



# Indianapolis Metropolitan Police Department

PRELIMINARY ORDER

## BODY WORN CAMERA AND IN-CAR CAMERA SYSTEMS

4.32

### PURPOSE AND SCOPE

This directive establishes when Body Worn Cameras (BWC) or In-Car Video (ICV) cameras shall or shall not record; action to take when activation fails; retention, review, and dissemination guidelines; and critical incident procedures for all Indianapolis Metropolitan Police Department (IMPD) employees issued a BWC or vehicle with ICV. Additional guidelines for plainclothes and/or SWAT officers are found in applicable unit SOPs.

### POLICY

IMPD is committed to transparency, accountability, and enhancing public trust. To this end, BWC and ICV camera systems record law enforcement activity to better preserve evidence used in criminal investigations, administrative investigations, civil litigation, and discipline. Recordings may not clearly capture all circumstances in an incident and do not replace written reports; however, cameras may facilitate accurate reporting and/or de-escalate incidents. Department recordings shall be reviewed to identify training, resource, and policy needs and address employee performance issues. Employees shall use and maintain camera systems and accessories in accordance with the procedures outlined in this policy and department training.

### DEFINITIONS

Activate/Deactivate – The manual or automatic trigger of a powered-on BWC to begin recording, and the manual trigger to stop recording.

Body Worn Camera (BWC) – A personal audio and video recording device used to document law enforcement activities and interactions with the public. The IMPD's BWC platforms include EOS and EXO devices.

Web Application – The BWC management system used to administer, log, review, and retain all recordings (e.g., Coreforce, etc.).

Classify – Assigning an incident type to a BWC and ICV recording for investigatory and retention purposes.

In-car Communication Platform – Mobile platform (e.g., RocketIoT, Rocket by Utility, etc.) kept in police vehicles for device upload and network communications.

Label – Adding information to the BWC recording, such as the computer-aided dispatch (CAD) or incident report numbers.

### PROCEDURE

#### I. General

A. Employees may be issued:

1. A BWC; and/or
2. A vehicle equipped with ICV cameras.



- B. Only department-issued BWCs shall be worn. Issued camera systems, including the associated Web Application, shall only be used for official department purposes.
- C. Prior to being issued a BWC or police vehicle, employees shall complete applicable training on:
  - 1. Equipment use and maintenance;
  - 2. BWC placement;
  - 3. Department policy; and
  - 4. Uploading procedures.
- D. Supervisors of employees issued a BWC or ICV must also complete department training on the device.
- E. Employees issued a BWC shall wear the device properly secured in an authorized carrier or pocket while in full department-authorized uniform and engaged in:
  - 1. Off-duty employment requiring the use of department equipment;
  - 2. Assignments requiring law enforcement powers (e.g., on call, on duty, etc.); and/or
  - 3. Any other incident or procedure designated by policy.

<b>NOTE</b>	Employees shall ensure cameras are unobstructed and ICV cameras maintain the sightlines set during installation. Employees are strictly prohibited from intentionally obstructing or redirecting cameras away from their intended fields of view.
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- F. At the beginning of each shift, employees shall:
  - 1. Ensure issued cameras are:
    - a. Powered on;
    - b. Paired to the vehicle’s in-car communication platform by logging into the vehicle’s Rocket, if applicable; and
    - c. Properly functioning with a test recording.
  - 2. Confirm the BWC is fully charged and its accessories (e.g., remote sensors with EOS devices, holster sensors) have an adequate power supply.
- G. Employees shall document whether a camera system recording is available in all incident reports and ECWS citations. The beginning of their narrative, probable cause, and/or UTT comments section must state the following as applicable:
  - 1. “This incident was recorded”; or
  - 2. “This incident was not recorded” and provide a justification.
- H. At the end of their shift, employees shall:
  - 1. Charge their BWC, spare battery, and holster sensor per the manufacturer’s instructions and department training;
  - 2. Ensure each recording is properly:



- a. Labeled with the associated case or CAD number; and
  - b. Classified for retention purposes.
3. Log out of the Web Application and Rocket, if applicable.
- I. Supervisors shall ensure employees are classifying and labeling recordings by:
1. Monitoring the number of unclassified reports each shift; and
  2. Taking corrective action as needed upon receipt of the BWC Unit's quarterly reports.
- J. All camera system updates should be performed at the beginning or end of a shift.
- K. The Body Worn Camera Unit shall be notified at [bwc@indy.gov](mailto:bwc@indy.gov), including the employee's name, old unit number, and new unit number, when:
1. Transferring shifts;
  2. Changing units or an employee's unit number changes;
  3. Transferring to a new role (e.g., promotion, reassignment, etc.); and/or
  4. Any sensitive material (e.g., undercover officers, confidential informants, or locations/activities listed in Section IV) is recorded in need of redaction.

