



**BODY WORN CAMERA PILOT PROGRAM- PHASE 1**



<b>ISSUE DATE:</b>	30 January 2015	<b>EFFECTIVE DATE:</b>	30 January 2015
<b>RESCINDS:</b>	20 January 2015 Version		
<b>INDEX CATEGORY:</b>	Department Notice		

**I. PURPOSE**

This directive introduces the Body Worn Camera (BWC) Pilot Program.

**II. POLICY**

The Department is committed to protecting the safety and welfare of the public as well as its members. Recordings from the BWC can provide members with an invaluable instrument to enhance criminal prosecution. Additionally, they can protect members from false accusations through the objective documentation of interactions between Department members and the public. Members issued a BWC will use it pursuant to this directive.

**III. EQUIPMENT**

This pilot program will utilize the following:

- A. A body-worn camera system consisting of a camera and controller/battery pack in one.
- B. A head-mounted camera system consisting of a camera with a separate controller/battery pack.
- C. Evidence.com—a web-based storage and retrieval system.

**IV. SCOPE**

- A. The BWC pilot program is operational for select members in District 014.
- B. The pilot program is effective 20 January 2015.

**V. GENERAL INFORMATION**

- A. The pilot program will include both visual and audio recording.
- B. There is no expectation of privacy for Department members related to incidents recorded with BWCs. Supervisors, members of the Bureau of Internal Affairs, and the Independent Police Review Authority (IPRA) investigators may request to review the digitally recorded data from the BWC system. Any digitally recorded data created by the BWC system may be used without a Department member's permission for any official Departmental purpose.
- C. The [surreptitious](#) audio recording of a [private conversation](#) is prohibited by law.
- D. Selected uniformed members will be assigned a specific BWC by serial number that will be utilized by that member for the duration of the pilot program.
- E. The BWC is manually activated. At the conclusion of an incident, Department members must manually disengage all recording processes.
- F. All recordings require an event number. If unable to obtain an event number when initiating a recording, the member will obtain one immediately upon disengagement. Only one event number will be obtained for each incident.
- G. All digitally recorded data created by the BWC will be retained in accordance with the Department's **Forms Retention Schedule (CPD 11.717)**.

- H. Department members assigned a BWC are authorized to view their own recordings on Evidence.com using their unique user access credentials from a Department computer at a Department facility. Department members are reminded not to share their unique access credentials with other users. All Evidence.com access is tracked.
- I. Department supervisors are authorized to view all recordings on Evidence.com using their unique user access credentials from a Department computer at a Department facility. Department members are reminded not to share their unique access credentials with other users. All Evidence.com access is tracked. Members needing to access a recording that is not their own will request to do so through their immediate supervisor, who will evaluate the request and allow the officer to view the recording if appropriate.
- J. In general, minor infractions and minor deviations from Department policy observed through the review of digitally recorded data will not be subject to the disciplinary process and will be treated as a training opportunity.
- K. If a member in the pilot program is in a vehicle equipped with an in-car video system, the member will follow both the **In-Car Video Systems** directive and this directive.

## VI. RECORDING GUIDELINES

- A. Department members will use only Department-issued video/audio recording equipment.
- B. Upon initiating the recording, Department members will announce to the individual(s) that they are being recorded.  
  
**EXAMPLE:** "The police camera is operating and you are being audibly and visually recorded."
- C. Department members are permitted to record individuals:
  - 1. if they are on the public way or in public view;
  - 2. 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;
  - 3. during routine calls for service.
- D. Department members assigned a BWC will:
  - 1. ensure it is on "buffering" mode during their tour of duty.
  - 2. activate the system to "event" mode to record an entire on-scene incident.  
**NOTE:** When in buffering mode, the camera captures video only; no audio is captured and the video is not recorded to permanent memory. When the event mode is activated, the previous 30 seconds of captured video is recorded to permanent memory and the audio feature is initiated.
- E. Department members assigned a BWC will activate the system to event mode to record the entire incident for all:
  - 1. routine calls for service;
  - 2. investigatory stops;
  - 3. traffic stops;
  - 4. foot and vehicle pursuits;
  - 5. emergency driving situations;
  - 6. emergency vehicle responses to in-progress or just-occurred dispatches where fleeing suspects or vehicles may be captured on video leaving the crime scene;
  - 7. high-risk situations, including search warrants;

8. situations that may enhance the probability of evidence-based prosecution;

**NOTE:** If victims of incidents that are sensitive in nature request not to be recorded, the member will comply with the request and disengage the BWC consistent with item VI-G-**NOTE** of this directive.

9. situations that the member, through training and experience, believes to serve a proper police purpose, for example, recording the processing of an uncooperative arrestee.

**NOTE:** Sworn members will not unreasonably endanger themselves or another person to conform to the provisions of this directive.

- F. Department members are reminded to follow the directive **Interrogations: Field and Custodial** when conducting interrogations.

- G. During the recording of an incident, Department members will not disengage the BWC until the entire incident has been recorded or when further recording of the incident will not serve a proper police purpose. In the event of an arrest, the incident is concluded when the subject is transported to the district station.

**NOTE:** Department members will verbally state the justification of any disengagement of the BWC system prior to the entire incident being recorded before disengaging the BWC. Upon disengagement, the Department member will notify their immediate supervisor. Additionally if a case report is completed, the member will document the justification in the narrative portion of the report.

