P.O. 1117 Body Worn Camera & In-Car Camera Systems			
Effective From:	10/20/2025	Effective To:	Current

Q. *P.O. 1117 – Body Worn Camera & In-Car Camera Systems*

1. PURPOSE
   i) This policy is intended to provide officers with both instruction and guidance on when and how to use the body-worn camera (BWC) and in-car camera systems so that officers may reliably record their contacts with the public. The BWC and in-car camera systems are tools intended to be used to assist and complement officers in the performance of their duties, mainly to enhance the accuracy of documenting evidence for investigative and prosecutorial purposes. This policy is intended to balance the needs of the department with the privacy concerns of the public.
2. POLICY
   i) It is the policy of this Department that officers equipped with the BWC and/or in-car camera system shall use the BWC and/or in-car camera system in accordance with the guidelines of this policy in the performance of their official duties. This policy does not govern the use of surreptitious recording devices used in undercover operations. This policy is not intended to describe every possible situation where the BWC and/or in-car camera system may be used. This policy is also not intended to require activation of a BWC and/or in-car camera system prior to enforcement action when to do so would compromise officer safety or proper tactics.
3. GENERAL
   i) General Use and Operations
      a) Only BWC and in-car camera systems issued by the department shall be worn or utilized while on duty.
      b) Officers issued BWCs shall wear them for the duration of each shift while working in a uniform patrol capacity, and leave them powered on, ready to record or receive a signal to record, except as otherwise provided in this policy.
      c) BWCs shall be worn on the chest or front portion of the duty belt in such a manner to prevent, to the extent possible, obstruction of the camera by the uniform or equipment.
      d) The BWC shall be mounted with hardware approved by the Department or provided by the manufacturer of the BWC.
      e) An officer may (but shall not be required to) remove the BWC from the chest area while activated in order to record from an angle or view that is not feasible from the chest, such as under a car or above eye-level.
      f) All data, images, video, and metadata captured, recorded, or otherwise produced by the BWC and in-car camera systems are the sole property of the Department and may be viewed, released, or reproduced only in accordance with applicable laws and policy.
      g) It is not the policy of this Department to require its officers to cease recording an event, situation, or circumstance solely at the demand or request of any person.
      h) Unless asked, officers are not required to disclose to the public that recording equipment is in use. Officers are encouraged, but not required, to inform subjects that they are being recorded unless to do so would be unsafe, impractical, or impossible.
      i) Citizens shall not be allowed to review the recordings at the scene. Upon request, an officer shall provide a citizen with sufficient information to allow the citizen to request a copy of the recording.
      j) BWC and in-car camera systems shall be used only in conjunction with official law enforcement duties. Officers shall not use the BWC or in-car camera systems to intentionally record:
         1) Communications with other police personnel outside the scope of official duties;
         2) Encounters with undercover officers or confidential informants;

3) When on break or otherwise engaged in personal activities;
4) In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room, unless extreme justification or probable cause exists pursuant to an arrest where no third party is affected; and
5) In locations where individuals have a reasonable expectation of privacy, such as a residence or medical facility. In these settings, individuals may decline to be recorded unless the recording is being made during an arrest or search of the residence.

