

## On Body Camera Policy

### Section 1: On-officer body camera

The only approved On-officer-body-camera authorized by the Greentown Police Department is the Scorpion Micro DV Recorder.

The on-officer-body-camera is an audio/video recording system worn and used by officers to document police related incidents.

### Section 2: Operational Guidelines

The on-officer body camera and accessory kit will be assigned and maintained by the individual officer to whom it is issued.

Officers will inspect the on-officer body camera for any physical damage and ensure the device is in working order at the beginning of their shift.

Prior to going into service with an on-officer body camera, officers will ensure they are wearing an authorized uniform, clearly identifying them as a Greentown Police Officer.

Officers shall make every effort to place the on-officer body camera in the record mode as soon as practical during a given situation.

On-officer body camera recordings shall be used for official Department purposes only.

### Section 3: Use Guidelines

Officers shall make every effort to activate the on-officer body camera to record the following event(s):

- Traffic Stops and citizen contacts.
- Impaired driver investigations.
- Vehicle pursuits and failure to yield incidents.
- Accident scenes.
- All calls for service.
- Transportation of any prisoner(s) or citizens for any reason.
- Any time an officer feels it is appropriate to record.
- All searches (Persons, vehicles, structures, etc.)
- Statements made by subjects, victims, and witnesses.
- Advising an individual of his/her Miranda rights.
- During interrogations.
- Other legitimate law enforcement contacts.

Once on, officers will continue to record until the completion of the event, or they have left the scene except for instances outlined in this policy.

Additional arriving units to a scene assigned an on-officer body camera will begin recording as soon as practical, and continue to record until the completion of the event, or they have left the scene (this includes statements).

Officers may use the media capture via the on-officer body camera to assist with the investigation and completion of reports.

Officers may use the media capture via the on-officer body camera for training purposes, with proper authorization from the investigative unit assigned the case.

### Section 4: Restrictions

No member of the Greentown Police Department shall make or cause to be made a surreptitious recording (audio or video) of conversations with other Department members except:

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When necessary in a criminal investigation; or approved by the Marshal and Town Board President.

The on-officer body camera will not be intentionally activated to record conversation(s) of fellow employees with or without their knowledge during routine, non-enforcement related activities.

Members will advise other Department members and/or other criminal justice personnel (prosecutors, judges, or other law enforcement personnel) when an on-officer body camera is recording.

Do not record.

While on employee breaks.

Report writing.

Discussing a case with an officer.

During other administrative functions.

During general discussions with employees.

The on-officer body camera will not be activated in places where a reasonable expectation of privacy exists, such as dressing rooms or restrooms.

Members shall not record confidential informers or undercover officers.

Officers shall not allow citizens to review and on-officer body camera recordings.

Members accessing, copying or releasing of on-officer body camera recordings for other than official law enforcement purposes are prohibited and shall be subject to discipline.

Dissemination of information will be:

For criminal justice purposes only.

For training purposes only when approved by the Marshal and the Town Board President.

Officers shall not make copies of any on-officer body camera recording for their personal use.

### **Section 5: Media Storage/Evidentiary value**

All on-officer body camera recordings shall be retained and considered as evidence. At the end of their duty shift, all officers shall download all on-officer body camera recordings to their individual file on the desktop computers located at the Greentown Police Department.

No officer is to alter or tamper with any recording made while wearing an on-officer body camera.

Each day, the Marshal shall review and copy all officer recordings to DVD or removable disk for future review by the Greentown Town Board.

### **Section 6: Documenting and reporting**

When the on-officer body camera is used in any investigation or during a police contact, this fact will be documented on any citation and/or report prepared regarding the contact.

When preparing an incident report, supplemental report, citation with an investigation or police event, the following details should be included in the report:

An indication that a recording was made.

The date and time of the recording.

The person(s) recorded.

The reason for the recording. (i.e.: traffic stop, criminal investigation, field contact, etc.)

Video recordings are intended to supplement Department reports. Submitted reports are still required to comprehensively capture the totality of the event.

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### **Section 7: Retention and public release**

On-officer body camera recordings captured as part of a Department member's duties shall be the property of the Greentown Police Department and be considered a record of the Greentown Police Department.

The release of information requested through a public records request will be subject to the same statutory exemptions from disclosure as any other Department records.

Prior to releasing any on-officer body camera recordings, the Greentown Police Department shall ensure proper redaction is completed.

Records not attached to a case or an investigation will be purged per schedule determined by Indiana Retention Laws.

### **Section 8: Care of Equipment**

On-officer body cameras will be issued to each officer by the Marshal.

A record of the inventory will be maintained by the Marshal.

Officers are responsible for the proper care of all Department property and/or equipment assigned to them.

Officer shall immediately report any loss or damage to any part of the on-officer body camera to the Marshal.