INDIANA STATE POLICE	***STANDARD OPERATING PROCEDURE*** State Form 39870 (R/ S- 06)	Reference Number ENF-010
	Subject Law Enforcement Recording Devices (Body and Dash Cams)	
	Special Instructions Replaces ENF-010 dated November 6, 2024	Effective Date **October 29, 2025**

I. PURPOSE

Establish guidelines for the use of audio, visual, or audiovisual law enforcement recording devices (LERD) and the storage, release, and retention of law enforcement recordings by Department personnel.

II. POLICY

The Department utilizes technology that falls under the definition of Law Enforcement Recording under Ind. Code 5-14-3-2(k). Officers equipped with devices meeting this definition shall follow the procedures outlined herein for proper use, storage, release, and retention of law enforcement recordings. Officers shall not utilize any law enforcement recording devices not issued by ISP. This policy does not govern the use of surreptitious recording devices used in undercover operations or recording devices other than LERDs.

III. DEFINITIONS

A. LAW ENFORCEMENT ACTIVITY – means a traffic stop, a pedestrian stop, an arrest, a search, an investigation, a pursuit, crowd control, traffic control, or any other instance in which an officer is enforcing the law. The term does not include administrative activity such as the completion of paperwork. See Ind. Code 5-14-3-2(j).

*NOTE – Crowd control does not include traffic direction. Crowd control should only be recorded if ordered by a Commander, enforcement activity is about to be taken, or if enforcement activity is being taken. This shall be addressed in any operation plan, if applicable, prior to a scheduled event.

B. LAW ENFORCEMENT RECORDING (LER) - means an audio, visual, or audiovisual recording of a law enforcement activity captured by a camera or other device that is provided to or used by an officer in the scope of their duties and designed to be worn by the officer or attached to their vehicle or transportation. See Ind. Code 5-14-3- 2(k).

C. LAW ENFORCEMENT RECORDING DEVICE (LERD) – a camera or other device that is provided to or used by an officer in the scope of their duties and designed to be worn by the officer or attached to their vehicle. This term encompasses body worn cameras and fleet cameras.

D. LAW ENFORCEMENT RECORDING SYSTEM – includes a LERD as well as all associated equipment used to capture audio/video interactions between law enforcement and the community. This includes, but is not limited to; automated sensors, cloud storage, mounting clips/devices and evidence management software.

E. OFFICERS – any employee of the department that has law enforcement powers; to include troopers, capitol police officers, and motor carrier inspectors.

IV. PROCEDURE

A. Configuration and Functionality Issues

1. The Criminal Justice Data Division (CJDD), through the Law Enforcement Recording Device Administrator, shall be responsible for setting administrator configuration standards for all Department LERDs.

2. Employees are prohibited from changing or attempting to change the administrator configuration standards without express direction of the Law Enforcement Recording Device Administrator. Officers may configure individual user settings.

3. Officers shall ensure that any LERD that requires charging is charged prior to the beginning of a shift and should periodically charge any LERD during their shift when not in use.

4. Officers shall check the functionality of their LERD systems prior to beginning a shift.

5. Officers shall report, as soon as identified, any technical or functionality issues of law enforcement recording systems as follows:

a. An immediate verbal notification to the regional dispatch center;
b. A written notification to their immediate supervisor; and
c. A written notification to the Law Enforcement Recording Device Administrator

6. Following notifications of issues, officers shall continue working their scheduled shift

7. Officers shall dock their body worn camera (BWC) at a minimum once every ten (10) calendar days to receive system updates. If an Officer does not utilize a dock, the BWC shall be placed into standalone mode once every ten (10) calendar days to receive system updates.

B. Activation and Deactivation for field enforcement personnel:

1. Officers shall not manually power off their fleet cameras (dash camera and interior rear-facing camera) at any time while operating their Department commission, regardless of their duty status. Officers may power off fleet cameras when the commission is parked for an extended period or while the vehicle is parked during a Department training. Officers shall ensure that their fleet cameras are powered on prior to operating their commission, on or off-duty.

