



## CEDAR RAPIDS POLICE DEPARTMENT

Cedar Rapids, Iowa

APPLIES TO:

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<b>POLICY TITLE:</b>	<i>Body Worn and In-Car Cameras</i>	<b>STANDARD/REF #:</b>	41.3.8; 41.3.10; 83.2.2b,c
<b>APPROVED BY:</b>	<i>David Dostal, Chief</i>	<b>REVIEWED DATE:</b>	5/8/2025
<b>REQUIRED REVIEWERS:</b>	<i>Body Camera/In-Car Camera System Administrator(s); Patrol Captain</i>	<b>REVISED DATE:</b>	5/8/2025

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### POLICY/PURPOSE:

This directive is intended to provide officers with instructions on when and how to use in-car audio/visual recording equipment (in-car A/VRE) and 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 in-car A/VRE and BWCs will only be used by properly trained, sworn personnel. Officers shall activate the in-car A/VRE and/or 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 in-car A/VRE and BWCs to accomplish several objectives. The primary purpose is the collection of evidence for the prosecution of persons who violate the law. Other purposes may include, but are not limited to:

- Accurate documentation of police-public contacts, arrests, and critical incidents.
- Enhances the accuracy of officer reports and testimony in court.
- Provides additional information for officer evaluation and training.

### PROCEDURE:

#### When and How to Use: [41.3.8b, c]

Officers 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.

Prior to each shift, officers shall ensure that the in-car A/VRE and/or BWC are in full operational readiness.

#### In-Car A/VRE:

- Officers who are assigned to an in-car A/VRE equipped vehicle shall always have the in-car A/VRE in service per this policy.
  - In-car A/VRE vehicles will, on occasion, experience equipment problems. Vehicles experiencing an in-car A/VRE issue will not be taken out of service and the in-car A/VRE



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equipment will be used at the capacity that it is able to perform, if any. Officers will report the issue to their shift commander, and email: [41.3.8e]

- IT Support
  - Fleet Services
  - Body Camera/In-Car Camera System Administrator
- Officers will log into the in-car A/VRE using their proper credentials, unit number and district/shift assignment. Officers may occasionally be sent on emergency calls without an opportunity to log on properly. In these situations, the in-car A/VRE will still record. Officers will log in using their proper credentials after the emergency call has ended.
  - The in-car A/VRE will display the current date and time on all recordings.
  - Officers will not circumvent the use of the in-car A/VRE, or tamper with the equipment, recordings, SD storage cards or SSD drives for any reason without the consent of the Chief of Police or designee.
  - The in-car A/VRE is configured to be activated manually or automatically. It will automatically activate when:
    - Activation of any emergency lighting equipment
    - When the vehicle's G-Force sensors are activated
    - Activation of BWC that is within range and synced with the vehicles A/VRE.

### BWC:

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, unless directed otherwise by supervisory personnel.

While on duty, the BWC will be affixed upon the officer's uniform in accordance with departmental training. The BWC shall be worn on the upper torso. A tether shall be worn with the camera when utilizing the magnetic mount. 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.

### BWCs – Criminal Investigation Division and Plain Clothes Officers:

Officers within the Criminal Investigative Division or any officer working in a plain clothes capacity must wear a BWC during events when body armor is used and/or required for officer safety purposes. This requirement allows investigators to capture activities during high risk events. Examples include but are not limited to:



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- Pre-planned events with a known potential for use of force involving less lethal weapons and/or a display of firearms
- Search warrant execution
- Arrest warrant execution
- Pre-planned buy-bust situations
- Crowd/scene control situations

Plain clothes officers, at their discretion, may elect to wear a BWC when not engaged in an activity that requires the use of body armor. Due to the limited BWC mounting options for plain clothes officers, wearing of the BWC mounted on the belt line is permitted.

Any plain clothes officer operating in a uniform capacity shall follow the rules set forth in this directive for wearing a BWC.

- ❖ **NOTE:** Body armor and a body camera are not required to be worn in any plain clothes assignment where doing so would compromise an officer's safety and concealed identity.