- H. Prohibited Recordings

The BWC will not be used to record:

1. in locations where a reasonable expectation of privacy exists, such as dressing rooms or restrooms, unless required for capturing evidence.
2. sensitive exposures of private body parts, unless required for capturing evidence.
3. personal activities or other Department members during routine, non-enforcement-related activities.
4. inside medical facilities, except when a situation arises that the member believes to serve a proper police purpose.

**NOTE:** Members will be aware of patient privacy rights when in hospital settings and follow the procedures consistent with item VI-G-**NOTE** of this directive when disengaging the BWC.

## VII. OPERATIONAL PROCEDURES

- A. Department members will:

1. at the beginning of the tour of duty:
  - a. sign-out their assigned BWC on the Personal Equipment Log ([CPD-21.919](#)) from the designated Department member;
  - b. visually and physically inspect the BWC and ensure that it is fully charged and operational;
  - c. ensure the BWC is securely attached to the member's person; and
  - d. ensure the BWC is on buffering mode prior to leaving the station.

**NOTE:** Members will immediately notify a supervisor if, at any time, the BWC is missing, lost, inoperable, or damaged.

2. during the tour of duty:
  - a. record events consistent with this directive.
  - b. annotate all reports, including Contact Information Cards (CPD-21.101), prepared for an event which has been recorded by listing "BWC Recorded Incident."
  - c. if seeking approval of felony charges through the Assistant State's Attorney Felony Review Unit, inform the ASA that the incident was recorded using a BWC.
3. at the conclusion of a tour of duty:
  - a. return the BWC to the designated Department member who will ensure it is placed in an open slot on the docking station for uploading of captured media and charging of the power unit; and
  - b. sign-in the BWC on the Personal Equipment Log.

- B. Sergeants assigned to supervise Department members using a Department-issued BWC will ensure:
1. Department members are using the BWC consistent with this directive.
  2. the Help Desk is contacted and a ticket number is obtained whenever any member is unable to use the BWC or download digitally recorded data due to technical problems.
  3. an investigation is initiated when notified of a missing, lost, or damaged BWC.

**NOTE:** Actions taken regarding items VII-B-2 and 3 will be documented on the Supervisor's Management Log ([CPD-11.455](#)).

- C. District station supervisors will ensure:
1. all available BWCs are fully utilized.
  2. the distribution, charging, and uploading of the BWCs are consistent with this directive.
  3. the daily assignment roster sent to OEMC and entered in the PCAD identifies members who are issued a BWC by placing the letter "K" next to the members' names.
- D. The watch operations lieutenant (WOL) will ensure:
1. each video has an OEMC event number associated with it by reviewing the data from the previous day.
  2. digitally recorded data is properly downloaded by randomly reviewing the downloaded recordings on Evidence.com.

## VIII. VIEWING DIGITALLY RECORDED DATA

All digitally recorded data created with the BWC are the property of the Chicago Police Department. **Dissemination of any digitally recorded data outside the Department is strictly prohibited without specific authorization by the Superintendent or an appointed designee.**

- A. The Information Services Division (ISD) will ensure:
1. all authorized Department members have access to the Evidence.com database.
  2. any non-departmental agencies with authorization to view digitally recorded data stored on Evidence.com has access.

**NOTE:** Unauthorized duplicating, capturing, or disseminating of audio or video from BWC footage is strictly prohibited. For example, Department members are authorized to view their own BWC footage on a Department workstation but may not record this footage with a cell phone, camera, or other method.

- B. If the digitally recorded data requires viewing before it is uploaded to Evidence.com:
1. the BWC in question will be taken to the district station from which it was issued; and
  2. the district station supervisor will contact ISD for advice on accessing the recording.

## IX. EVALUATION

- A. Watch operations lieutenants on a **weekly** basis will:
1. randomly review the video recordings for the duration of the pilot program.
  2. submit a report to the district executive officer regarding their observations and recommendations for the use of the BWCs.
- B. The district executive officer will:
1. review the reports submitted by the WOL; and
  2. submit a report through the chain of command regarding recommendations to the Chief, Bureau of Patrol, ATTN: BWC Pilot Program Evaluation Committee, at the conclusion of each police period.
- C. The BWC Pilot Program Evaluation Committee will be composed of the following members:
1. Chief, Bureau of Patrol, who will serve as chairperson;
  2. Chief, Office of Crime Control Strategies;
  3. General Counsel, Office of Legal Affairs;
  4. Deputy Chief, Education and Training Division;
  5. Commander, Information Services Division;
  6. Director, Research and Development Division;
  7. Director, General Support Division;
  8. District commander of the pilot district.
- D. Responsibilities of the BWC Pilot Program Evaluation Committee
1. Throughout the course of the pilot program, meet as needed to evaluate the effectiveness of the program and determine if it should be continued, expanded, modified, or terminated.
  2. At the conclusion of the pilot program, prepare a report to the Superintendent providing the results of the evaluation and a recommendation to continue, expand, modify, or terminate the program.

(Items indicated by *italic/double underline* were added or revised)

Authenticated by: JKH

Garry F. McCarthy  
Superintendent of Police

T15-022 CMF

**GLOSSARY TERMS:**

1. **Surreptitious**

Obtained or made by stealth or deception, or executed through secrecy or concealment (720 ILCS 5/14-1).

2. **Private Conversation**

Any oral communication between two or more persons, whether in person or transmitted between the parties by wire or other means, when one or more of the parties intended the communication to be of a private nature under circumstances reasonably justifying that expectation. A reasonable expectation shall include any expectation recognized by law, including, but not limited, to an expectation derived from a privilege, immunity, or right established by common law, Supreme Court rule, or the Illinois or United States Constitution (720 ILCS 5/14-1).