2. Officers shall not alter or move their fleet cameras (dash camera and interior rear-facing camera) from the original installation location (to include turning the camera angle) to alter the field of view.

3. LERDs shall not be utilized for non-department employment positions.

4. Sleep mode for Body Worn Cameras*:

a. Officers shall not utilize sleep mode while on duty except for the following situations to avoid accidental recordings:

(i) Training events
(ii) Inside ISP facilities
(iii) Inside facilities that prohibit video recording such as: hospitals, prosecutors office, courts, jails.
(iv) Inside of the officer's personal residence
(v) While using the restroom.

b. Officers shall immediately disengage sleep mode following conclusion of the above events.

c. Manual activation from sleep mode shall not be utilized as a matter of routine.

*NOTE – When a BWC is in sleep mode, automatic triggers are deactivated and cannot begin a recording. Additionally, manual activation from sleep mode prevents the 30 second pre-event buffer and recording function.

5. CJDD will establish automatic activation triggers for all LERDs.

6. If not already activated due to a trigger, officers shall activate a LERD as follows:

a. Dash camera:
(i) When responding to a call for service;
(ii) When engaging in a law enforcement activity; or
(iii) When engaging with the public in a non-enforcement activity such as a stranded motorist.

b. Body camera:
(i) Upon exiting their commission at the scene of a call for service;
(ii) When engaging in law enforcement activity; or
(iii) When engaging with the public in a non-enforcement activity such as a stranded motorist.

c. Rear facing interior camera:
(i)While transporting a prisoner;
(ii) While on-duty and transporting a member of the public (except for ride along);
(iii) Conducting an interview in their commission; or
(iv) While on-duty and allowing any individual to sit in their commission.

7. During a LER, officers shall not mute their microphones or otherwise stop a recording to prevent audio when engaging with a member of the public. Officers may mute their microphones while speaking with other members of law enforcement, including coroners or prosecutors, to make a phone call, or other times when not engaging with a member of the public. Microphones shall be unmuted prior to engaging with any member of the public.

8. Officers shall deactivate the recording only at the conclusion of the event. The conclusion of an event occurs when:

a. Dash cameras:
(i) The officer clears the scene and marks in service; or
(ii) Transportation and/or transfer of custody is completed;

b. Body Cameras:
(i) All interaction with the public has concluded; or
(ii) The employee reasonably believes further recording will not capture law enforcement activity.

c. Rear facing interior camera:
(i) When the individual(s) that the recording was activated for exits the vehicle. Such as, when an interview has concluded and the individual exits or prisoner is removed from the vehicle to jail.

d. To further an investigation:
(i) During a consensual encounter, a member of the public requests the recording be deactivated and will not cooperate without stopping the recording;
(ii) The officer(s) is on private property and requested by the property owner to deactivate the recording, but only if the officer does not have a legal right to be there.
(iii) However, prior to deactivating the recording, the request by the citizen must be made on camera.
(iv) Following deactivation, if an interaction becomes contentious or confrontational, the officer will resume the video recording.

e. Officers shall deactivate a LERD prior to entering a secure crime scene. The responsibility for videoing and documenting a crime scene is the responsibility of a Crime Scene Investigator (CSI).

f. Officers shall deactivate a LERD when entering a facility that prohibits recording by rule or policy, such as a medical facility, jail/prison, courthouse, etc.

g. If an officer is involved in a police action resulting in serious bodily injury or death, upon providing a voluntary public safety statement or declining to provide a public safety statement to the first responding officer, and at the direction of the first responding officer, the LERD shall be deactivated.

9. Officers shall immediately deactivate a recording that has occurred accidentally and does not depict any law enforcement activity.

