



Colorado Springs Police Department

Standard Operating Procedure

DL-1903-01 Body Worn Camera Use

Section 1900 – Operational Technology Systems

Active Date: 11/17/2025

Supersedes Date: 2/21/2025

.01 Purpose

The purpose of this directive is to outline the expectations for use of body worn cameras (BWC) by sworn department members.

.02 Cross Reference

[GO 407 Off-Duty Enforcement Action](#)

[GO 1903 Body Worn Camera](#)

[DL-1903-10 Release of BWC Footage](#)

.03 Definitions

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.04 Procedure

Training

All sworn department members must complete an agency approved and/or provided training program to ensure proper BWC use and operation. 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.

Device Docking, Charging & Video Upload

The department's body worn cameras support charging via either a docking solution or USB charging cable. All sworn department members assigned BWC devices will be charged to 80 percent or greater battery capacity at the beginning of their tour of duty.

BWC video on a device can only be uploaded into storage via docking or the department's BWC Wi-Fi network. Multiple docks are available at each duty location, and the approved BWC Wi-Fi network is available for automatic connection at most City buildings.

Additionally, the department's BWC devices can only receive firmware updates via the provided docking solution.

All personnel are required to dock their cameras in a bay for at least four hours each pay period.

All personnel are required to upload their camera's videos via the dock or WiFi within 48 hours of the video being recorded.

LED light indicators on each BWC device and dock will indicate to a user if the device and/or dock are ready for use. All BWC users will regularly verify their devices are uploading properly.

Daily Device Testing

At the start of every shift, personnel assigned a BWC are required to confirm the functionality of their assigned device. This will be accomplished by creating a test video in which they confirm the BWC's video and audio components are operating correctly and are fully functional.

Sworn personnel in patrol or other assignments where Tasers are required equipment will also visually test their Taser on the BWC status check video.

This video will be classified as *Status Check* in the department's BWC system.

If at any time the BWC is found not to be functioning properly, it is to be removed from service and replaced in accordance with General Order 1903.

Recording Classification & Call/Case Number

At the conclusion of a call for service, or as soon as reasonably possible thereafter, department members will ensure they correctly categorize the BWC recording and enter its associated call/case number. Categorizations determine retention length and include:

- Felony - All
- Misdemeanor - All
- Traffic - All
- Death Non-Criminal (use for non-criminal death investigations, including non-felony traffic fatalities)
- Non-Criminal Incident – All
- Use of Force

- Status Check
- Accidental Recording
- Complaint (supervisor & Internal Affairs use only)

Users will add the appropriate categories via their body camera, mobile application, or in the web-based BWC software system. In addition to correctly categorizing any incident involving a reportable use of force (e.g. – felony, misdemeanor, non-criminal incident), users will ensure the *Use of Force* category is also selected.

The BWC system also automatically tags BWC footage with call screen information. This feature is designed to save officer time; however, users are responsible for ensuring their footage is tagged with the appropriate classification and accurate call/case information.

Requests for notating an evidentiary recording contains events of a personal or restricted nature must be submitted to the Digital Evidence Management Unit. All requests will be reviewed and notated in the video file. The department’s Public Safety Attorney will review these files to determine whether the video can be redacted prior to release or discovery and will seek court review as necessary.

Call/case numbers for BWC footage and digital evidence will be input as a four-digit year followed by a dash, followed by the eight-digit call or case number from CAD. (e.g., 2024-01234567).

Access Audits

The BWC system has an internal audit system that documents when BWC video has been viewed, shared, redacted, or otherwise accessed. This audit trail may aid in determining the chain-of-custody. All access is audited to ensure only authorized users are accessing the data for legitimate and authorized purposes.

Retention of BWC Video

All video files are securely stored in a digital environment. BWC footage and digital evidence are stored in accordance with state law, the Rules of Evidence, and department policy. As a general guideline, digital evidence, including BWC, is maintained as follows:

- Felony – All: Indefinite / until manually deleted
- Misdemeanor – All: Five years
- Traffic – All: Five years
- Death Non-Criminal: Indefinite / until manually deleted
- Non-Criminal Incident: Two years

- Use of Force: Five years
- Status Check: Two years
- Accidental Recording: Two days
- Complaint 5 Years

Records will be deleted from the servers at the end of the mandatory retention period and/or upon the department receiving a release of evidence from the District Attorney's Office.

Release of BWC Video

Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited. This includes editing, altering, erasing, duplicating, copying, making a secondary recording of, sharing, or otherwise distributing in any manner BWC recordings without prior authorization and approval of the Chief of Police or their designee.

Any request for BWC media made from outside the CSPD will comply with both the records disclosure and records management policies of the department referenced above, as well as the Colorado Open Records Act (CORA), the Colorado Criminal Justice Records Act (CCJRA), and the BWC release provisions of CRS § 24-31-902. Criminal justice system partners such as the District Attorney's Office and City Attorney's Office will have limited access to the BWC system to download and view video evidence that pertains to specific cases.

