	Constituent request for consideration	Data collection scheduled	
16	Fisher Rd. traffic calming	Constituent request for consideration	Discussed with NCDOT 12/18/25. NCDOT indicates they are flexible in regards to trail crossing and willing to consider ownership swap.	State rd., traffic control measures must be approved by NCDOT
17	No Turn On Red where Bike Paths are crossed, Deer Lake Road, Jackson Court, Osbourne, temporary until R5800 is complete.	Constituent request for consideration	Discussed with NCDOT on 12/18/25. NCDOT is reviewing mast arms to see if they can support associated signage. NCDOT said maybe to painting trail crossing with the Ecusta Trail Logo at Deer Lake, Pisgah Heights, Jackson Court	
18	Add traffic calming to Oakdale, near 228	Constituent request for consideration	Under discussion	Add to data collection schedule
19	Flashing Yellow light and enhanced crosswalk, Highschool to dirt parkng a across Country Club Road. Consider addition of speed bumps or rumble strips	High School has requested rumble strips	NCDOT has agreed to install a flashing RRFB at this crossswalk bwteen June and August of 2026.	
20	Can speed be reduced on shared bike lanes on French Broad	Constituent request for consideration	Under discussion	
21	Can Morgan Street be made a bike boulevard	Constituent request for consideration	Under discussion in Downtown Master Plan	
22	Can the Bike Ped Plan be reviewed for safety concerns and address those on a higher priority	Constituent request for consideration	Under discussion	
23	Can we review the number of light changes per crosswalk crossing at 276/Elm/Park View at school crossing	Constituent request for consideration	This was discussed briefly with NCDOT at last quarterly meeting on 12/18/25 but we do not have are solution yet. Do new lights at Gallimore change traffic	
24	Ecusta Road signage warning of upcoming trail crossings	Constituent request for consideration - Need to verify if this has been done	To be addressed by a coming STIP Project, have asked NCDOT if signs can be added, awaiting their approval	
25	Secondary egress from Cherry St area	Constituent request for consideration - Need to follow up with McGill	Public Safety agreed to review one emergecny exit route versus 4 as originally proposed. Update proposal received from our designer on 11/24/25. This project is on hold pending identifaction of needed budget.	
26	Trail crossing signs and better marking by Pisgah Heights	Constituent request for consideration	Repaint faded crosswalk add signs, waiting on NCDOT. Staff will schedule this work.	

27	Deerlake Road sidewalk extension	Constituent request for consideration	Cost estimated by Public Works to be $20k for materials, work could be done in house as time allows, double cost if contracted. Wilson to discuss with home owners association.	
28	Better trail marking/ safety improvements by Deerlake Rd/AVL Highway, pernament per R5800.	Constituent request for consideration	Discussed with NCDOT on 12/18/25 but no resolution yet. DOT is considering this along with the new roundabout work	
29	Deer Lake Crossing Signal Light	Constituent request for consideration	Reviewed with NCDOT on 12/18/25, they promised to give this consideration but no promises were made.	
30	Excessive speed on West Main, 200 block due to traffic on Probart rerouting around speed bumps. What traffci control measures can be put in place?	Constituent request for consideration	Just recently completed additional data collection. Review in process.	
31	Lack of crosswalk on Broad Street near library	Constituent request for consideration	Will discuss with NCDOT	
32	Varying speed limits on Broad, one small section speeds up. Can they be made the same?	Constituent request for consideration	Will discuss with NCDOT	
33	Silversteen between Caldwell and Aiken	Constituent request for consideration	Will discuss with NCDOT	
34	Review intersection of Carver Street and Oakdale Street and Cashiers Valley Road below MJCCC	Constituent request for consideration	Alternatives under discussion with TCWT	
35	102 East French Broad - Excessive Speed	Constituent request for consideration	Police Department to conduct data collection	
36	Cross walk needed at or near intersections of Whitmire, King St, French Broad Ave and Railroad	Constituent request for consideration	Has been discussed with the City's Traffic Engineer, more conversation and a site visit is needed.	
37	Review Intersection of Main Street, Thomas St, North Ln, and James St.	Constituent request for consideration	Has been reviewed by the City's Traffic Engineer, more details to follow. As time allows city staff to convert Yeild sign on Thomas to Stop sign and trim bushes and trees near this intersection along Main St.	
38	Cross walk needed at or near intersection of Carver and Oakdale	Constituent request for consideration	Has been reviewed by the City's Traffic Engineer, detail drawings/sketches to follow. Cross walks and stops signs/stop bars to be added	