10. Field enforcement officers assisting in SWAT details, such as permitter security, shall:

a. Activate their LERDS:
(i) At the direction of the scene commander;
(ii) Prior to any enforcement action;
(iii) When safe and practical to do so, prior to engaging the target subject*; or
(iv) Prior to any engagement with members of the public.

*NOTE – Hostage Crisis Negotiators (HCN) shall not utilize LERDs during their assignment.

b. Deactivate their LERDs:
(i) If automatic activation has triggered during transport, upon arrival to the scene unless the assignment is engaging with the public or otherwise directed by a commander;
(ii) At the direction of the scene commander;
(iii) Upon conclusion of engagement with the subject;
(iv) If the officer used force that resulted in serious bodily injury or death, upon giving or declining to give a public safety statement and at the direction of the officer taking the statement; or
(v) Upon marking in service or clearing the scene when all law enforcement activity is completed regarding the incident.

C. Activation and Deactivation for SWAT Officers:

1. SWAT Officers shall follow the activation and deactivation procedures outlined under IV.B. when engaging in law enforcement activity in a non-SWAT capacity, such as conducting a traffic stop.

2. Specialized SWAT Vehicles: The SWAT officer operating the specialized vehicle shall be responsible for activating and deactivating any equipped, if any, LERD. Activation shall occur immediately prior to arrival on scene. Deactivation shall occur at the direction of the scene commander, upon conclusion of the SWAT activity, or if the LERD is not facing the scene and unlikely to capture footage of evidentiary value.

3. Warrant Service: SWAT officers assigned to a warrant service shall activate their LERDs upon arrival at the location of the warrant service. SWAT officers shall deactivate their cameras at the direction of the scene commander and upon completion of the warrant service.

4. SWAT officers may mute their microphones during a warrant service only to discuss tactics or investigatory information and must unmute their microphones prior to engaging with any member of the public, including the suspect(s). These standards shall be reviewed as part of any operational plan (OPS) or briefing prior to any warrant service.

5. Barricades/Hostage Standoffs*: SWAT officers responding to a barricaded subject or hostage standoff shall:

a. Activate their LERDs:
(i) At the direction of the scene commander;
(ii) Prior to any breach or enforcement action by the involved SWAT officer; or
(iii) When safe and practical to do so, prior to engaging the target subject.

b. Deactivate their LERDs:
(i) At the direction of the scene commander;
(ii) Upon conclusion of engagement with the subject; or
(iii) If the officer used force that resulted in serious bodily injury or death, upon giving or declining to give a public safety statement and at the direction of the officer taking the statement.

*NOTE: As barricades and hostage standoffs are often unpredictable in nature and lengthy, it is the

intent of the Department to capture recordings of our officers while actively engaging a subject or taking action in an attempt to gain control. Officers should use their best efforts to engage their cameras as outlined above, but only when safe and practical as these situations may quickly deteriorate and become dangerous.

6. Other Pre-Planned SWAT Responses: SWAT officers responding to a pre-planned response shall:

a. Activate their LERDs:
(i) At the direction of the scene commander;
(ii) Prior to any enforcement action by the involved SWAT officer; or
(iii) When safe and practical to do so, prior to engaging the target subject.

b. Deactivate their LERDs:
(i) At the direction of the scene commander;
(ii) Upon conclusion of engagement with the subject; or
(iii) If the officer used forced that resulted in serious bodily injury or death, upon giving or declining to give a public safety statement and at the direction of the officer taking the statement.

D. Activation and Deactivation for Investigations Bureau (INB) Officers:

1. INB officers may be issued a body-worn camera (BWC) at the direction of the Investigations Bureau Commander and with the approval of the Superintendent.

2. INB officers shall wear and activate their BWC while executing a search warrant, for a pre-planned arrest, or attempting to rescue an undercover officer or confidential informant, as long as it is safe and practical to do so. However, the safety of the officers and the public should be the top priority, and the use of BWCs should not compromise this safety.

3. BWCs may be deactivated once the scene is secure, unless engaging with any member of the public, including the suspect(s).

