

Indianola Police Department
Body Worn Camera System

I, _____, received a copy of the Procedures
for the Body Worn Cameras. (12.540)

Signature

Date

Issuing Officer

Date

BODY WORN CAMERA SYSTEM

Definitions:

Body Worn Camera(BMC)-A Department approved and authorized recording device issued to officers to record audio and video consistent with Department policy and procedure.

Incident-An event requiring some degree of law enforcement action or response.

EVIDENCE.COM-A TASER system used for accessing recorded events. Officers have a unique login to enable viewing or uploading recorded events. The website address is <https://indianolapd.evidence.com>.

TASER Docking Station (TDS)-A six port docking system which uploads video files and changes the TASER BWC. The TDS allows unit to transfer recorded events to EVIDENCE.COM via an internet connection.

PURPOSE:

BWC systems promote accountability and transparency for law enforcement by providing a video record of police activity. Police operations become more transparent to the public and help resolve questions following encounters between officers and citizens.

POLICY:

The Department will preserve video for at least 60 days after the last recorded event. After the 60 day retention period, recordings not categorized for retention will be automatically deleted by TASER. Recorded events necessary to the investigation and prosecution of criminal offenses will be uploaded and

redacted by Police Records (PRS). A video containing possible criminal evidentiary footage may not be copied to a disc until after it has been redacted. Requests for disc copies of a BMC video file will be forwarded to Chief of Police.

Officers are required to activate their own BWC system during all law enforcement-related encounters and activities as defined in this procedure. Officers will deactivate the BMC system only at the conclusion of the event or with supervisor approval.

Officers have the right to use the BWC system inside a private home as long as they have a legal right to be there (e.g., call for service, valid search warrant, consent of owner). Officer safety and public safety take precedence over recording events. Under extenuating circumstances, utilization of the BWC system may not be possible (e.g., ambush/assault on a police officer, compromising the tactical advantage of police). When this occurs, officers will report the incident to their supervisor. The supervisor will investigate and document the incident.

Officers will fail to use the equipment as required or fail to report damage to the equipment are in violation of the Code Of Conduct and are subject to the disciplinary process.

INFORMATION:

Utilizing video equipment facilitates the Department's objectives to collect evidence for criminal prosecution, provides an administrative inspection function, and assists in training officers to improve safety and tactics. BMC footage, in conjunction with witness statements, other video files etc., is one component of evidence collection to facilitate a thorough investigation.

Video files are the property of the IPD and are not to be duplicated and/or used without authorization from the Police Chief or their designee.

Officers are not required to inform citizens they are being recorded with the BWC. Unlike the back of a police car or empty police interrogation room, which requires notification recording equipment is in use, the personal contact between an individual and an officer does not constitute an environment where there is a reasonable expectation of privacy.

The TASER BWC will record 30 seconds of buffered video when activated.

PROCEDURE:

A. Operating and Utilizing BWC systems

- 1. Equipment is the responsibility of the officer assigned and will be operated according to the manufacturer's recommendations.**
 - a. Officers will wear all supplied components of the BWC systems and ensure proper functioning of the system.**
 - 1) Officers shall inspect the BWC prior to the shift to ensure proper functioning of the system.**
 - 2) A video and audio recording test must be conducted prior to leaving the department.**
 - 3) Officers will immediately report a malfunctioning BWC to a supervisor.**
 - a) The supervisor will check the BWC by following appropriate troubleshooting steps.**
 - b) If the supervisor is unable to resolve the problem, the BWC will be taken to Property Officer.**
 - b. Officers will only use the BWC assigned to them, and will not use a BWC assign to another officer.**
 - c. If an officer fails to activate or deactivate their BWC according to policy, whether intentionally or accidentally, they will report the incident to their supervisor.**
 - 1) The supervisor will investigate and document the incident.**

- d. Officers will upload any metadata from their BWC at the end of their shift
- e. Two spare mounts will be issued to the department.
 - 1) The spare mount will be documented in the Spare Mount Log when it is issued by a supervisor and when it is returned at the end of the officer's shift.
 - 2) Officers will use BWC equipment to record all calls for service and self-initiated activities. The BWC must be activated when the officer arrives on-scene. This includes:
 - a. While responding for calls for service in emergency mode.
 - b. Traffic stops, including the investigation of a vehicle and occupants already stopped or parked.
 - 1) Officers equipped with the BWC (primary or back up officers) will continue to record until the stopped vehicle departs or officers leave the scene.
 - c. During the entirety of traffic or foot pursuits.
 - 1) Activate the BWC before initiating
 - e. All requests for consent to search without a warrant, including searches of persons, buildings, or vehicles, will be recorded. Both audio and video recordings will be made of the request and consent when practical.
 - 1) Recording is intended to enhance a documented consent; it does not replace Consent to Search without a Warrant.
- f. Requests for searches and deployments of drug-detection canines involving vehicles, when practical.
- g. Recordings of all persons physically arrested and being transported in any Department vehicle to any location.
- h. Officers have the discretion to activate the BWC when they believe an event may have evidentiary value.

1. Officers are not required to initiate or cease recording an event solely at the request of a citizen.

3. The BWC may be deactivated after:

a. Clearing the call for service/self-initiated activity, or

b. The DVR is activated and recording a subject being transported in the police vehicle.

4. Officers will not use the BWC to record the following:

a. Confidential informants or undercover officers.

1) Officers may record any enforcement action (e.g., traffic or investigatory stop) requested by a plainclothes officer.

b. Department personnel during routine, non-enforcement related activities, unless recording is required by a court order or is authorized as part of an administrative or criminal investigation.

c. In any place where there is a reasonable expectation of privacy (e.g., restroom, locker room) except during an active incident (e.g., foot pursuit that leads into a locker room)

d. In any detention facility or hospital (when confidential patient information may be recorded) except during an active incident (e.g., disorderly person).

e. During discussions/briefs regarding tactics and/or strategies.

B. Viewing, Altering and/or Sharing BWC Recordings

1. All Success to BWC footage is automatically logged to create an electronic audit trail.

2. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior approval.

a. Requests to delete portions of a BWC recording (e.g., in the event of a personal recordings) must be submitted for approval to the police chief, who will review in accordance with state record retention laws. All requests and final decisions shall be kept on.

3. Officers may view BWC footage at the department utilizing vendor-approved software and equipment.

4. Officers will inform supervisor of any recorded sequences that may be of value for training purposes.

5. Officers shall not use non-agency equipment or devices to record or download video from BWC.

C. Court and Evidentiary Video Files

1. When a BWC video file is required for court/evidentiary purposes, the Prosecutor's Office will contact Property Officer to request the redaction process be initiated.

a. Property Officer will redact the BWC video files and notify the Prosecutor's Office when the files are available for review.

b. If no BWC video file exists, Property Officer will advise the Prosecutor's Office.

D. Recording Auto Accidents Involving Police Equipment

a. If a BWC-equipped officer is involved in an auto accident, they should activate the BWC if physically able.

1) When activated, the TASER BWC will record 30 seconds of buffered video. (Possibly recording the events prior to the accident)

b. Supervisor's Review of Vehicle Crash, will review the officers BWC video for any footage relevant to the auto accident.

1) If the officer's BWC contains relevant footage, the supervisor will upload the video file and label it for proper retention.

E. Records Requests

1. All requests for BWC video files must be made prior to the end of the 60 day retention and availability period. After the 60 day retention period recordings not categorized for retention are automatically deleted.