**NOTE**

Undercover officers and confidential informants have a unique classification in the Web Application; appropriate classification in the system serves as BWC System Administrator notification.

- L. When contacting the Body Worn Camera Unit, employees shall include their name and unit number (old and new if applicable).
- M. Malfunction and Damage
1. Stowing BWC in vehicles or leaving the device charging for excessive periods of time is prohibited.
  2. Employees shall notify a supervisor, as soon as reasonably possible, when they discover an operational issue they cannot resolve.
    - a. When necessary, employees shall notify the BWC or Fleet Services to replace or fix malfunctioning cameras, holster sensors, or other mechanical failures. Supervisors shall be cc'd for awareness.
    - b. Officers shall obtain a replacement BWC or spare BWC battery prior to taking additional runs. Replacements are available at:
      - i. The BWC Unit during regular business hours (i.e., Mon – Fri from 0800 to 1600); or
      - ii. Metropolitan Emergency Services Agency (MESA) at all other times (e.g., holidays and weekends).
  3. If any issued camera is lost, stolen, or damaged, officers shall adhere to the procedures in [General Order 9.12 – Departmental Property – Issuance, Control and Loss](#).

**II. Activation****NOTE**

This policy recognizes the need for transparency and the preservation of events for the protection of officers and the public. However, IMPD also wants to be respectful of individual officer's privacy.

- A. IMPD cameras continuously record while powered on.
  - 1. Audio and video is not retained unless activation occurs.
  - 2. Once activated, each device retains the preceding thirty (30) seconds of:
    - a. BWC - audio and video; and
    - b. ICV - video ONLY.
  - 3. Any audio content captured on the thirty (30) second pre-recording that is not reasonably related to the incident under review shall not be released by IMPD other than pursuant to a court order.
- B. BWCs, and ICV cameras if in range, shall be manually activated or deactivated via Bluetooth remote.
- C. BWC and ICV cameras automatically activate when:
  - 1. A dispatched employee is within approximately five hundred (500) feet of a dispatched run; or
  - 2. A vehicle's in-car trigger is activated (e.g., light bar activation, etc.).
- D. Additionally, BWCs automatically activate when employees:
  - 1. Go prone (EOS only);
  - 2. Run (EOS only);
  - 3. Begin rotational movement or change in orientations (i.e., fight) (EOS only);
  - 4. Draw their holstered duty firearm; or
  - 5. Firmly press the control button on their BWC:
    - a. Three (3) times for EOS; or
    - b. Twice for EXO.

**NOTE**

EXO holster sensors are now "broadcast" [i.e., any firearm removed from an officer's holster will activate ALL BWCs within up to fifty (50) feet]. Increased discretion is encouraged in group settings or IMPD facilities. Pressing the control button will not deactivate the BWC.

- E. Employees must verify cameras activate, and manually activate their device if needed, in the following circumstances:
  - 1. When responding to dispatched calls, starting before the employee arrives on scene;
  - 2. Prior to conducting traffic or other investigative stops;
  - 3. Anytime lights and/or sirens are activated;
  - 4. Making arrests or seizures, including mass arrest situations;



5. Interviewing victims, suspects, or witnesses;
  6. Prior to conducting vehicle or foot pursuits;
  7. When a use of force is likely, occurring, or being investigated;
  8. Immediately after being involved in a traffic accident;
  9. Prior to transporting arrestees or other citizens, excluding ride-alongs;
  10. Prior to conducting searches, including strip searches;
  11. When drawing or deploying any less-lethal device or firearm;
  12. When entering a private residence or business for law enforcement purposes;
  13. At the inception of any other non-consensual encounter with the public (i.e., investigative stops or other officer-initiated encounters motivated by law enforcement purposes); and/or
  14. Anytime employees believe the recording would be appropriate and beneficial to department operations.
- F. If an above incident is not recorded, employees shall notify the BWC System Administrator via email at [bwc@indy.gov](mailto:bwc@indy.gov) and carbon copy their administrative supervisor within one (1) working day of the incident.
1. The email shall include any automatic trigger failures and why employees did not manually activate their cameras.
  2. The BWC System Administrator or designee shall review each email to determine the cause of the failed activation. The BWC System Administrator may initiate corrective or disciplinary action if no equipment malfunction is found.
- G. Supervisors shall activate their BWC while on scene of a dispatched or officer-initiated incident or investigation, even when not backed onto the run.
- H. Authorized personnel may remotely activate all cameras in a selected area simultaneously or start a live stream of an employee's ongoing recording.
1. Remote activation is limited to:
    - a. The Chief of Police or designee;
    - b. Special Weapons and Tactics (SWAT) and Event Response Group (ERG) Commanders;
    - c. Communications supervisors; and
    - d. The BWC System Administrator.
  2. If voice prompts are enabled on EOS devices, employees shall be notified before their devices are remotely activated.
  3. Remote activation shall be limited to monitoring:
    - a. High-risk search warrants;
    - b. SWAT operations;
    - c. Social disorder events;
    - d. Officer down events;



- e. When necessary for safety, tactical, or operational purposes; and/or
- f. As ordered by the Chief of Police or designee.