39	Review intersection of East Main Street, Wilson Road and Greenville Highway	Constituent request for consideration	Has been discussed with the City's Traffic Engineer and NCDOT, detail drawings/sketches to follow.	
	RESOLVED OR COMPLETED ITEMS			
1	Jailhouse Hill Line Painting	Constituent request for consideration	Completed	NCDOT
2	Line Painting in front of Ingles	Constituent request for consideration	Completed	NCDOT
3	Railroad Avenue parking	Public hearing 8/4 for code changes prohibiting on-street parking along Railroad	Complete	
4	Crosswalk Indicators not working, French Broad/Caldwell	Constituent request for consideration	Complete	
5	Crosswalk Indicators not working, French Broad/Broad	Constituent request for consideration	Complete	
6	Crosswalk Indicators not working, Main/Caldwell	Constituent request for consideration	Complete	NCDOT
7	Reflective Tape on Benches at Jordan Street Bump Out	Constituent request for consideration	Complete	Will be reviewed again later if deemed problematic
8	Bicycle Accident Barclay Road due to ignored Road Closure Barricades	Constituent request for consideration	Complete	NCDOT - Estimated Completion by 10/1/25
9	Jake Brake Signs	Constituent request for consideration	Complete	
10	Railroad/McClean path crossing improvement	Replace one-sided RFBs with two-sided; create ADA accessible "landing pads" on both sides of crosswalk	Complete	
11	Excessive speed on Maple. What traffic control measures can be put in place?	Constituent request for consideration	Complete	Traffic data was collected. Based on the traffic data it was decided that no new measures were needed at this time.
12	Oaklawn/Main St. four-way stop	Add stop signs/stop bars on Main St. to create four-way stop		Complete
13	Oaklawn/Carver four-way stop	Add stop sign at EB Carver to create four-way stop		Complete

Brevard Police Department

General Order-DRAFT

Title Body Worn Cameras		Order Number 300-3
Effective Date	Amends NEW	
NCLEA Standard 6.22A-H	Rescinds	
Reference 100-1 General Rules and Regulations NCGS §132-1.4A – *Law Enforcement Agency Recordings*	Pages	
Forms F303 *Request for Video Recording* F704 **–** *Request for Records*		

PURPOSE

The purpose of this directive is to provide procedures for the use, management, storage, and retrieval of audio-visual data recorded by approved body-worn camera systems.

POLICY

The use of body worn camera (BWC) equipment has proven to be valuable in the prosecution of traffic violations and related offenses, in evaluating officer performance, training, administrative reviews, and internal investigations. Therefore, it is the policy of the Brevard Police Department to make BWC equipment available for use by officers whenever appropriate. To maximize the usefulness of this equipment, officers will follow the procedures for BWC equipment operation and use as outlined in this General Order (NCLEA 6.22A)

DEFINITIONS

Body-Worn Camera (BWC) – Video and audio recording equipment designed to be worn by the officer.

*BWC Coordinato*r- A designee of the Chief of Police, given responsibility and authority for the direction and control of the BWC program.

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BWC Operator- An officer who has received instruction in the operation and use of the specific BWC recording devices and is authorized to use such equipment for enforcement purposes.

Disclosure – Making a recording available for viewing or listening at a time and location chosen by the custodial agency; this does not constitute release of the recording with NCGS 132-1.4A.

Recording and Recorded Media - Videotapes, CDs, DVDs, and similar devices for recording digital video and/or audio. Recordable media are those that have the capability to have audio and/or video stored on them. Recorded media are those that already have audio and/or video stored on them.

PROCEDURE

General

1. BWC systems act as an independent observer, recording the events as they occur. The system can assist in the collection or capture of information and evidence that may be used in the prosecution of those who violate federal, state, and local laws (NCLEA 6.22C).

