**POLICY/PURPOSE:**
This directive is intended to provide officers with instructions on when and how to use body-worn cameras (BWCs) so that officers may reliably record their contacts with the public in accordance with the law. This directive does not govern the use of secret recording devices used in undercover operations.

Officer safety and public safety take precedence over recording events. Safety shall be the primary consideration when contacting citizens or conducting vehicle stops, not the ability to record an event.

It is the policy of the Cedar Rapids Police Department (CRPD) that BWCs will only be used by properly trained sworn personnel. Officers shall activate the BWC when such use is appropriate in the proper performance of their official duties and the recordings are consistent with this directive and law. [41.3.8a]

The CRPD has adopted the use of the BWC to accomplish several objectives. The primary objectives are as follows:
- BWCs allow for accurate documentation of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.
- Audio and video recordings also enhance this agency’s ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigator and prosecutorial purposes and to provide additional information for officer evaluation and training.
- The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.

**PROCEDURE:**
When and How to Use the BWC [41.3.8b, c]
BWC equipment is issued primarily to uniformed personnel as authorized by the CRPD. Officers in uniform and assigned a BWC shall wear the BWC for the entire work shift as well as during any uniformed departmental overtime or uniformed extra work assignments.

While on duty, the BWC will be affixed upon the officer’s uniform in accordance with departmental training. The BWCs shall be worn on the upper torso with the exception of the pen camera attachment utilized for specialized applications. In addition to the issued mounting device, a tether shall be worn with the camera except when the BWC is secured to the uniform with a Molle attachment. While some discretion to the placement of the BWC is allowed, officers are responsible for ensuring the specific location, on the upper torso, does not obstruct the BWC’s recording capabilities.
Activation/Deactivation:
Officers shall activate the BWC to record all contacts with citizens in the performance of official duties to include but not limited to:

- Arrest
- Call for service
- Consent to search
- Crowd control or management
- Emotional situation with yelling, threats, profanity, etc.
- Incident requiring force
- Information gathering related to any criminal investigation
- Interview of victim, witness or suspect where other law enforcement audio and visual recording devices are not present
- Disagreement which may reasonably lead to a complaint or arrest
- Investigative stop (pedestrian, bicycle, suspect etc.)
- Line-ups and show-ups (if not utilizing other departmental recording methods)
- “Pat-down” or search of persons
- Prisoner interaction where other law enforcement audio and visual recording devices are not present
- Pursuit of person or vehicle
- Traffic stop
- In private residences or in other places where a reasonable expectation of privacy exists and there is a lawful reason for the presence of law enforcement officers.

Officers are not required to inform the public of the use of the system, but will disclose its use upon inquiry. Civilians shall not be allowed to review the recordings at the scene. In locations where individuals have a reasonable expectation of privacy, such as a residence, they may decline to be recorded unless the recording is being made in pursuant to an arrest or search of the residence or the individuals.

The BWC shall remain activated until the event or interaction is completed in order to ensure the integrity of the recording unless:

- It has been determined that an activated recording does not meet recording requirements, and the officer believes there should be no reason to continue the recording.
- The contact moves into an area restricted by this directive.
- There is an extended period of inactivity.
- The interaction enters a location with a separate police recording system such as settings designated for interviews or OWI processing.
Documentation:
Officers will be required to mark all captured audio/video with an incident designation and if applicable, document the existence of the recording in the officer’s report or notes on the citation.

- When BWCs are used in any situation where a case number is generated or a citation is issued, the officer shall:
  - Label all audio/video recordings with the case number or citation number.

- In instances where there is no case number or citation number, any of the following may be used:
  - Individual’s Name
  - License Plate
  - Dispatch Event Number

- Officers who do not have a specific BWC issued to them shall document the BWC number in any reports or citation notes related to an incident where a BWC was used.
- Officers who are issued a specific BWC, but are required to use a different BWC due to malfunction or repair shall also document the BWC number in any reports or citation notes.

All images recorded by BWCs are to be downloaded by the officer at the end of their shift. In addition:
- Commanders may request officers to download their BWC at any time.
- Officers working an extra work assignment, specialty assignment or similar are not required to come to the police station at the end of the shift/assignment for download, unless requested to do so, but are responsible for the care and charging of the BWC.
  - When a BWC contains a recording related to an arrest or use of force, the recording shall be downloaded within 24 hours of the incident.
  - It is required that all officers issued a BWC where their assignment doesn’t require them to report to the police station shall download recordings at least weekly.