**III. Deactivation**

- A. Unless otherwise directed by this policy, employees shall record until their involvement in an event or incident ends, including but not limited to:
  - 1. All relevant communication with the public concludes;
  - 2. Collection of evidence is complete;
  - 3. Transportation and/or transfer of custody is completed; and
  - 4. Marking in service.
- B. Employees shall deactivate cameras before responding to another incident when possible.
- C. Should a member of the public ask an employee not to record an event or incident requiring camera activation, employees shall explain department policy requires the recording, including incidents within a private residence.
- D. Employees may deactivate their BWC when privacy concerns outweigh law enforcement interests (i.e., the absence of the recording will not affect the investigation), including:
  - 1. Natural death investigations;
  - 2. Child or sexual assault victim interviews;
  - 3. Cultural or religious objections;
  - 4. Inside schools, when children are present; and/or
  - 5. Circumstances where recording could impede or limit the cooperation of victims or witnesses.
- E. If employees choose to deactivate their cameras for any reason, they shall document the reason on camera prior to deactivation.
  - 1. Employees shall resume recording if an interaction becomes contentious or confrontational.
  - 2. Employees shall document all stoppages in the associated CAD or incident report.
- F. Employees shall deactivate their cameras if they are dispatched to a bomb threat or believe they have located an explosive device. All devices emitting radio frequency energy, including the BWC, should be at least three hundred (300) ft. away from any suspect device per [General Order 4.13 – Bomb Threat Procedures](#).
- G. Supervisors or detectives may order camera deactivation if:
  - 1. An employee’s interaction with citizens concludes, and there is no further investigatory value; or
  - 2. Employees are assisting or participating in authorized covert operations.
- H. Employees may resume recording despite the ordered deactivation if circumstances change (i.e., the family of the deceased arriving on scene at the perimeter, etc.).
- I. Employees blocking or directing traffic may deactivate their cameras absent any interactions with the public necessitating activation.



**IV. Restricted Use**

- A. Employees shall not record in the following sensitive areas unless necessary for a law enforcement purpose (e.g., crime in progress, employees have custody of arrestee, etc.):
  - 1. Restrooms, locker rooms, and dressing rooms;
  - 2. Detention facilities;
  - 3. Mental health, counseling, or therapeutic facilities; and
  - 4. Medical facilities.
  
- B. Employees shall not record:
  - 1. Body cavity searches;
  - 2. Tactical briefings;
  - 3. Coaching sessions;
  - 4. Union activities;
  - 5. Any privileged conversations (e.g., attorney and client, a doctor and patient, etc.);
  - 6. Courtroom proceedings; or
  - 7. People engaged in First Amendment activities (e.g., marches, protests, etc.) unless:
    - a. The employee has reasonable suspicion to believe criminal activity is occurring; or
    - b. Imminent risk to public safety or property destruction appears likely.
  
- C. Employees shall not secretly record other supervisors, city employees, or law enforcement officers per [General Order 9.18 – Eavesdropping / Unauthorized Recording](#). Prior approval is required to record inside any investigative unit’s office.
  
- D. IMPD shall not use biometric technology, such as facial recognition, to conduct general searches of recordings. Stored data shall not be used:
  - 1. To create a database or pool of mug shots;
  - 2. As fillers in photo arrays; or
  - 3. In conjunction with facial recognition software.

**V. Upload, Retention, and Dissemination**

- A. Recordings shall upload when connected to the cloud-based storage system through the in-car communication platform in police vehicles. Employees without a working platform in their vehicle may upload their video via another employee’s vehicle.
  - 1. If no in-car communication platform is available, employees shall report to a district roll call within twenty-four (24) hours to upload their recordings via Waypoint. With prior authorization, employees with EOS devices may upload via:
    - a. MiFi;
    - b. Wi-Fi; or
    - c. Home internet.



- 2. Employees should refer to [General Order 4.16 – Police Vehicle Operations](#) for in-car communication platform Wi-Fi troubleshooting and support instructions.