2. The intended use of BWC equipment is not a disciplinary tool against officers for minor infringements of policies and procedures. However, if a case of misconduct and/or repetitive behavior is brought to the attention of the department through a complaint, supervisory administrative review, or internal affairs investigation, the video and/or audio recording may be used to form the basis of a complaint to substantiate or discredit the alleged violation (NCLEA 6.22C)

3. Any portion of BWC data that documents events surrounding a violation of the law (which includes an infraction, crime, or offense prosecutable in the criminal courts in this state or in the United States) is considered a record of a criminal investigation, as described in NCGS 132-1.4, and not a public record, as deemed in NCGS 132-1 (NCLEA 6.22C)

4. Any portion of BWC data that contains personnel records or that may be used to subject an employee to disciplinary action is a part of that employee's personnel file as defined in NCGS 160A-168 and is open to inspection only as provided by that statute (NCLEA 6.22C).

Organizational Philosophy on Use of BWC Equipment (NCLEA 6.22A)

1. This department has adopted BWCs to achieve several objectives. The primary objectives are as follows.

    - Assist the department with thorough objective investigations of complaints against personnel

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A. Enhance the ability to review probable cause for arrest, arrest procedures, officer and suspect interaction, and evidence for criminal investigation purposes.

B. Gather recorded evidence and accurate documentation of events, actions, conditions, and statements made during motor vehicle stops, pursuits, arrests, acts of physical violence, unusual conduct, searches, crime scenes, and critical incidents.

C. Provide training aid for officers and supervisors

D. Provide quality assessment of officers and citizen contacts

BWC Coordinator and Installation

1. The Support Services Lt will be designed as the BWC Coordinator.

2. Responsibilities of the BWC Coordinator or designee include:

- Setting up user access and user authority to BWC systems
- Ensuring that the BWC equipment and related servers have adequate storage
- Performing software and hardware updates as needed
- When informed of malfunctioning equipment, ensure that the appropriate personnel make the necessary repairs in a timely manner.

Training *(*NCLEA 6.22F)

1. All personnel who use BWCS in the performance of their duties will receive training in the operation and use of approved BWC equipment prior to use.

2. The training will minimally include:

- A review of this General Order and other applicable written directives as they relate to the operation, use, and limitations of the equipment;
- Proper care and maintenance of the equipment; *and*
- Legal procedures for recording incidents/events.
- Sworn, supervisory staff at the rank of lieutenant or higher may also be trained in making a DVD copy and/or still frame picture for internal investigations or other official purposes.

3. The training schedule is:

- Newly-hired employees – during orientation and/or during field training;
- Newly-promoted supervisors – during the Newly Promoted Supervisor Orientation period; *and*
- Applicable personnel – as needed based on system updates or changes in law(s) and/or applicable policies.

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4. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.

BWC Equipment

1. BWCs will be assigned to all sworn personnel.

2. Sworn, reserve personnel will have a designated BWC available for use during their shift.

3. BWC's shall be made available to civilian personnel when taking parking, animal control, and/or code enforcement actions.

4. Officers at the rank of Lieutenant and below, working in a uniformed capacity, including extra-duty and off-duty employment, or any assignment that necessitates regular contact with citizens, are required to wear a BWC as part of their standard duty equipment.

5. Investigators and plain-clothes officers are not required to wear the BWC throughout their tour of duty; however, they are required to wear them during any official law enforcement interaction.

6. BWCs will be worn by all sworn personnel during:

    - Service of a search warrant;
    - Pre-planned enforcement situations; *and*
    - Pre-planned tactical situations

7. Officers will wear the BWC in a position to allow the recording of an encounter or incident that most closely replicates the perspective of the officer.

8. Executive staff are not required to wear a BWC unless performing an operational function.

Equipment Care, Maintenance, and Inspection (NCLEA 6.22E)

1. Employees issued a BWC are responsible for the care and maintenance of the equipment.

2. Employees issued BWCs will inspect BWC equipment for proper operation and to ensure it is performing in accordance with the manufacturer's recommendations, at the beginning of each shift and before starting any off-duty or extra-duty assignment.

    - All malfunctions, damage, or issues with the BWC equipment will be immediately reported to the on-duty supervisor.