4. PRE-OPERATIONAL PROCEDURES
   i) Officers shall read all BWC and in-car camera system User Manuals and Guides prior to operating the BWC or in-car camera systems.
   ii) Officers and Supervisors shall complete the manufacturer's BWC and in-car camera online training before operating the camera system.
   iii) Inspection, Maintenance, and Repair
      a) Officers shall ensure that BWC and in-car camera system equipment are operated in accordance with the manufacturer's guidelines and the provisions of this order.
      b) Prior to each shift, officers shall ensure that the BWC and in-car camera systems are functioning in accordance with the manufacturer's guidelines.
      c) Operational problems with the BWC or in-car camera system equipment shall be promptly reported to the officer's immediate supervisor for corrective action. Upon reporting a problem, the supervisor shall ensure that a CAD Event/notation in the unit's history is made indicating that the BWC or in-car camera system has malfunctioned.
5. ACTIVATION
   i) This policy is not intended to describe every possible situation in which the BWC or in-car camera system may be used. In addition to required situations, an officer may activate the BWC and/or in-car camera system any time the officer believes its use would be appropriate and/or valuable to document an incident.
   ii) In situations where it is not possible to capture video images of an incident due to conditions or locations, the audio portion of a recording can be valuable evidence and is subject to the same activation provisions.
   iii) Officers equipped with the BWC shall ensure their BWC is powered on, ready to record or receive a signal to record, during any tour of duty that requires the use of the BWC in accordance with this policy, when the officer is subject to call.
   iv) Officers operating units equipped with an in-car camera system shall ensure the camera(s) remain powered on and ready to record or receive a signal to record at all times.
   v) Officers equipped with a BWC and/or in-car camera system shall record all traffic stops, foot pursuits, vehicle pursuits, arrests, transportation of prisoners, incidents, and any emergency vehicle operations that require, or should require, the use of emergency lights and/or emergency lights and sirens. Officers shall also record other events, situations, and circumstances including, but not limited to: armed encounters, acts of physical violence, and felonious activity.
   vi) Officers are not required to record informal, non-law enforcement-related contact with the public, but shall activate the recording if the encounter becomes adversarial. The BWC and/or in-car camera system shall remain activated until the event is complete per this policy, the contact moves into an area restricted by this policy, or a supervisor authorizes the officer to cease recording. The operator is authorized to mute the audio or pause the recording of the BWC and/or in-car camera system when the operator is not in the immediate presence of the individual(s) being interviewed, investigated, detained, or arrested.
   vii) Officers are afforded and should exercise discretion in deciding to record prolonged activities such as crash investigations and Commercial Motor Vehicle (CMV) Inspections. However, officers shall record the following types of encounters regardless of the duration

of the event:

a) All contact with any prisoner who was violent before, during, or after the arrest;
b) All contact with any prisoner against whom force was used;
c) All contact with any subject who either has or complains of a serious medical condition or injury, such as chest pain or the inability to breathe;
d) The issuance of a citation or the effecting of an arrest during the course of a crash investigation;
e) All CMV stops/inspections which are initiated for traffic enforcement;
    1) The initial contact with a driver for a CMV stop/inspection shall be recorded regardless of the reason for the stop.
f) Statements given under the advisement of Miranda during criminal investigations;
g) When any subject becomes adversarial or makes threats or accusations; and
h) The transportation of any prisoner.

viii) It is understood that not all incidents will clearly start out as needing documentation by the BWC or in-car camera system recording, and some incidents will not have a clear ending. In these instances, officers will be expected to use discretion and common sense when activating and deactivating the BWC and/or the in-car camera system.

ix) Officers of this department shall activate the BWC and/or in-car camera system when assisting officers from another agency that are involved in an incident or activity that would require activation under this policy if initiated by an officer of this department.

x) If an officer fails to activate the BWC and/or in-car camera system, fails to record the entire contact, or interrupts or terminates the recording, relating to an event, the officer shall document the reasons for not recording in the arrest/incident report narrative in the CAD Event narrative section of the event or by creating an entry by using the 1st Responder Unit Location Update if a report is not generated.

xi) If a technical issue causes the BWC and/or in-car camera system to fail or operate incorrectly for the remainder of the tour, it shall be documented in the unit status.

xii) Use of BWCs and/or in-car camera systems during special operations or missions such as SWAT or Mobile Field Force activations shall be at the discretion of the commander in charge of that operation.

6. RESPONSIBILITIES

i) BWC/In-Car Camera Systems Operator

a) The BWC/in-car camera systems operator shall:
    1) Ensure proper care of the BWC and in-car camera system equipment in accordance with the manufacturer's specifications.
    2) Ensure the proper security of the BWC and in-car camera system equipment in accordance with P.O. 230 Property Control.
    3) Ensure the BWC equipment is properly charged prior to the beginning of each tour of duty and replace the BWC with a sufficiently-charged camera when any BWC does not have sufficient power to operate effectively.
    4) Not edit, alter, erase, destroy, duplicate, share, or otherwise distribute, in any manner, BWC or in-car camera system recordings without prior written authorization of the Chief of Staff or his designee, unless otherwise provided in this order.
    5) Indicate on all associated reports, by use of the assigned file number, that a recording of the event was made.
    6) Only deactivate the audio or video capability of the BWC/in-car camera system when the recorded contact is completed or otherwise authorized by this policy.
    7) Title or "tag" each recording which results in an RMS Report Number (REN) entry using the format of "parish name - subject last name" in the title section and RMS REN in the ID section. The following is an example of the proper ID format: "23-0125658".