### Task Force Officers:

Cedar Rapids Police Officers assigned to a task force operate in tandem with both Cedar Rapids Police Department directives and the host agencies rules and regulations. Regarding a host agencies rules concerning BWC use and deployment, Cedar Rapids officers should follow the guidelines set forth in any signed, task force agreement.

This exception does not preclude a task force officer from following the rules set forth in Cedar Rapids Police Department policy when acting outside the scope of a task force assignment or when the task force officer is operating in a uniform capacity.

### Activation/Deactivation: [41.3.8b]

If available and equipped, officers shall activate the recording device(s) (BWC and in-car A/VRE) that are best suited to record all contacts with citizens in the performance of official duties to include but not limited to:

- Arrest
- Bar Checks
- Call for service
- Consent to search
- Crowd control or management



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- Emergency responses
- Emotional situation with yelling, threats, profanity, etc.
- 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
- Incidents 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
- Placement of an individual in the back seat regardless of arrest or transport
- Preplanned push bumper usage
- Prisoner interaction where other law enforcement audio and visual recording devices are not present
- Pursuit of person or vehicle
- Traffic stop
- Transports

When appropriate, officers are encouraged to verbally articulate any indicators or information which led to establishing reasonable suspicion or probable cause for police action and include a brief verbal synopsis at the conclusion of a recording.

Officers are not required to inform the public of the use of a recording 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 pursuant to an arrest or search of the residence or the individuals.

The BWC/in-car A/VRE 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.



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- The interaction enters a location with a separate police recording system such as settings designated for interviews or OWI processing.
  - The front desk and lobby area of the police department is equipped with a separate video system that records audio and video. Due to an approximate 30-day retention period for this recording equipment, officers issued a BWC are encouraged to utilize it for situations or investigations where a retained video recording would be beneficial.

Refer to the Pursuits directive for additional requirements with in-car A/VRE usage concluding a pursuit.

Documentation:

Officers will be required to mark all captured audio/video with the appropriate incident classification and if applicable, document the existence of the recording in the officer's report or notes on the citation.

- When BWC or in-car A/VRE is used in any situation where a case number or event number is generated, the officer shall:
  - Label all audio/video recordings with the case number.
    - If no case number is generated, use the event number.
- The incident classification Critical Incident shall be used for any incident involving:
  - Death Investigation (any death)
  - Sexual Assault
  - Officer Involved Shooting
- In instances where there is no case number or event number, the notes section may be utilized for video identification purposes
- 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. [83.2.2b,c]  
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.



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**APPROVED BY:** *David Dostal, Chief*

**REVIEWED DATE:** 5/8/2025

*Body Camera/In-Car  
Camera System*

**REQUIRED REVIEWERS:** *Administrator(s); Patrol  
Captain*

**REVISED DATE:** 5/8/2025

- 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.

Vehicles equipped with in-car A/VRE download from the vehicle wirelessly while in the police department parking lot. Officers shall routinely check the archive tab and notify the body camera/in-car camera system administrator in instances where several days of video have accumulated which may indicate a download problem.

### Interrupted Recordings:

For required recordings, if an officer fails to activate the BWC or in-car A/VRE, 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.

### Equipment: [41.3.8e]

Police personnel shall use only BWCs and in-car A/VRE issued by this department. The BWC and in-car A/VRE are 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. Any malfunctions or problems shall be brought to the attention of the officer's commander as soon as possible. The commander will determine if a replacement unit may be procured. If the malfunction or problem cannot be resolved by a BWC or in-car A/VRE 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) is responsible for the management, repairs, and oversight of the BWC/in-car A/VRE and operating systems and 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 or use BWCs or in-car A/VRE 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.





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

Upon promotion, sergeants will be trained by the Body Camera/In-Car Camera System Administrator(s). Training is notated on the Sergeant Mentor Checklist.

**Restrictions:**

BWCs or in-car A/VRE shall be used only by authorized employees in conjunction with official law enforcement duties. The BWC or in-car A/VRE 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
- When on break or otherwise engaged in personal activities
- In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room unless required for capturing evidence
- Within any secure area of the Linn County Jail, excluding the OWI processing area

Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC or in-car A/VRE recordings without prior written authorization and approval from the Chief of Police or designee.