3. Inspections of the BWC equipment will include at a minimum:

- Remote audio transmitter functionality:
- Adequate power source
- Connected to the recording equipment
- Remote activation of system via transmitter
- Camera lens
- Recording mechanisms are capturing both audio and visual information:
- System plays back both audio and video tracks
- Computer interface
- User verifies the ability to control the camera and classify video
- User verifies all previous videos have been transferred to the central video server
- If the BWC equipment is damaged or not operating properly, the user will immediately notify the BWC Coordinator.

Guidelines for Recordings

1. BWC equipment will be used only for legitimate law enforcement purposes in accordance with applicable laws and department written directives. It will not be used in places where there is a reasonable expectation of privacy. Examples where a reasonable expectation of privacy exists includes but is not limited to: (NCLM II.9) (NCLEA 6.22B)

    - Dressing rooms
    - Locker rooms
    - Restrooms

2. Pursuant to GO 100-1 General Rules and Regulations, BWC equipment will not be used to record other officers or city employees except during an investigation of a suspected violation of criminal, traffic, or local law; or as otherwise approved by the Chief of Police and should not be used to record personal activities. (NCLM II.9) (NCLEA 6.22B)

3. All staff required to wear the BWC system pursuant to this policy must activate the equipment during all occurrences of the following law enforcement activities: (NCLEA 6.22B)

    - Traffic Stops;
    - Priority Responses;
    - Vehicle Pursuits;
    - Prisoner searches and transports;
    - Crisis Interventions;
    - Civil Unrest;
    - Tactical operations and search warrants;
    - Investigative actions to include, but not limited to:

        - Field Interviews
        - Suspicious persons/vehicles
        - Crimes in progress
        - Domestic Disputes
        - Accidents

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- Other similar events

- Any situation as directed by a supervisor.

4. Not every citizen's interaction can, will, or should be recorded. However, officers may use the BWC to document any situation or event that, through his/her training and experience, leads the officer to conclude the interaction should be recorded.

5. Officers are expected to use good judgment and record any situation, incident, or interaction that a reasonable officer would consider appropriate; no matter if it fits within the circumstances specified in this General Order.

6. Officers may use the audio portion of the recording to narrate events as they occur to aid in documentation or courtroom presentation.

7. Officers are encouraged to review the recordings when preparing written documentation of events to ensure consistency.

8. Officers will ensure the volume from other electronic devices within the police vehicle does not cause interference when the BWC system is activated. This restriction does not apply to police radios.

9. BWC recordings containing arrests, assaults, physical or verbal confrontations, vehicle pursuits, vehicle searches in which contraband is recovered, driving while impaired, or any prisoner transport will be treated as evidence and held in accordance with applicable retention schedules and the BWC recording retention periods. (NCLEA 6.22C)

10. If the BWC has the capability to classify videos, once the recording has stopped, it is the officer's responsibility to ensure the video has been properly classified.

Recording Exceptions

1. Not all situations include a clearly defined beginning or ending requiring recording. Officers are expected to be familiar with and follow applicable laws and written directives using ethical and legal discretion when activating and deactivating BWCs.

2. During an extended incident, officers, when not actively engaged in direct and continuous interactions, may deactivate the system to conserve recording time for tasks that may include:

   - Traffic control;
   - Checking station when not interacting with motorists (i.e., the checking station is suspended due to traffic congestion, there is no traffic, etc.)
   - Perimeter security for a crime scene;

- Officers must document the reason for stopping the video, by orally noting the intention to stop the recording or by notation in the officer's notes section of the recording system.
- Officers must document the reason for stopping the video, by orally notating the intention to stop prior to turning camera off.

3. If an officer is investigating an incident where child pornography is being previewed or recovered, the BWC will be deactivated or positioned in a way as to not capture any images or videos to mitigate the need to take the BWC out of service for evidentiary purposes.

4. Except as noted above, when the BWC is activated, it will not be deactivated until the incident/event has concluded. (NCLEA 6.22B)

Medical Facilities

1. Officers will generally not use BWCs in any patient area where patients are being treated by medical personnel except:

    - To document injuries for official law enforcement purposes or to capture criminal activity or a physical arrest, when the officer is responding to a call reporting a crime on premises as described in 45 CFR 164.512(f)(5)
    - For the purposes of compliance with 45 CFR 164.512(f)(5) and this directive, a public health authority includes any medical facility authorized by law to collect or receive medical information for the purpose of:

        - preventing or controlling disease
        - preventing or controlling injury
        - preventing or controlling disability

    - As otherwise provided in a HIPAA-compliant authorization signed by all subjects of a recording.

