

**ST CLOUD POLICE DEPARTMENT**  
**Law Enforcement**  
**Policies and Procedures**

Subject: Body Worn Cameras (BWC)	Policy Number: 235
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Approval Authority - Title and Signature: Wm. Blair Anderson, Chief of Police	

**POLICY**

It is the policy of this department to authorize and require the use of department-issued body-worn-cameras (BWCs) as set forth below, and to administer BWC data as provided by law.

**PURPOSE**

The use of BWCs by the Saint Cloud Police Department is intended to enhance the mission of the Department by documenting contacts between members of the Department and the public, while balancing demands of accountability, transparency, and privacy concerns. This policy sets forth guidelines governing the use of BWCs and administering the data that results. Compliance with these guidelines is mandatory, but it is recognized that officers must also attend to other primary duties and the safety of all concerned, sometimes in circumstances that are tense, uncertain, and rapidly evolving.

**AUTHORITY**

Minn. Stat. §626.8473 and Minn. Stat. §13.825

**SCOPE**

This policy governs the use of BWCs in the course of official duties. It does not apply to the use of surreptitious recording devices in undercover operations or the use of squad-based (dash-cam) video recorders. The Chief of Police and/or their designee may modify this policy by providing specific instructions for the use of BWCs to individual officers or providing specific instructions for the use of BWCs pertaining to certain events or classes of events. The Chief of Police and/or their designee may also provide specific instructions or standard operating procedures for BWC use to officers assigned to specialized details, such as guarding prisoners or patients in hospitals and mental health facilities.

**DEFINITIONS**

The following phrases and words have special meanings as used in this policy:

- A. **Body Worn Camera** refers to a portable recording device worn by a peace officer that is capable of both video and audio recording of the officer's activities and interactions with others or collecting digital multimedia evidence as part of an investigation.
- B. **MGDPA or Data Practices Act** refers to the Minnesota Government Data Practices Act, Minn. Stat. §13.01, et seq.
- C. **Records Retention Schedule** refers to the General Records Retention Schedule for Minnesota Cities.
- D. **Law enforcement-related information** means information captured or available for capture by use of a BWC that has evidentiary value because it documents events with respect to a stop, arrest, search, citation, or charging decision.

- E. **Evidentiary value** means that the information may be useful as proof in a criminal prosecution, related civil or administrative proceeding, further investigation of an actual or suspected criminal act, or in considering an allegation against a law enforcement agency or officer.
- F. **General citizen contact** means an informal encounter with a citizen that is not and does not become law enforcement-related or adversarial, and a recording of the event would not yield information relevant to an ongoing investigation. Examples include, but are not limited to, assisting a motorist with directions, summoning a tow truck, or receiving generalized concerns from a citizen about crime trends in his or her neighborhood.
- G. **Adversarial contact** means a law enforcement encounter with a person that becomes confrontational, during which at least one person expresses anger, resentment, or hostility toward the other, or at least one person directs toward the other verbal conduct consisting of arguing, threatening, challenging, swearing, yelling, or shouting. Encounters in which a citizen demands to be recorded or initiates recording on his or her own are deemed adversarial.
- H. **Unintentionally recorded footage** is a video recording that results from an officer's inadvertence or neglect in operating the officer's BWC, provided that no portion of the resulting recording has evidentiary value. Examples of unintentionally recorded footage include, but are not limited to, recordings made in station house locker rooms, restrooms, and recordings made while officers were engaged in conversations of a non-business, personal nature with the expectation that the conversation was not being recorded.
- I. **Critical incident** refers to an encounter between a police officer and community member(s) that results in great bodily harm or death to a community member or the officer. A critical incident could include an officer use of force or deadly force encounter between a police officer and a member of the community. A critical incident may also include an in-custody death of a person under the care, custody, or control of an officer.
- J. **Official duties**, for purposes of this policy, means that the officer is on duty and performing authorized law enforcement services on behalf of this agency.

## **PROCEDURE**

- A. **Use and Documentation**
  - a. Officers may use only department issued BWCs in the performance of official duties for this agency or when otherwise performing authorized law enforcement services as an employee of this department.
  - b. Officers who have been issued BWCs shall operate and use them consistent with this policy. Officers shall conduct a function test of their issued BWCs at the beginning of each shift to make sure the devices are operating properly. Officers noting a malfunction during testing or at any other time shall promptly report the malfunction to the officer's supervisor and shall document the report in writing. Supervisors shall take prompt action to address malfunctions and document the steps taken in writing.