<b>NOTE</b>	Employees shall not disconnect, tamper, or modify any equipment installed in a department vehicle per department policy.
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- B. Recordings shall be retained for at least one hundred and ninety (190) days from the recording date.
  - 1. Recordings used in criminal, civil, or administrative proceedings shall be retained until the final disposition of all appeals and court order.
  - 2. Detectives shall ensure recordings for their cases are appropriately labeled, classified, and retained until all appeals are completed.
  - 3. The BWC System Administrator is responsible for the retention and destruction of BWC recordings.
- C. Recordings are the property of IMPD. Dissemination outside the department is strictly prohibited, except to the extent permitted or required by law and only with authorization from the Chief of Police or designee in consultation with the IMPD Legal Unit.
  - 1. Unauthorized personnel and members of the public are prohibited from viewing recordings.
  - 2. Public requests for recordings shall be directed to:
    - a. The Indy.gov website at: <https://www.indy.gov/activity/body-worn-camera-program>; or
    - b. IMPD Citizen Services Office at 317-327-3155.
- D. Unless for a legitimate law enforcement purpose, employees shall not record, copy, share, disseminate, or otherwise distribute recordings.
- E. Employees shall not edit, alter, erase, tamper with, or delete recordings. Any tampering with evidence shall result in disciplinary action and possible criminal charges.

**VI. Reviewing Recordings**

- A. Recordings shall be reviewed out of public view.
- B. Employees may review personal recordings and recordings shared by other employees to prepare reports, statements, or BlueTeams.
  - 1. Employees compelled to make a public safety statement shall do so prior to reviewing their recording.
  - 2. Employees should review their recordings before testifying in court or completing BlueTeams, particularly those involving the use of force.
- C. Investigators may review recordings for official criminal or administrative investigations when necessary.
- D. Detectives are encouraged to review the associated recordings of their assigned criminal cases and ensure videos are labeled and classified appropriately.
- E. Supervisors may only review recordings for:



1. BlueTeam reportable incidents;
2. Incidents related to on-duty injuries; and
3. Determining appropriate discipline, if any, when:
  - a. There is a complaint of misconduct;
  - b. There is an articulable concern at a specific time regarding compliance with ongoing disciplinary issues; or
  - c. The supervisor witnessed misconduct.

**NOTE**

Supervisors are prohibited from searching recordings for policy violations unrelated to a specific complaint or incident.

- F. FTO Specialists may review recordings of employees in their district FTO program or within their probationary year.
- G. Recordings may be shown for training purposes. Training Academy staff may review recordings to assess their training value with approval from the Chief of Police or designee.
- H. The Chief of Police or designee may review recordings to assess their value in creating transparency, ensuring accountability, and enhancing public trust. The PIO may publicly release recordings concerning events that affect public welfare or public interest.
- I. Employees depicted in recordings designated for training or public release shall be notified prior to dissemination. If employees object to the recording's use, they may state their objection via interdepartment to the Chief of Police, or designee, who shall determine if the objection outweighs the value of the recording.
- J. The BWC System Administrator or designee has access to all recordings and is responsible for:
  1. Marking recordings as confidential if they involve Internal Affairs (IA), Special Investigation Unit (SIU), or Critical Incident Response Team (CIRT) investigations; show SWAT tactics; or are sensitive in nature;
  2. Ensuring recordings released to the public are redacted according to Indiana state law and IMPD Legal Unit guidance;
  3. Overseeing weekly audits of recordings to ensure the devices and system are operated and maintained according to policy and manufacturer recommendations.
    - a. Weekly audits shall review at least ten (10) randomly selected recordings.
    - b. Weekly audits shall be compiled into a monthly report to be reviewed by the BWC System Administrator.
  4. Compiling an annual administrative review of the body worn camera and in-car camera systems program and submitting a report to the Chief of Police.

**VII. Critical Incident Management**

- A. Employees involved in or responding to critical incidents, including officer-involved shootings, in-custody death, or any use of deadly force, shall continue recording until directed by an on-scene supervisor.



B. Responding supervisors shall:

1. Follow the procedures outlined in applicable department policies;
2. Order the involved employee to stop recording before giving a public safety statement;
3. Take their BWC;
4. Upload recordings as soon as practical to the Web Application;
5. Turn the BWC and ICV cameras off after the recording uploads; and
6. Secure the BWC until CIRT takes it as evidence or releases it to the involved employee.

C. If the involved employee is incapacitated, an on-scene supervisor shall recover the employee's BWC prior to transportation to the hospital when feasible.

1. If it is impossible to recover the employee's BWC before transport, the BWC shall be retrieved at the first reasonable opportunity.
2. Special consideration should be made to handle and preserve potential evidence (e.g., blood, DNA, etc.) when retrieving an employee's BWC.
3. Supervisors shall ensure the BWC is no longer recording and follow the steps in Section VII.B. as applicable.

D. Recordings on critical incidents should not be uploaded using district waypoints. Employees shall consult the incident commander or on-scene CIRT lieutenant if unable to upload using a vehicle's in-car communication platform.