8) Title or "tag" each commercial motor vehicle inspection recording using the format of "parish name – subject last name" in the title section and Driver/Vehicle Examination Report "unique identifier" in the ID section. The following is an example of the proper ID format for a commercial motor vehicle inspection: "LAPQS00123".
9) Properly categorize every recording in accordance with the categorization methods outlined in this policy.
10) When acting as an assisting officer, notify the primary reporting officer of any BWC and/or in-car camera system file relating to the incident and prepare a supplemental report if necessary.
11) Ensure that all BWC and in-car camera system recordings are uploaded into the cloud storage of Evidence.com at the end of each shift and as per the manufacturer's specifications.
12) Ensure that their in-car camera system is always powered on and ensure that their BWC is powered on when they are in-service and subject to call.

b) BWC/in-car camera system operators are encouraged to utilize their BWC and in-car camera system equipment to record the:
1) Probable cause or reasonable grounds for their planned enforcement action.
2) Actions of suspects during interviews, while performing field sobriety tests, or while being taken into custody.
3) Circumstances at crime and crash scenes or other events, such as the seizure and documentation of evidence or contraband.
4) Interviews of witnesses or victims. If a witness or victim declines to be interviewed on video, they should be encouraged to allow the audio recording of the interview by turning the camera away from the witness or victim. In the event the witness or victim does not consent to audio recording, the officer shall document in his report, on the BWC and in-car camera system recording(s) (crash, arrest, etc.) that the recording was ceased and the reason therefore.
5) Circumstances and environment surrounding the officer immediately after a fleet crash or fleet incident, when practical.

ii) BWC/In-Car Camera System Custodian
a) Each Troop BWC/In-Car Camera System Custodian, or their designee, shall determine the procedure for storing BWC and in-car camera system videos for their troop based upon the manufacturer's guidelines for retrieving and storing video from the BWC and in-car camera system. The BWC/In-Car Camera System Custodian shall:
1) Notify supervisors of any issues relating to the tagging or categorizing of BWC or in-car camera system files.
2) Supervise the process of transmission or release of BWC and in-car camera system files.
3) Retain all BWC and in-car camera system videos for the required retention period.
4) Ensure that recordings are secured and access is restricted to authorized personnel.
5) Supervise the process of duplicating recordings or sending BWC and/or in-car camera system files electronically to the appropriate party.
6) When required, make a copy of a recording, duplicating only that portion applicable to the event/incident requested.

b) The BWC/In-Car Camera System Custodian may utilize other Troop personnel to assist in complying with the provisions of this order; however, the responsibility shall be theirs.

iii) Supervisors
a) Supervisors shall review BWC and in-car camera system recordings to ensure that the equipment is operating properly, officers are using the devices appropriately and in accordance with policy, and identify any areas in which additional training or guidance

is required.

1) BWC video reviews shall be performed through Axon Performance, which will randomly select BWC video files from the following categories: Criminal Arrests/Criminal Investigations, Traffic Citations/Crash Investigations, and Citizen Encounters.
2) A supervisor shall review the relevant footage of three (3) Body Worn Camera recordings per officer, per calendar quarter.
   (i) By utilizing the Axon Performance video review procedure, the supervisor shall document the review with the onscreen checklist and comment field.
3) When a supervisor, during a quarterly video review, observes misconduct (unacceptable, improper, or unlawful behavior) by an officer, the supervisor shall record the pertinent information, describing the misconduct, on a Personnel Complaint Referral Form (DPSSP 4424A), following the procedures for receiving an anonymous complaint in P.O. 209 Complaints and Administrative Investigations.
   (i) The Personnel Complaint Referral Form will be forwarded to the Troop/Section Commander immediately, and the Commander will process the complaint in accordance with P.O. 209 Complaints and Administrative Investigations.
4) When a supervisor, during a quarterly review, observes behavior that warrants coaching or further training, but is not considered misconduct, the supervisor shall:
   (i) Record their observations in the Axon Performance onscreen checklist and comments section,
   (ii) Consult with the shift supervisor or commander to determine a plan of action, and
   (iii) Conduct a written or verbal counseling session with the officer to discuss observations and any plan of action necessary to correct the observed behavior.