- c. Officers shall wear their issued BWCs at the location on their body and in the manner specified in training.
- d. Officers must document BWC use and non-use as follows:
  - 1. Whenever an officer makes a recording, the existence of the recording shall be documented in an incident report or Computer-Aided Dispatch (CAD) record of the event.
  - 2. Whenever an officer fails to record an activity that is required to be recorded under this policy or fails to record for the entire duration of the activity, the officer must document the circumstances and reasons for not recording in an incident report or CAD record of the event and report the incident to their supervisor. Supervisors shall review these incidents and initiate any corrective action deemed necessary.
- e. The department will maintain the following records and documents relating to BWC use, which are classified as public data:
  - 1. The total number of BWCs owned or maintained by the agency.
  - 2. A daily record of the total number of BWCs actually deployed and used by officers.
  - 3. The total amount of recorded BWC data collected and maintained; and
  - 4. This policy, together with the Records Retention Schedule.

**B. General Guidelines for Recording**

- a. Officers shall activate their BWCs when responding to all calls for service, prior to interacting with those involved in the respective incident, and during all law enforcement-related encounters and activities, including, but not limited to, traffic stops, pursuits, investigative stops of motorists and pedestrians, arrests, searches, uniformed officers' interviews and interrogations of suspects, and during any police/citizen contacts that become adversarial. However, officers need not activate their cameras when it would be unsafe, impossible, or impractical to do so, but such instances of not recording when otherwise required must be thoroughly documented as specified in the Use and Documentation guidelines, part (D)(2) (above).
- b. Except as otherwise directed, officers have discretion to record or not record general citizen contacts.
- c. Officers have no affirmative duty to inform people that a BWC is being operated or that the individuals are being recorded. Officers may elect to notify people they encounter that a BWC is being operated if it is felt that doing so may aid the law enforcement

process, reduce fear on the part of a person subjected to a law enforcement contact, result in improved behavior of a person, or if it serves to de-escalate an encounter. If asked, officers are required to provide a factual response about recording.

- d. Once activated, the BWC should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is unlikely to capture information having evidentiary value. In an incident where a sergeant is in charge of the scene, he/she shall direct the discontinuance of recording when further recording is unlikely to capture additional information having evidentiary value. If circumstances change, officers shall reactivate their cameras as required by this policy to capture information having evidentiary value.
- e. Officers shall not intentionally block the BWC's audio or visual recording functionality to defeat the purposes of this policy.
- f. All officers participating in the service of a search warrant shall wear and record the execution of the search warrant. Based on the circumstances, the on-scene sergeant may direct the discontinuance of recording when further recording is unlikely to capture additional information having evidentiary value.
- g. Department personnel assigned to a plain clothes, investigative assignment, undercover assignment, or uniformed/plain clothes administrative role shall not be required to wear a BWC during their day-to-day work unless working in a uniformed call response capacity or are otherwise required by this policy (covered in Section B (a.)) or a command-level directive.
- h. Notwithstanding any other provision in this policy, officers shall not use their BWCs to record other agency personnel during non-enforcement related activities, such as during pre- and post-shift time in locker rooms, during meal breaks, or during other private conversations, unless recording is authorized as part of an administrative or criminal investigation.

C. Special Guidelines for Recording

Officers may, in the exercise of sound discretion, determine:

- a. To use their BWCs to record any police-citizen encounter if there is reason to believe the recording would potentially yield information having evidentiary value, unless such recording is otherwise expressly prohibited.
- b. Officers shall use their BWCs and, if so equipped, squad-based audio/video systems to record their transportation and the physical transfer of persons in their custody to hospitals, detox and mental health care facilities, juvenile detention centers, and jails, but otherwise should not record in these facilities unless the officer anticipates witnessing a criminal event or being involved in or witnessing an adversarial encounter or use-of-force incident.

D. Downloading and Labeling Data

- a. Each officer using a BWC is responsible for transferring or assuring the proper transfer of the data from his or her camera to the designated data storage location by the end of that officer’s shift. However, if the officer is involved in a shooting, in-custody death, or other law enforcement activity resulting in death or great bodily harm, a supervisor shall take custody of the officer’s BWC and assume responsibility for transferring the data from it. If the incident is being investigated by an outside authority, the involved officer’s BWC shall be turned over to the investigating authority before the data is transferred from the camera device.
- b. Officers shall label the BWC data files at the time of capture or transfer to storage and should consult with a supervisor if in doubt as to the appropriate labeling. Officers should assign as many of the following labels as are applicable to each file:

<u>Classification</u>	<u>Definition</u>	<u>Retention</u>
<b>Test/Accidental</b>	Test/Accidental Activation/Non-Evidence	90 Days
<b>Call for Service</b>	Call for Service/General Citizen Contact	180 Days
<b>Traffic Stop/Crash</b>	Traffic Stops/Crashes	180 Days
<b>Adversarial Contact</b>	Incident Involving Adversarial Contact	180 Days
<b>Discharge of Firearm</b>	By a Peace Officer in the Course of Duty, other than for Training Purposes or the Killing of an Animal that is Sick, Injured, or Dangerous	1 Year
<b>Use of Force/Fleeing</b>	Use of Force/Fleeing	7 Years
<b>Evidence</b>	Arrest/Referral of Charges/Evidence	7 Years*
<b>Internal Investigations</b>	Internal Investigation	5 Years**
<b>Formal Complaint</b>	Formal Complaint Made Against Peace Officer	1 Year
<b>Death/CSC</b>	Death/Criminal Sexual Conduct Investigation	Permanent

\* Data will be retained for 7 years or until manually deleted after final case disposition

\*\* Data will be retained for 5 years after separation/termination

- c. In the event of unintentional BWC recording that captures sensitive personal information that should be restricted, an officer may submit a written request via email to the Commander of Support to restrict access to that portion of BWC data. The Commander will evaluate the request with the Chief of Police and/or their designee. If a restriction is placed on access to such data, that restriction will remain until the data is deleted according to the retention schedule of the data’s category.
- d. Labeling designations may be corrected or amended based on additional information.

E. Administering Access to BWC Data:

- a. **Data subjects.** Under Minnesota law, the following are considered data subjects for purposes of administering access to BWC data:
  1. Any person or entity whose image or voice is documented in the data.
  2. The officer who collected the data.
  3. Any other officer whose voice or image is documented in the data, regardless of whether that officer is or can be identified by the recording.
- b. **BWC data** is presumptively private. BWC recordings are classified as private data about the data subjects unless there is a specific law that provides differently. As a result:
  1. BWC data pertaining to people is presumed private, as is BWC data pertaining to businesses or other entities.
  2. Some BWC data is classified as confidential (see c. below).
  3. Some BWC data is classified as public (see d. below).
- c. **Confidential data** is BWC data that is collected or created as part of an active criminal investigation is confidential. This classification takes precedence over the “private” classification listed above and the “public” classifications listed below.
- d. **Public data.** The following BWC data is public:
  1. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous.
  2. Data that documents the use of force by a peace officer that results in substantial bodily harm.
  3. Data that a data subject requests to be made accessible to the public, subject to redaction. Data on any data subject (other than a peace officer) who has not consented to the public release must be redacted [if practicable]. In addition, any data on undercover officers must be redacted.
  4. Data that documents the final disposition of a disciplinary action against a public employee.

However, if another provision of the Data Practices Act classifies data as private or otherwise not public, the data retains that other classification. For instance, data that reveals protected identities under Minn. Stat. §13.82, subd. 17 (e.g., certain victims, witnesses, and others) should not be released even if it would otherwise fit into one of the public categories listed above.

- e. With the approval of the Chief of Police and/or their designee, this department may make otherwise non-public data public data if that could aid the law enforcement process, promote public safety, or dispel widespread rumor or unrest, consistent with Minn. Stat. §13.82, subd. 15.
- f. **Access to BWC data by non-employees.** Officers shall refer members of the media or public seeking access to BWC data to the department's BWC Video Request Form and Instructions. Once received, the request will be processed in accordance with the MGDPA and other governing laws. In particular:
  - 1. An individual shall be provided with access and allowed to review recorded BWC data about him- or herself and other data subjects in the recording, but access shall not be granted:
    - a. If the data was collected or created as part of an active investigation.
    - b. To portions of the data that the agency would otherwise be prohibited by law from disclosing to the person seeking access, such as portions that would reveal identities protected by Minn. Stat. §13.82, subd. 17.
  - 2. Unless the data is part of an active investigation, an individual data subject shall be provided with a copy of the recording upon request, but subject to the following guidelines on redaction:
    - a. Data on other individuals in the recording who do not consent to the release must be redacted.
    - b. Data that would identify undercover officers must be redacted.
    - c. Data on other officers who are not undercover, and who are on duty and engaged in the performance of official duties, may not be redacted.
- g. **Access by peace officers and law enforcement employees.** No employee may have access to the department's BWC data except for legitimate law enforcement or data administration purposes:
  - 1. Officers may access and view stored BWC video, including their own, only when there is a clear and legitimate business need for doing so, including but not limited to:
    - a. To prepare a police report, draft a search warrant, prepare for an interview, or locate potential evidence stemming from a call for service or officer-initiated police activity.
    - b. To prepare for court testimony.
    - c. When authorization has been given under subdivisions 2 and 3 of this section.