2. In these limited situations, officers should take special care to record only parties reported to have been involved in the alleged criminal conduct being investigated. In no event will an officer use BWCs to record a person undergoing a medical or psychological evaluation, procedure, or treatment, nor a discussion of any individual's health information

3. Nothing in this directive prohibits officers from activating and using BWCs while responding to legitimate calls for service at hospitals, clinics, mental health facilities, or other medical locations. When officers are dispatched to investigate a reported crime, at a medical facility, BWCs may be activated in accordance with department policy to document law enforcement actions, statements, evidence, and other investigative activity.

Media Control and Management

1. Officers will not erase, alter, reuse, modify, or tamper with BWC recordings or attempt to remove the recordable media from the device.

2. To prevent damage to the original recorded media, at no time will the original media be viewed in any equipment other than the equipment issued or authorized.

3. Prior to using the BWC system, officers will ensure the BWC they are using is fully charged and has sufficient file storage space available. Additionally, officers will make sure the BWC is assigned to them in the BWC system.

4. At the end of each shift, officers will upload all BWC system files to the department server by placing the BWC into the approved docking cradle.

5. The BWC system automatically erases recordings from the BWC server when the retention period for that recording segment has elapsed. The retention period is set by the system according to specific classifications that the authorized user applies to the recording.

6. When BWC video and/or audio data is used during an administrative review, its use will be documented as part of the review. All relevant video/audio footage related to the investigation will be securely stored within the electronic digital evidence storage system. This data will remain in the case file until formal authorization for destruction is granted.

7. When processing a complaint, the supervisor or command officer assigned to the investigation will review the BWC data from the date and time specified in the complaint. The supervisor will process all allegations of officer misconduct and other allegations in accordance with GO 200-15- Personal Complaint Allegations. All relevant video/audio footage related to the investigation will be securely stored within the electronic digital evidence storage system. This data will remain in the case file until formal authorization for destruction is granted.

8. When BWC equipment, generated video and/or audio data is used by the internal affairs function, all relevant video/audio footage related to the investigation will be securely stored within the electronic digital evidence storage system. This data will remain in the case file until formal authorization for destruction is granted.

9. Copies of BWC video and/or audio data produced by the Records section, or other authorized personnel, for evidentiary purposes in a criminal investigation, will be securely stored within the electronic digital evidence storage system. This data will remain in the case file until formal authorization for destruction is granted.

10. Public requests for disclosure of BWC footage must be made using form F1005a **–***Request for Records* and comply with NCGS §132-1.4A**.** Petitioners making a request will be advised that completion of the form does not ensure the footage will be released pursuant to the guidelines associated with NCGS §132-1.4A. (6.22(h))

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- Completed forms *[placeholder for linking future BPD G.O.]* will be forwarded to the Chief of Police for review.
- The Chief of Police will review and approve or deny all requests for disclosure of BWC footage in accordance with NCGS §132-1.4A.
- Petitioners will be notified in writing of the outcome of the review conducted by the Chief of Police by Records Staff.
- Processed forms *[placeholder for linking future BPD G.O.]* will be maintained by the Chief of Police, or designee.

Retention of BWC Data (NCLEA 6.22D)

1. If BWC data is considered evidence, data will be retained in accordance with Records Retention and Disposition Schedule as outlined for Local Government Agencies and where applicable, as outlined in this General Order.

    - The original recording will be maintained on the appropriate server as evidence and will be disposed of pursuant to applicable records retention schedules, as authorized by the District Attorney's Office, or by court order.