Authorized Viewing and Use

Report Writing

- Officers are authorized, but not required, to review their BWC recording when preparing official written documentation of a specific event.
- Department members may also view the video of another member for investigative purposes. The viewing may be utilized as a tool when completing written reports to ensure the accuracy and consistency of events.
- Officers may view their BWC recordings prior to court appearances in accordance with the exceptions noted below.

Complaint Investigations

A subject or witness department member will typically be allowed to individually view the applicable BWC footage prior to being interviewed in connection with a complaint investigation. In some cases, the investigating supervisor may elect to jointly view the BWC footage with the subject or witness department member. However, the serious or complex nature of some complaint investigations may require a deviation from this general policy. In those cases, a subject or witness

department member may be required to answer questions prior to viewing or reviewing the applicable BWC footage.

Deviation from this procedure requires authorization from the commander of Professional Standards, or a deputy chief, if the commander of Professional Standards is unavailable. Only members of the Internal Affairs Section may require a subject or witness department member to answer questions related to a complaint prior to the officer being allowed to view the applicable BWC footage. If the viewing of BWC footage is subsequently authorized, the interview will continue to clarify any information that may have developed after viewing the BWC footage.

Criminal Investigations

Officers who are involved in the use or attempted use of deadly force, or any police action in which a person dies or sustains serious bodily injury, as defined in C.R.S § 18-1-901 (2)(p), are prohibited from viewing the applicable BWC footage without the authorization of the commander of the Investigations Division. Under these circumstances, involved officers and witness officers (as determined by the commander of the Investigations Division or their designee) will be offered the opportunity for an interview and will not submit a written report regarding the incident unless authorized to do so by the commander of the Investigations Division or their designee.

In these situations, the involved officers and witness officers may be asked to answer questions prior to viewing any applicable BWC footage. After the initial interview is conducted, involved officers and witness officers may be allowed to view the BWC footage if authorized by the commander of the Investigations Division or their designee. If the viewing of BWC footage is subsequently authorized, the involved officers and witness officers will be offered the opportunity to continue the interview to clarify any information that may have developed after viewing the BWC footage. If the involved officers decline to be interviewed prior to viewing the applicable BWC footage, the commander of the Investigations Division or their designee will determine how the investigation will proceed.

Supervisory Responsibilities & BWC Review

Proper Use

Supervisory personnel will ensure that department members equipped with BWC devices utilize them in accordance with department policy.

Required Reviews

Supervisors are required to review relevant BWC videos in the following circumstances:

- Complaint Resolution
- Vehicle Pursuit Review
- Officer Involved Traffic Accident Review
- Pointing of a Firearm Review
- EIP Review
- Use of Force Review

Required Body Worn Camera During Performance Reviews

Supervisors may conduct reviews of employees' body worn camera recordings any time it would be beneficial to assess their performance.

Line-level supervisors must review at least one body-worn camera (BWC) recording per quarter for each direct report, twice per year during the evaluation process. The recordings cannot be ones the supervisor previously reviewed for any other reason. Supervisors will evaluate employees' performance against review criteria including standards such as correct use of BWC, opportunities for improvement, and exemplary performance. All reviews must be documented in the department's employee performance review system. This requirement applies to both sworn and civilian supervisors with personnel who have been assigned a BWC.

Unless otherwise prohibited by this policy, supervisors may elect to review BWC used for performance evaluation with the direct report but they are not required to do so.

Use of BWC for Training Opportunities

BWC videos may be used by supervisors as a training tool, both as a positive example of performance and as a method to address training concerns. If a specific BWC video is identified as valuable for training purposes, it may be used following notification of the officer(s) involved. The video should be evaluated for redaction by the Digital Evidence Management Unit prior to any presentation.

Review by Investigative Personnel

Investigative personnel, to include those assigned to Internal Affairs and any investigative unit responsible for an assigned criminal investigation, may review any BWC footage applicable to those associated with a specific administrative or criminal investigation.

Review by Public Affairs Section

Public Affairs personnel may review body worn camera footage for official reasons including response to public and media requests, preparation of Significant Event Briefing videos, and other instances approved by the commanders of Professional Standards or Investigations, a deputy chief, or the Chief of Police.

Review by Command Staff

Members of Command Staff and the Strategic Initiatives Section are authorized to view body worn camera footage for official purposes.