4. INB officers shall designate an individual officer to document the scene and gather information and evidence.

5. INB officers may mute their microphones during a warrant service only to discuss tactics or investigatory information and must unmute their microphones prior to engaging with any member of the public, including suspect(s). These standards shall be reviewed as part of any OPS briefing prior to any warrant service.

6. Task Force Officers:

a. INB Officers assigned to a task force shall only utilize one BWC.

b. If provided, INB officers shall utilize the task force issued BWC and operate them in accordance with the appropriate federal agency/task force policy.

c. If a BWC is not provided by the task force, INB officers shall utilize a department issued, if

applicable, BWC in accordance with this policy.
d. INB officers assigned to a task force may only utilize their department issued, if applicable, BWC in the State of Indiana.

E. Transfer/Upload

1. Officer(s) shall label the video with the corresponding CAD number and select all applicable categories. Only one CAD should be used for an incident/investigation. If additional LERs are taken on a later date, such as during investigatory follow-up, they shall be labeled under the original CAD number.

2. Uploads from LERDs will occur automatically, once the appropriate metadata (CAD and category) has been entered, when connected to the cloud-based storage system.

3. Upload of LERs shall be completed at the conclusion of the shift or immediately at the beginning of the next shift.

4. Any issues with a LER not automatically uploading shall be immediately reported in writing to the Law Enforcement Recording Device Administrator and the officer's immediate supervisor.

5. Officers must review weekly their LERs for uncategorized recordings and update any incorrect or missing information.

F. Review and Reporting

1. Officers should review their own LER prior to the completion of any required report.

2. Officers shall review their LER prior to testifying in court for a criminal case.

3. When an officer has been involved in a police action that results in serious bodily injury or death, they may elect to view any LER, in which they are depicted in, at least two times. Upon request, this may occur prior to a formal interview. This is in accordance with Ind. Code 5-14-3-5.1.

4. Officers will document the existence of any LER in all incident reports and ECWS citations by stating, "This incident was recorded on body cam and/or dash cam" at the beginning of their narrative, probable cause, and/or UTT comment sections. If an Officer is equipped with a LERD that is not functioning, they shall document in the incident report and ECWS that their LERD was not functioning at the time of the incident.

5. Sergeants shall have access to their squads LERs and review video of each of their subordinates randomly on a monthly basis.

6. Sergeants shall weekly review LERs for those that lack an ID number or category for their squad members and direct the officer to label and/or categorize the evidence immediately.

7. Lieutenants shall weekly review LERs for those that lack an ID number or category for sergeants under their supervision and direct the sergeant to label and/or categorize the evidence immediately.

8. District First Sergeants and Lieutenants shall have access to all district enforcement personnel's LERs. District Lieutenants shall review LERs from each Sergeant on a monthly basis. District First Sergeants and Lieutenants may review other LERs of enforcement personnel assigned to their command at their discretion if it will further their official duties.

9. Enforcement personnel will have full access to all Department LERs, but may only access those necessary to perform their official duties.

10. Investigative personnel will have full access to all Department LERs, but may only access those necessary to perform their official duties.

11. The Department CJDD, Internal Investigations Section, and Legal Office will have full access to all Department LERs, but staff may only access those necessary to perform their official duties.

12. The Department's Training Division will have access to videos identified as related to their official duties such as those identified to be used in future training, those used in training exercises for review purposes, and those related to review of police action and/or pursuit reports.

13. All employees shall enter notes on each audio recording, video recording, photograph, or case that is accessed with the purpose of the review. For instance, review prior to court testimony, review to complete case report, or supervisory review.

G. Release

1. Officers shall provide the prosecutor of jurisdiction with any and all LERs related to a criminal case that they have filed. Officers shall provide the prosecutor of jurisdiction with any LERs related to an infraction upon request.

2. When an officer has been involved in a police action that results in serious bodily injury or death, the detective assigned the investigation will provide the prosecutor with all LERs related to the incident.