2. Officers are prohibited from reviewing related BWC footage, including their own, following a police-citizen critical incident that results in great bodily harm or death to a citizen.
    - a. After consultation with the officer, the officer's legal representation, and the agency conducting the investigation, the Chief of Police and/or their designee may authorize the officer to review their BWC footage prior to filing a report or giving a statement.
  3. Upon notification of being a witness or subject of an internal investigation, officers are prohibited from reviewing related BWC footage, including their own, unless authorization is given by the Chief of Police and/or their designee.
  4. Agency personnel shall document their reasons for accessing stored BWC data in the Evidence.com system at the time of each access. Agency personnel are prohibited from accessing BWC data for non-business reasons and from sharing the data for non-law enforcement related purposes, including but not limited to uploading BWC data recorded or maintained by this agency to public and social media websites.
  5. Officers should contact their supervisors to discuss retaining and using BWC footage for training purposes. Officer objections to preserving or using certain footage for training will be considered on a case-by-case basis. Approval to utilize video footage for law enforcement training purposes must be approved by the Chief of Police and/or their designee. BWC footage used for law enforcement training purposes shall be redacted prior to use. Field training officers may review BWC data with trainees for the purpose of providing coaching and feedback on the trainee's performance.
  6. Employees seeking access to BWC data for non-business reasons may make a request for it in the same manner as any member of the public.
- h. **Other authorized disclosures of data.** Officers may display portions of BWC footage to witnesses as necessary for purposes of investigation as allowed by Minn. Stat. §13.82, subd. 15, as may be amended from time to time. Officers should generally limit these displays in order to protect against the incidental disclosure of individual identities that are not public. Protecting against incidental disclosure could involve, for instance, showing only a portion of the video, showing only screenshots, muting the audio, or playing the audio but not displaying video. In addition,
1. BWC data may be shared with other law enforcement agencies only for legitimate law enforcement purposes that are documented in writing at the time of the disclosure.
  2. BWC data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law.



F. Data Security Safeguards

- a. BWC data will be securely stored by utilizing Evidence.com by Axon.
- b. Personal-owned devices, including but not limited to, computers and mobile devices, shall not be programmed or used to access or view agency BWC data.
- c. Officers shall not intentionally edit, alter, or erase any BWC recording unless otherwise expressly authorized by the Chief of Police and/or their designee.
- d. As required by Minn. Stat. §13.825, subd. 9, as may be amended from time to time, this agency shall obtain an independent biennial audit of its BWC program.

G. Agency Use of Data

- a. At least once a quarter, supervisors will randomly review BWC usage by each officer to whom a BWC is issued or available for use, to ensure compliance with this policy.
- b. In addition, supervisors and other assigned personnel may access BWC data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance.
- c. Nothing in this policy limits or prohibits the use of BWC data as evidence of misconduct or as a basis for discipline.
- d. Supervisors shall monitor for compliance with this policy. The unauthorized access to or disclosure of BWC data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. §13.09.

H. Data Retention

- a. All BWC data shall be retained for a minimum period of 90 days. There are no exceptions for erroneously recorded or non-evidentiary data.
- b. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous, must be maintained for a minimum period of one year.
- c. Certain kinds of BWC data must be retained for seven years:
  1. Data that documents the use of deadly force by a peace officer, or force of a sufficient type or degree to require a use of force report or supervisory review.
  2. Data documenting circumstances that have given rise to a formal complaint against an officer.
- d. Other data having evidentiary value shall be retained for the period specified in the

Records Retention Schedule. When a particular recording is subject to multiple retention periods, it shall be maintained for the longest applicable period.

- e. Subject to Part f (below), all other BWC footage that is classified as non-evidentiary, becomes classified as non-evidentiary, or is not maintained for training shall be destroyed after 90 days.
- f. Upon written request by a BWC data subject, the agency shall retain a recording pertaining to that subject for an additional time period requested by the subject of up to 180 days. The agency will notify the requestor at the time of the request that the data will then be destroyed unless a new written request is received.
- g. The department shall maintain an inventory of BWC recordings having evidentiary value by utilizing the Evidence.com database by Axon.

The department will post this policy, together with its Records Retention Schedule, on its website.