Specialized Categories and Incidents

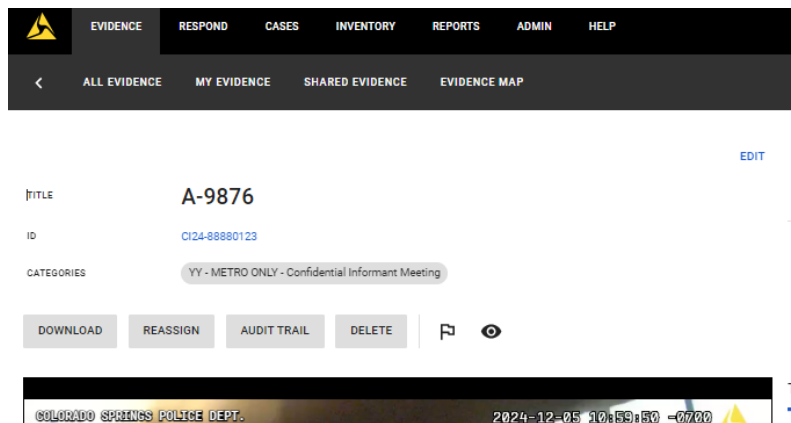
Metro Division – Confidential Informant Interviews

Confidential informant interviews conducted by personnel from the Metro Division will be stored in the department’s digital evidence system using the following categorization, evidence title, and call number format:

Category:	YY – METRO ONLY – Confidential Informant Meeting
Evidence Title:	The full CI number for the interviewed CI (e.g., ‘A-9876’)
Call # Format:	The letters ‘CI’, followed by the two-digit year of the recording, followed by a dash, followed by a series of eights and closed with the recording employee’s IBM. The call # format must be consistent with the department’s standard XXXX-XXXXXXXX format.

Example: CI24-88880123’ for a CI interview conducted in 2024 by an employee with the IBM of ‘0123’.

For the example above, CI interviews in the department’s digital evidence system would appear as:



Only Metro Division personnel may use this format or the ‘YY – METRO ONLY – Confidential Informant Meeting’ category. This category is confidential. The Metro Division Property/Intel/Vice Crimes Lieutenant is responsible for maintaining accurate groups allowing access to these records in the digital evidence system, and for immediately notifying DEMU staff of employee movement into and out of the Metro Division to ensure this access remains restricted to Metro personnel.

Once the CI number is approved and assigned, the submitting employee’s Metro Division sergeant is responsible for adding the CI number in the evidence title field for the initial interview. This will occur as part of the Metro sergeant’s responsibilities processing and uploading the CI packet into the LERMS Narcotics Module.

All subsequent BWC CI recordings and classifications are the responsibility of the detective recording the contact.

Metro personnel are responsible for ensuring any discoverable CI information is properly provided in accordance with department discovery procedures. Because the CI category is confidential, Metro personnel wanting to make CI interviews discoverable must:

1. Remove the ‘YY – METRO ONLY – Confidential Informant Interview’ category from the evidence to be discovered; and
2. Reclassify the evidence with the appropriate categorization (e.g., felony, misdemeanor, etc.); and
3. Change the Call/Case number in the evidence from the ‘CI24-XXXXXXXX’ format to the correct case number being discovered.

Metro Division – Intelligence Unit

Interviews conducted by personnel from the Metro Division – Intelligence Unit will be stored in the department’s digital evidence system using the following categorization, evidence title, and call number format:

Category:	YY – INTEL UNIT ONLY
Evidence Title:	The full intelligence file number for the interview (e.g., 25-0001’)
Call # Format:	The letters ‘IN’, followed by the two-digit year of the recording, followed by a dash, followed by a series of zeroes and closed with Intelligence Unit file number. This must be consistent with the department’s standard XXXX-XXXXXXXX format.

Example: IN25-00000001’ for an intelligence interview conducted in 2025 reference the 2025 intelligence file #0001.

Only Metro Intelligence Unit personnel may use this category, which is confidential. The Metro Division Property/Intel/Vice Crimes Lieutenant is responsible for maintaining accurate groups allowing access to these records in the digital evidence system, and for immediately notifying DEMU staff of employee movement into and out of the Metro Division to ensure this access remains restricted to Metro personnel.

This category has a five-year retention period to comply with federal regulations. However, the Metro Division Property/Intel/Vice Crimes Lieutenant and Intelligence Unit sergeant are responsible for reviewing these files on an annual basis and ensuring any files have been purged or retained in accordance with law, federal and state regulations, and department policy.

EPSO Investigations Conducted by the Metro Crime Lab

Metro Crime Lab personnel conducting investigations for the El Paso County Sheriff's Office (EPSO) are authorized to place EPSO digital evidence into CSPD's system in the following format:

Category:	Appropriate category for the investigation
Call # Format:	The letters 'EP', followed by the two-digit year of EPSO's case number, followed by a dash, followed by an eight-digit EPSO case number. The call # format must be consistent with the department's standard XXXX-XXXXXXXX format.

Example: EPSO evidence for EPSO case number 24-12345 would be placed into CSPD's digital evidence system as 'EP24-00012345'.

Only Metro Crime Lab personnel may use this format.

Complaint Categorization

The department's digital evidence system includes the 'XX – Complaint – IA Only' category for use by Internal Affairs Section personnel. No other personnel are authorized to use this category.

Legal Hold Categorization

The department's digital evidence system includes the 'YY – Legal Hold – Tech Use Only' category for use by Digital Evidence Management Unit (DEMU) technicians. No other personnel are authorized to use this category.