**Retention:** [41.3.8d]

Recordings will remain on the server for live viewing through Arbitrator's Back-End Client. The data will be securely stored by IT for no less than 3 years and 45 days from the time of the event.

Retention of recordings is managed by the classification assigned. All classifications are retained for 3 years and 45 days with the exception of the following classifications:

- Admin and Critical Incident – Indefinite
- Police Incident – FEL (felony) – Case # - 5 years, 45 days

Officers or civilian staff members who are notified of situations where videos should be retained for a period longer than the retention period of the assigned classification shall update the classification with the most appropriate retention period.

**Redaction:**

On occasion, circumstances may require redaction of images or audio within a video. The redaction of a video can only be performed on a copy of an original; therefore, a copy will be exported from the server to be used for redaction. The original video will remain on the server and be retained in accordance to this



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directive. Redacted videos will be retained for a minimum of one (1) year after creation. The redaction of videos will be completed at the direction of the Chief of Police or designee.

**Review:** [41.3.8c; 41.3.10a,b,d]

Officers may review their own BWC/in-car A/VRE 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.) or an administrative or criminal investigation, the officer shall not review their recording until authorized by a Division Captain or above.

During organizational integrity, administrative or criminal investigations, appropriate investigating agencies may review captured data from in-car A/VRE, BWC, and/or interview room cameras only with written approval from the Chief of Police, designee or subpoena. This may include but is not limited to: [41.3.10d]

- An investigation conducted by the Iowa Department of Criminal Investigation (DCI).

The Cedar Rapids City Attorney's Office and Linn County Attorney's Office have ongoing review rights, as needed, for prosecution and/or investigative purposes.

Although officers will have access to the videos that they create, access to videos created by others on City/Department owned A/VRE and BWCs will be granted based on assignments which require it or requests from a Division Captain or their designee. [41.3.10c]

All digital recordings by the members of the Cedar Rapids Police Department on the City/Department owned A/VRE and BWCs 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. [41.3.10e]
- All relevant captured data from Use of Force incidents, Pursuits, or Citizen Complaints will be reviewed and documented.

**Control of Digital Videos and Inventory Procedures:**

All recordings generated by the Cedar Rapids Police Department on the A/VRE will be the property of the Cedar Rapids Police Department.

- No member will possess, copy, or otherwise reproduce a recording made on Department equipment without authorization of the Chief of Police or designee.





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Only the Body Camera/In-Car Camera System Administrator(s), in coordination with IT, is authorized to conduct the following administrative procedures involving the BWC, in-car A/VRE and the digital storage server:

- Digital image indexing
- Digital image folder recreation
- Intranet digital viewing set-up options
- Loading in-car system on-screen set-up options
- Server set-up options
- Setting changes

### **Release of Video/Images:** [41.3.8c]

All original images will remain in the custody of the Cedar Rapids Police Department. Videos needed for court, press releases, training, and other purposes as determined by the Chief of Police or designee, will be duplicated.

- 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 designee.

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, 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 or designee.

Officers may request a copy of a video for such purposes as court, investigations or training. Requests shall be written with the reason listed. In addition, 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.

The Property and Evidence Section will track all copies of recordings released by either retaining a record of the Chain of Custody (COC) within RMS (Records Management System) or being tracked by records request software as monitored by the Records Division. Officers are required to return any copy once it is no longer required for the purpose it was checked out. The Property and Evidence Section will log the copy back in and either destroy it or store it if being used for ongoing investigative or training purposes.



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### **Annual Review:** [41.3.10f]

The Body Camera/In-Car Camera Administrator(s) shall conduct a documented administrative review of all policies regarding body camera, in-car cameras, and/or interview room cameras to note any suggested changes to the technology, policies, or training. The annual review shall be forwarded through the Chain of Command to the Chief of Police.

- Training needs shall be discussed with the Training Coordinator and Administrative Operations Division Commander.

### **Extra Duty Employment:**

Refer to Extra-Secondary Duty Work directive.