Interrupted Recordings:
For required recordings, if an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated by noting in their supplemental report. If no incident report was generated, officers shall document through written memorandum and/or email to their commander.

Officers may review their own BWC footage for professional purposes such as preparing for court and report writing, but the department reserves the right to limit or restrict an officer from viewing any video
file. If an officer is involved in a critical incident (officer-involved shooting, use of force with significant injury, etc.), the officer shall not review their recording until authorized by a commanding officer.

Equipment [41.3.8e]
Officers who are assigned BWC equipment must use the equipment while performing any uniformed assignment, unless directed otherwise by supervisory personnel. As to not interfere with plain clothes operations, officers may use discretion on the use of the BWC if one is assigned to them.

Police personnel shall use only BWCS issued by this department. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the CRPD.

BWC equipment is the responsibility of the individual officers and will be used with reasonable care to ensure proper functioning. Officers shall inspect and test the BWC prior to each shift in order to verify proper functioning. Any malfunctions or problems shall be brought to the attention of the officer’s commander as soon as possible so that a replacement unit may be procured. If the malfunction or problem cannot be resolved by a BWC trainer, notification shall be sent to the Body Camera/In-Car Camera System Administrator(s).

- Retention of reported problems will be for a period of three years from the date of the reported problem.
  - The Body Camera/In-Car Camera System Administrator(s) will maintain a hard or electronic record of all founded, reported hardware or software related problems.
  - Any problems reported to IT will also be retained in their electronic reporting system.

Training [41.3.8f]
Officers who are assigned BWCS must complete an agency-approved and/or provided training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, and to incorporate changes, updates, or other revisions in policy and equipment.

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

Restrictions
BWCS shall be used only by authorized employees in conjunction with official law enforcement duties. The BWC shall not generally be used to record:

- Communications with other police personnel without the permission of the Chief of Police.
- Encounters with undercover officers or confidential informants
Officer shall not edit, alter, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval from the Chief of Police or their designee.

Retention [41.3.8d]
Recordings will remain on the server for a period of one (1) year for live viewing through Arbitrator’s Back-End Client. Beginning in February 2018, the live viewing will continue to build up to three years of live viewing. The data will be securely stored by IT for no less than three (3) years from the time of the event after which time the data may be disposed of. Videos identified as being needed for a period longer than three years will be handled on a case-by-case basis.

Review [41.3.8g]
All digital videos recorded by the members of the Cedar Rapids Police Department on the City/Department owned A/VRE are subject to random, unannounced review by the supervisory staff for training purposes and to ensure compliance with this policy.
- Each employee using a car, body, or interview room video camera will have a documented review by their commander, of at least one video on a monthly basis.
- All relevant captured data from Use of Force incidents, Pursuits, or Citizen Complaints will be reviewed and documented.

Release of Video/Images
All original images will remain in the custody of the Cedar Rapids Police Department. Portions of recorded tapes needed for court, press releases, training, and other purposes as determined by the Chief of Police or his/her designee, will be duplicated.

For reporting purposes, recorded video is considered Investigative/Intelligence material. Thus it is considered restricted use, non-public investigative police report information. Requests for release of specific video-recorded incidents will be routed to the Chief of Police, his designee or the City Attorney for approval in accordance with State Code of Iowa Chapters 22.7, 692, 232, and 915. [41.3.8c]
Recorded video/images shall not be duplicated except with the approval of the Chief of Police. The Chief of Police or designee shall provide copies upon request of the City Attorney or County Attorney for court purposes.

Officers may request a copy of a video for investigative/training purposes. Such requests must be approved by the appropriate division commander via written documentation. If such requests are approved the officer will provide the Property and Evidence Section staff with the recording officer’s name and pin number, along with the date and time the recording initiated.

Requests from outside criminal justice agencies for duplicates of recorded video will be reviewed on a case-by-case basis. Approval may be granted only by the Chief of Police or his designee.

If the recording is to be used for traffic court and/or training, following the event the officer receiving the recording is required to return it to the Property and Evidence Section for storage, recycling, or destruction unless the recording is being used for ongoing training purposes.

The Property & Evidence commander or designee will be required to keep documentation for every duplication for a period of no less than three (3) years. Documentation should include:

- Case number (if applicable)
- The PIN number and name of the requesting officer
- The PIN number and name of the recording officer on the video at the time of the original recording
- Date and time of the original recording
- Date and time of duplication
- Date and time checked out
- Date and time returned
- AV number

Extra Duty Employment
Refer to Extra-Secondary Duty Work directive.