b) When a pursuit event occurs, the supervisor shall review all relevant BWC and in-car camera footage of the involved officers.
c) When a use-of-force event occurs, the supervisor shall review all relevant BWC and in-car camera footage from the involved officers.
d) In the event an officer is unable to upload BWC and/or in-car camera system files at the end of a tour of duty, the supervisor shall determine the proper course of action to ensure that the files are uploaded in a timely manner.

iv) Commanders

a) Each Troop Commander shall coordinate with the district attorneys within their Troop area to establish a policy for the delivery of BWC and in-car camera system files and for the return of adjudicated files, if required.
b) Commanders shall have the sole authority to approve deletion of accidental files in accordance with this policy. Accidental files are files of no evidentiary or investigative value that are created unintentionally, while the officer is not in the course and scope of their employment.
c) Commanders shall ensure that each officer's videos are reviewed quarterly in accordance with this Order.
d) Commanders shall receive all complaints generated by supervisors during quarterly video reviews and process such complaints in accordance with P.O. 209 Complaints and Administrative Investigations.

7. CATEGORIZATION

i) Prior to or after uploading BWC or in-car camera system recordings, officers shall categorize each BWC and in-car camera system file by choosing one of the four categories that best

describes the recorded event. Categorization will assist in locating the recording, and each category will correspond to an established retention period.

ii) Categories and their descriptions are as follows:
   a) Criminal Arrests/Criminal Investigations
      1) Any time a BWC or in-car camera system recording of evidentiary value has been made during an arrest or investigation, and a report has been generated.
      2) Crash investigations resulting in a criminal arrest.
      3) Any time a BWC or in-car camera system recording of evidentiary value has been made during an arrest or investigation while assisting another agency.
      4) Any time a BWC or in-car camera system recording has been made during a pursuit or use of force.
      5) Any emergency vehicle operations when traveling toward an active pursuit or use of force incident.
   b) Traffic Citations/Crash Investigations/CMV Inspections
      1) Traffic stops involving a citizen, vehicle, bicycle, pedestrian, etc., where the officer issues a citation for a Municipal, Ward, or State District Court for traffic-related offenses.
      2) All crash investigations that do not result in a criminal arrest.
      3) CMV inspections that do not result in a criminal arrest.
      4) Any emergency vehicle operations when traveling toward a crash.
      5) Any video file produced in relation to a fleet crash or fleet incident.
   c) Citizen Encounters
      1) Activation of the BWC or in-car camera system, where there may be some liability or possibility of complaint or future action when no report or citation was generated. Examples may include the following:
         (i) Moving debris from the roadway;
         (ii) Assisting a stranded motorist;
         (iii) Traffic control or intersection point duty;
         (iv) General citizen contacts;
         (v) Violation of the law when the officer chooses to release the violator with a written or verbal warning.
   d) Non-Event
      1) A miscellaneous activation of the BWC or in-car camera system that does not meet the requirements of any other classification.

iii) If an officer realizes that a file is miscategorized after an upload, the officer shall be responsible for properly categorizing the file as soon as possible by adding the reason for miscategorization in the comment box within Evidence.com. Officers will be held accountable for the proper categorization of their files.