2. If BWC data is not considered evidence, data will be retained for a pre-determined period if adequate storage space is available and in accordance with this General Order. (NCLEA 6.22D)

Classification	*Retention*
Accidental Activation	30 Days
Arrest	730 Days then to archive
Assist Officer	180 Days
Auto Accident	90 Days
Critical Incident	730 Days then to archive
Checking Station	90 Days
Citation Issued	730 Days
Criminal Investigation	180 Days
Custodial Interview	180 Days
Disturbance	90 days
Domestic Violence	90 Days
DWI Arrest	1 year then archive
Emergency Response	90 Days
Field Contact- Non-Custodial	60 Days
Officer Involved Motor Vehicle Crash	730 Days then to archive
Other Investigation	180 Days
Prisoner Transport	90 Days

Speed Violation (Exceeds 80 mph)	90 Days
Subject Transport	90 Days
Traffic Stop	180 Days
Vehicle Pursuit	1095 Days
Vehicle Inspection	30 Days
Unclassified Recordings	90 Days

Media Duplication (NCLM II.9) (NCLEA 6.22C)

1. All recording media and all recorded images are the property of the agency and dissemination outside the agency is strictly prohibited without specific authorization of the Chief of Police, or designee, as outlined in this General Order

2. The department will adhere to NCGS §132-1.4A – *Law Enforcement Agency Recordings* regarding the review and dissemination of recordings.

3. Officers requesting copies of videos will indicate the need on the case file folder submitted to Records.

4. Supervisors may duplicate recordings in conjunction with their administrative duties without prior approval. *(i.e., use of reasonable force, pursuit, etc.)*

5. Records personnel will transmit the data to the Henderson County District Attorney's Office via the AOC Electronic Discovery System within the timeline prescribed for discovery.

6. Unauthorized copies of any data or recordings are strictly prohibited.

Review of BWC Data (NCLM II.9) (NCLEA 6.22G)

1. The following are authorized users to access and review BWC data at the levels specified below:

    - Executive Staff and the BWC Coordinator as-needed– Complete access to the recorded files on the server, ability to add comments, change improper classifications, mark files for extended retention, and generate copies.
    - Watch Commander – View recorded files, ability to add comments, change improper classification, mark files for extended retention, and generate copies for internal administrative purposes.
    - Supervisors – View the recorded files, ability to add comments, change improper classifications, and mark files for extended retention.
    - Officers – View only their recorded files, change improper classification, and the ability to add bookmarks and/or comments for court testimony and case review.

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- Records Section Personnel – Mark files for extended retention and generate copies.

2. Supervisors will conduct a documented monthly review of BWC data recorded by officers under their command and control for the purposes of: (NCLM II.9)

   - Periodic assessment of officer performance
   - Ensure the BWC equipment is functioning properly
   - Determine if BWC equipment is being operated properly
   - Identify material that may be appropriate for training

3. Review procedures (NCLEA 6.22G)

   - Supervisors will log into the BWC System to review BWC data recorded by officers under their command and control;
   - Supervisors will enter a data range within the month being reviewed;
   - The BWC system will then generate a list of BWC recordings for the appropriate squad/unit/section/function; *and*
   - Supervisors will randomly select a minimum of five BWC recordings per officer from the represented list to review, in addition to all recordings classified as "Accidental Activations"

4. Minor infractions (not criminal in nature) discovered during the review of recorded material should be viewed as opportunities for supervisory training, coaching, and counseling. (NCLEA 6.22G)

5. Any behavior or action that is not minor in nature, has become habitual after being addressed, appears to be criminal, or shows excessive use of force will be reported to the Chief of Police and processed in accordance with General Order 208 – Complaints and Allegations. (NCLEA 6.22G)

6. In addition to the monthly review process, supervisors will review BWC recordings on an as-needed basis to conduct administrative reviews or internal investigations. (NCLEA 6.22G)

Supervisory Staff

1. Supervisors will ensure that employees under their leadership operating BWC equipment are using the system properly and in accordance with this General Order.

2. Officers are properly identifying recordings that may be evidence and complying with the requirements of discovery.

3. Notify according to applicable policy when any BWC recordings exist regarding any personnel complaint investigation, pursuit, use of force, or internal administrative review.

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4. The Support Services Lieutenant will conduct an annual review of the body worn camera program to assess:

    - Alignment with department policy;
    - Training needs; and
    - Operational practices consistent with the organization's mission, vision, and values.

5. This review will be completed and submitted to the Chief of Police through the chain of command no later than January 31st of the year following the period subject to the analysis.

    - This date may be extended with the approval of the Chief of Police.

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