

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number INV-004
	Subject Use of Audio/Video Equipment	
	Special Instructions Replaces INV-002 dated October 30, 2024	Effective Date October 24, 2025

I. PURPOSE

Establish guidelines for utilization of audio/video recording equipment by Department personnel. This SOP does not apply to Law Enforcement Recordings (see [ENF-010](#)).

II. POLICY

Department audio/video recording equipment shall be used for Department investigations. After being used, recordings shall be maintained, as outlined in this procedure. Department employees are prohibited from making unauthorized recordings.

III. DEFINITIONS

A. AUDIO/VIDEO RECORDING(S) – Any audio, audiovisual, or visual recordings created on a device other than a law enforcement recording device. Such as pole cameras, cell phone recordings, surveillance recordings, etc.

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 dash cameras.

IV. PROCEDURE

A. All duty related audio/video recordings made by Department employees shall immediately become property of the Department and will be subject to the Department’s procedures. Department employees shall not use audio/video recording equipment in any manner that would be in violation of [Regulation 7](#).

B. All recordings of interrogations for felony custodial arrests shall follow the guidelines established in [INV-001](#) and shall not be conducted on a LERD unless exigency necessitates it.

C. Employees shall take into consideration the following factors when considering the use of any recording equipment:

1. Time and place to be used;
2. Subject matter to be recorded; and
3. Whether or not such recording is legal.

D. Audio/video-recording equipment may be utilized, whenever practicable, in the areas of:

1. Surveillance;
2. Aerial photography;
3. Training; and/or
4. Recording of;
 - a. Statements,
 - b. Interviews,
 - c. Crime scenes,
 - d. Confessions, or
 - e. Investigative conversations.

E. The use of audio/video recording equipment shall not eliminate the need for photography.

F. Department employees wishing to utilize audio/video recording equipment for public relations should contact the District Public Information Officer.

G. Department employees with a need to utilize specialized audio/video recording equipment that is not assigned to them shall request the use of such equipment, through the Investigations Division Commander. All such equipment used shall be operated in a manner consistent with Department policies and any legal requirements.

H. Recordings* shall be uploaded, by the investigating officer, into Evidence.com under the associated CAD number for storage. Only one CAD should be used for an incident/investigation. If additional recordings are taken on a later date, such as during investigatory follow-up, they shall be labeled under the original CAD number.

*NOTE – Recordings from special equipment such as pole cameras or wiretaps, will be maintained by the Investigative Support Section and not uploaded into Evidence.com due to legal requirements and volume of recordings. Recordings of polygraph exams will be uploaded if recorded on compatible equipment. If an exam is completed on non-compatible equipment, it shall be stored by the Forensic Service Division for the appropriate retention period.

I. Recordings shall be categorized for retention as follows:

1. Capture - Crash Non-Criminal – five (5) years;
2. Capture - Criminal Level 5 Felony or Lower - twenty (20) years;
3. Capture - Criminal Level 4 Felony or above - ninety-nine (99) years;
4. Capture - Death Investigation (to include homicide, suicide, or accidental) - ninety-nine (99) years;
5. Capture - ICAC* - ninety-nine (99) years;
6. Capture - Evidence Destruction - three (3) years;
7. Capture - Infraction/Inspection - three (3) years;
8. Polygraph Criminal - ninety-nine (99) years;
9. Polygraph Non-Criminal – two (2) years.

J. Retention shall be extended when the pending criminal action or appeal is not yet completed.

K. Officers shall regularly review their evidence and categorize and label any recording that does not

contain both pieces of information.

L. All recordings related to an internal investigation shall be maintained in accordance with procedures established by the Internal Investigation Section.

M. All recordings made as part of the Training Academy shall be maintained in the recruit school files and retained for two years.

N. All recordings made as a result of monitoring a wire intercept shall be maintained according to law and any relevant court order.

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

P. Employees shall not duplicate, copy, disseminate, edit, alter, erase, or tamper with any audio/video recording outside of the procedure outlined in this policy.

Q. Employees shall not take screenshots, photos, snippets, or recordings of any audio/video recording 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.

R. Employees shall not access or attempt to access any audio/video recording for which they do not have an official purpose.

S. Officers should enter notes with the reason for review into evidence.com when accessing a recording.

T. Release:

1. Officers shall provide the prosecutor of jurisdiction with any and all audio/video recordings related to a criminal case that they have filed.

2. Members of the public that request video of an encounter shall be directed to submit their request in writing to [ISP APRA Portal](#).

3. A request from the public for a LER received by an officer, district, or other personnel shall be forwarded to their ISP Zone Legal Counsel.

4. 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.

U. Department issued recording devices shall not intentionally be used for the sole purpose of recording another employee unless the other employee is aware. All other recording devices, not defined as LERDs, shall not be used to record Department employees unless all Department employees being recorded are aware the recording is being made or unless authorized by the Superintendent and otherwise lawful.

V. Department personnel shall not utilize non-Department issued recording equipment.

W. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.