iv) In the event of an accidental activation of the BWC or in-car camera system where the resulting file contains personal or privileged information, and occurred outside of the course and scope of the officer's employment, the BWC/in-car camera system operator may request that the BWC/in-car camera system file be deleted. If this request is granted, the file shall not be categorized.
   a) The officer shall submit an official written request to delete a file to their immediate supervisor, by Departmental email, with sufficient information to locate the file to be deleted. The request should include any justification for the deletion of the file. The reason for deleting the file shall be noted in the comment box within Evidence.com.
   b) The immediate supervisor shall review the video in question along with any justification and determine whether the file should be deleted in accordance with this policy. The immediate supervisor can then deny the request or forward the request to the commander for consideration.
   c) The commander has the authority to authorize or deny the request for deletion. If

authorization is granted, the commander will notify the system administrator, by email or other department-approved electronic communication, who will delete the file as soon as practicable.

d) It is incumbent upon the officer, supervisor, commander, and administrator to retain all communications relating to the deleted file.

e) Deletion requests shall only be approved when the recording is accidental and occurs while the officer is not in the course and scope of his employment, and a supervisor has reviewed the video.

f) Examples may include accidental activation at the officer's residence, activation during a privileged conversation, or activation in a restroom.

g) No file associated with an official police contact, pending litigation, or a complaint is eligible for deletion pursuant to this policy.

8. REVIEW OF BWC/IN-CAR CAMERA SYSTEM FILES

i) BWC or in-car camera system files may be reviewed only for official purposes and subject to a right and need-to-know basis.

ii) Nothing in this policy shall prevent an officer from viewing any BWC or in-car camera system footage that contains evidence or documentation regarding a case for which they are the primary/investigating officer. Assisting officers who have files containing evidence for another (primary) officer's case shall be allowed to share such files with the primary/investigating officer.

iii) Nothing in this policy shall prevent an officer from viewing relevant, associated BWC or In-car camera system footage prior to making a statement in an administrative case.

iv) The Force Investigation Unit will coordinate with the Technology and Business Support Section to restrict videos related to a Tier 3 use of force incident. The restricted videos shall not be viewed by personnel involved in the use of force prior to the FIU formal interview unless approval is obtained from the FIU Commander.

v) Whenever an officer or employee accesses a file for any purpose, they shall enter it into the audit trail log by posting a note explaining their reason for accessing the file.

vi) Recording or duplicating any portion of a video file by using an external storage device or secondary device (e.g., cellular telephone camera, screenshot, etc.) is strictly prohibited except as provided in subsection v. Any action or attempted action to bypass the audit trail in Evidence.com to view or share a video file is strictly prohibited.

vii) Only Evidence.com Administrators, TSOs, Internal Affairs, Bureau of Investigations investigators, Evidence Custodians, and designated BWC/In-Car Camera system custodians shall be allowed to download video files from Evidence.com and only when such action is required for official purposes.

9. DUPLICATION OF RECORDINGS

i) District Attorney's Office

a) Each Troop Commander shall coordinate with the district attorneys within their Troop area to establish a policy for the delivery of BWC and in-car camera system files.

b) The use of recording media for the purpose of prosecuting offenders shall be at the discretion of the District Attorney's Office.

c) When required, recording media shall be copied or shared electronically by the Troop BWC/in-car camera system custodian or their designee and delivered in accordance with this order.

ii) Public Records Requests

a) Public Records Requests for BWC and in-car camera system footage/files shall be addressed in accordance with existing applicable law and policy.

10. USE OF BWC/IN-CAR CAMERA SYSTEM RECORDINGS FOR TRAINING PURPOSES

i) The Troop Commander, or their designee, shall view any file or recording believed to be of value for training purposes.

ii) If the file or recording is determined to be of value for training purposes, the Troop

Commander shall forward a copy directly to the Training Academy Commander.

iii) The Training Academy Commander, or their designee, shall review and evaluate the file or recording to determine its training value. The Commander of the Training Academy shall obtain permission from the Office of Legal Affairs and the Superintendent, or their designee, prior to reproducing and distributing the file or recording.

iv) The Training Academy Commander, or their designee, shall ensure the anonymity of the perpetrator, and/or passengers, and any identifying marks on the vehicle in any recorded event/incident being utilized for training when the event/incident has not been finally adjudicated.

v) This Section is for the training of Louisiana State Police personnel only.

vi) The Commander of Technology and Business Support shall conduct an annual administrative review of the BWC and in-car camera systems. This review shall be forwarded to the Superintendent no later than March 1st of each year.