3. Officers, when responding to a detail or call for service with another agency, shall share, to an official email, a copy of the LER upon request of a sworn officer with an official purpose. All other requests for ISP video by another agency for administrative, disciplinary, PIO or training will need to be submitted in writing to the ISP Legal Office.

4. Members of the public that request video of an encounter shall be directed to submit their request in writing to ISP APRA Portal.

5. A request from the public for a LER received by an officer, district, or other personnel shall be forwarded to their zone counsel.

6. Upon receipt of a request, the Legal Office will review the request and either deny the release of the video or release the video with the appropriate redaction applied as outlined in Ind. Code 5-14-3 et seq. and any other applicable laws.

H. Retention - Categories

1. Automatic retention will be set in the cloud-based storage system as follows:

(i) Traffic Stop Ticket – two (2) years
(ii) Traffic Stop Warning – one (1) year
(iii) Crash Non-Criminal – two (2) years
(iv) Criminal – five (5) years
(v) Internet Crimes Against Children (ICAC) – five (5) years
(vi) Undercover/Confidential Informant (2 years)
(vii) Other non-criminal – one (1) year
(viii) Accidental – thirty (30) days
(ix) Training – one (1) year
(x) ISP Recruit Academy – three (3) years
(xi) Disregarded – one (1) year

2. Personnel shall select all applicable categories when uploading to Evidence.com. Retention will be governed by the highest category through Evidence.com.

3. In the event that an undercover officer or confidential informant is depicted in a LER, the officer uploading the LER shall select all applicable categories including Undercover/Confidential Informant.

4. Photographs shall be categorized as outlined in CIS-017 and not utilize the above LER categories.

5. Audio or other non-LER recordings shall be categorized as outlined in INV-004 and not utilize the above LER categories.

6. Retention will be extended when:

(i) The pending criminal action or appeal is not yet completed; or
(ii) A member of the public requests a video, the video must be retained for a two (2) year period.

7. Any LER that occurred on devices prior to the issuance of Axon devices will be stored at the district through the conclusion of criminal or infraction proceeding, or a minimum of 280 days.

I. Other

1. Officers shall, upon request, notify any party whether the interaction is being recorded.

2. Employees shall not duplicate, copy, disseminate, edit, alter, erase, or tamper with any LER, LERD, or LER System outside of the procedure outlined in this policy.

3. Employees shall not take screenshots, photos, snippets, or recordings of any LER outside of Evidence.com without a specific need to do so and only with prior authorization of a supervisor. Any copy shall be retained and documented as to why the copy was needed.

4. Employees shall not access or attempt to access any LER for which they do not have an official purpose.

5. Employees shall not activate a LERD for the sole purpose of recording another employee unless the other employee is aware or with the permission of the Superintendent.

6. Employees with access to the live stream feature shall not utilize the feature for supervisor review/action. Employees shall only activate live stream when requested by the employee whose camera is to be activated, in the case of a critical incident, or emergency necessitating an on-scene visual.

7. Employees that utilize the live stream feature shall enter comments on why the stream was utilized and if an employee was notified, requested it, or an emergency necessitated access. This shall be completed upon launch of the feature or in case of emergency, as soon as practical thereafter.

8. Officers shall not misuse their equipment to cause a recording other than those depicting law enforcement activity.

9. Ind. Code 35-44.1-2-2.5 A law enforcement officer who, with the intent to commit or conceal the commission of a criminal act, turns off or disables a law enforcement recording device in violation of regulations or a policy adopted by the law enforcement agency that employs the officer commits disabling a law enforcement recording device, a Class A misdemeanor.

10. LERDs should not be worn at scheduled training unless directed by training order or training personnel.

11. LERDs shall not be worn at promotional interviews or interviews conducted during an internal investigation.

12. LERDS shall not be worn at Department funeral services.

J. This procedure shall be used in conjunction with all relevant Department regulations, rules, policies, and procedures.