

<b>NORTHERN ILLINOIS UNIVERSITY DEPARTMENT OF POLICE AND PUBLIC SAFETY GENERAL ORDER - NUMBER XXXX--</b>		<b>DISTRIBUTION ALL PERSONNEL</b>	<b>PAGE 1 of 5</b>
<b>ORDER TITLE BODY WORN CAMARA SYSTEMS</b>	<b>SERIES NO. 4</b>	<b>SERIES TITLE/SUBJECT PATROL OPERATIONS</b>	
<b>TOPICS/REFERENCE PROCEDURES</b>		<b>APPENDICES None</b>	
<b>ORIGINAL ISSUE/EFFECTIVE DATE July 1, 2013</b>	<b>REISSUE/EFFECTIVE DATE XXXXXX</b>	<b>EXPIRATION DATE This order remains in effect until revised or rescinded.</b>	
<b>IACLEA (Current IACLEA Standards)</b>			

**POLICY:**

It is the policy of the Northern Illinois University Department of Police and Public Safety that specific officers or units shall be issued Body Worn Cameras (BWC) while in the performance of their duties. Officers will activate the BWC when such use is appropriate to the proper performance of official duties, where the recordings are consistent with this policy and law. This policy does not govern surreptitious recording devices used in undercover operations.

**PURPOSE:**

This policy provides guidelines for the proper use, maintenance, and deployment of Department's BWC so that officers may reliably record both audio and video during their contacts and interaction with the public in accordance with the law.

This Order is comprised of the following numbered sections:

- I. DEFINITION**
- II. PROCEDURES**
- III. GENERAL OPERATING PROTOCOLS**
- IV. RECORDING PROTOCOL**
- V. DATA DOWNLOAD AND MEDIA STORAGE**
- VI. RELEASE OF INFORMATION**
- VII. EFFECTIVE DATE**

## **VIII. REVIEWS, REVISIONS AND CANCELLATIONS**

### **I. DEFINITION**

A. Body Worn Camera (BWC) – A mobile audio and video capture devices that allow deputies to record what they see and hear.

### **II. PROCEDURES**

A. The Department has elected to use BWC to accomplish several law enforcement objectives:

1. BWC allow for accurate documentation of police-public contacts, arrests, and critical incidents as well as enhance the accuracy of incident reports and court room testimony.
2. Audio and video recordings also enhance this agency and prosecutors ability to review probable cause for arrest and evidence for investigative and prosecutorial purposes as well as providing additional information for officer evaluation and training.
3. 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.
4. The Chief of Police or designee shall appoint a BWC System Administrator with full access to recorded documentation storage, equipment, and passwords. The Administrator shall also be responsible for quality control checks of uploaded data, retention and duplication as allowed by law.

### **III. GENERAL OPERATING PROTOCOLS**

A. The Department shall deploy the BWC with uniformed officers from Operations Division as part of normal duties, however in certain circumstances, deployment of BWC may be mission specific (i.e. officers performing a search warrant operation) upon approval of the Operations Commander.

B. Prior to usage the officer shall inspect the BWC to ensure the system is fully charged and operational. Only fully operational systems shall be used.

C. Officers shall not attempt to make repairs to the BWC unless authorized to do so.

- D. Malfunctions, damage, loss or theft of a BWC shall be immediately reported to a supervisor.
- E. The Department prohibits officers to use privately-owned BWC while on duty.
- F. The BWC shall be worn on the chest area.
- G. Authorized officers shall use only BWCs issued by the Department.
- H. Personnel assigned a BWC must complete an agency approved and/or provided training program to ensure proper use and operations.
- I. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.
- J. The BWC shall be operated in accordance with manufacturer's guidelines and departmental training and policies.

#### **IV. RECORDING PROTOCOL**

- A. Officers shall activate their BWC when responding to calls for service requiring law enforcement-related encounter and activities. Some law enforcement-related encounters and activities include but are not limited to:
  - 1. Traffic stops
  - 2. Arrests
  - 3. Searches
  - 4. Interrogations
  - 5. Interviews
  - 6. Pursuits
  - 7. Any interaction with the public that becomes adversarial after initial contact
- B. This policy affords officers discretion to record informal, non-law enforcement related interactions with members of the community.
- C. The Department prohibits recording of the following:
  - 1. Other Department personnel during routine non-enforcement related activities
  - 2. Conversations with Department or other agencies personnel that involve case tactics or strategy
  - 3. Conversations with confidential sources or undercover officers (to protect confidentiality and officer safety)

4. Strip searches

- D. Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining when to activate the body worn camera for situations not covered in this policy and must be able to reasonable articulate the decision.
- E. While it is generally implied that words and/or actions performed in the presence of an officer have no expectation of privacy, when feasible and safe under the circumstances to do so, officers shall verbally announce when their BWC is activated by announcing, "Camera Recording". The fact that the announcement was made shall be documented in the incident report.
- F. In locations where individuals have the reasonable expectation of privacy, such as a residence, they may decline to be recorded unless the recording is being made pursuant to an arrest or search of a residence or the individuals.
- G. If a victim or witness refuses to be recorded, the officer will announce the BWC is "being terminated at the request of the victim or witness" and indicate this action in his/her police report as well.
- H. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval from the Chief of Police or designee.
- I. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by equipment is the sole property of the Department.
- J. Civilians shall not be allowed to review the recordings unless authorized by a supervisor.
- K. Once the BWC has been activated it shall remain on until the incident has reached a conclusion or the officer leaves the scene. The intention to stop recording shall be verbally announced by the officer prior to stopping any recording and so noted in the incident report.

- L. In any incident, investigation or vehicle stop that results in a written report, citation or any other documentation other than verbal or written warning where a BWC was activated it will be so noted in that documentation.
  - M. 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.
  - N. For report writing purposes officers may review their own video recording.
- V. DATA DOWNLOAD AND MEDIA STORAGE (need more info)**
- A. All saved data will be closely safeguarded and protected by both procedural and technological means.
  - B. All requests for access to stored data shall be logged and a stated purpose for access must be provided.
  - C. All data shall be accessible only through a login/password protected system capable of documenting who accesses the information by name, date and time.
  - D. All data downloaded to the server should be stored for a minimum of one year, and thereafter should be purged unless it has become, or it is reasonable to believe it will become evidence in a criminal or civil action, or is subject to a lawful action to produce records. In such circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.
- VI. RELEASE OF INFORMATION (need more info)**
- A. The release of recordings to any person shall be made in accordance with policy, and pursuant to requirements as established by law, including but not limited to the Freedom of Information Act.

**VII. EFFECTIVE DATE**

- A. The Department's policy on *Body Worn Camera Systems* became effective on **XXXXXX**.

**VIII. REVIEWS, REVISIONS AND CANCELLATIONS**

- A. This General Order will be reviewed by the end of each calendar year by the Commander of Administrative Services Section and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order *204 – Written Directives*.
- B. Any employee with suggestions for revisions to this order is encouraged to submit a bulletin with their ideas to the **Commander of Administrative Services via their Chain of Command**.

BY ORDER OF

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Tom Phillips, Sr.  
Chief of Police