



Minneapolis Police Department Policy and Procedure Manual

Number:
4-200

Volume Four – Administrative Procedures

Equipment and Supplies

4-223 Body Worn Cameras and In-Car Cameras

(xx/xx/xx)

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I. Purpose

This policy provides Minneapolis Police Department (MPD) members with procedures for the appropriate use of body worn camera (BWC) and in-car camera (ICC) equipment and supervisory responsibilities. BWCs and ICCs are intended to:

- Enhance accountability and improve public trust and MPD legitimacy in the community by preserving a record of interactions between MPD and community members.
- Capture digital audio-video evidence for criminal, civil and traffic-related court cases.
- Provide a record independent from members' perceptions and recollections.
- Serve as an investigative tool and as an MPD training tool for member safety and best practices.
- Assist with assessing MPD members' policy compliance.

II. Policy

A. Assignment of BWCs

BWCs shall be assigned to all sworn members. BWCs may be assigned to non-sworn members at the discretion of the Chief of Police or the Chief's designee.

B. Restrictions

1. Intimidation

- a. The BWC and ICC systems shall not be used to intimidate or discourage a person from observing police activity, making inquiries, or making a complaint.
- b. Recordings shall not be used or shown to ridicule, embarrass, or intimidate any person.

2. Interactions only with MPD members

Members shall not use the recording systems to record interactions solely with or among other members, except when activation is appropriate in accordance with this policy.

3. Personal use

Members shall not use the recording systems for personal use or for any other reason inconsistent with this policy.

4. MPD equipment

Members shall only use MPD authorized and issued BWCs and ICCs.

5. Disabling or interfering with recording systems

Members shall not disable, intentionally interfere with, alter, duplicate, delete or destroy any BWC or ICC equipment, capabilities, recordings, or metadata, unless part of Authorized BWC Data Managers' lawful duties and in accordance with record retention laws and policies, and P&P 4-508.

- a. Only the Chief or the Chief's designee can designate, in writing, such Authorized BWC Data Managers.
- b. Full, unedited, and unredacted recordings of a peace officer using deadly force shall be maintained indefinitely (see the BWC and ICC Classification Options and Category Guidelines appendix).

6. Surveillance of protected activities

Members shall not activate BWCs or ICCs solely for the purpose of surveillance and subsequent identification or investigation of people participating in, leading, or directing protests, demonstrations, or other constitutionally protected activities, or unless required by the activation section of this policy [III-E].

7. Use of BWCs and ICCs by non-members

- a. Members shall not permit any non-member to use or wear their BWC.
- b. Members shall not permit any non-member to use the ICC.

8. Facial recognition

In accordance with Minneapolis Ordinance 41.100, facial recognition technology shall not be used with BWC or ICC data unless an exception was approved in accordance with the ordinance.

C. Informing the Public of BWC Recording

Members shall inform members of the public that they are being recorded by a BWC, unless doing so would be unsafe, impractical, or not feasible. This requirement applies regardless of whether the person asked.

D. Using the BWC and ICC Recording Systems

1. Members assigned a BWC or a vehicle equipped with an ICC shall use them in accordance with MPD training, MPD policies, and the manufacturer's recommendations.
2. The requirements in this policy (P&P 4-223) apply to all BWCs, including those such as helmet mounted BWCs used in lieu of chest-mounted BWCs (when approved in accordance with section [III-B-1-b]).

E. Responsibility for ICC Equipment

The member assigned to an MPD vehicle is responsible for the ICC installed in that vehicle for the duration of their shift. Members are required to make proper notifications in the event ICC equipment is non-operational ([III-H]).

F. Duty to Report

All members are required to report misconduct or other violations in accordance with the Duty to Report policy (P&P 2-101).

G. Failure to Adhere to Policy

Any member failing to adhere to this policy or applicable laws regarding the use of recording systems and any associated data, including but not limited to restrictions regarding accessing such data, may subject the member to discipline, up to and including termination, or other remedial action such as coaching or training.

III. Procedures/Regulations**A. Charging BWCs**

Members shall keep their BWC charged between shifts so that it is fully charged at the start of a shift.

B. Wearing and Powering on BWCs

Members shall wear the BWC in accordance with MPD policy and training, using mounting equipment provided by the Department.

1. BWC placement

- a. Members shall wear the BWC facing forward and unobstructed, on the outermost garment in the chest area.
- b. The Commander of the Administrative Services Division (who oversees the Business Technology Unit (BTU)) may authorize additional mounting equipment and alternate camera mounts with different placements for specialized units or functions.

2. Requirements and authorized exceptions for wearing a BWC

a. When in Class 'C' uniform

Members working in a Class 'C' uniform (P&P 3-114) shall wear the BWC at all times while on duty.

b. When not in Class 'C' uniform

Sworn members working in clothes other than the Class 'C' uniform (P&P 3-114) are not required to wear the BWC during their on-duty shift except:

- When participating in activities likely to require activation per section [III-E] (this includes canvassing, execution of search warrants of structures, vehicles, etc.).

or

- When ordered by a supervisor, subject to the undercover operation exception below.

c. During undercover operations

Members are not required to wear the BWC during undercover operations (P&P 10-202) when indicating their status as a law enforcement member would compromise the operation.

d. Suspicious hazard calls and sweeps for explosives

Members are not required to wear the BWC when responding to suspicious hazard calls or during protective sweeps and searches for explosives or explosive devices, as directed by a supervisor.

e. When working under the command of another agency

While performing law enforcement activities under the command and control of another law enforcement agency, MPD members assigned a BWC shall wear and

operate the BWC in compliance with this policy (4-223) (for example, members serving on a task force).

f. When working off-duty employment

This section applies to off-duty employment as defined in P&P 3-801.

i. Use of BWC during uniformed off-duty work

Members assigned a BWC shall use it and comply with this policy during off-duty work when it is within the city of Minneapolis and involves wearing the MPD uniform.

ii. No MPD BWC use for other agencies

Members shall not use MPD-issued BWCs while working off-duty for another law enforcement agency.

3. Power on the BWC

Members who are required to wear a BWC shall keep it powered on at all times during their shift when situations requiring activation are likely to occur, including when working at a precinct front desk, subject to the following exceptions:

a. Legal proceedings

Members shall power off the BWC for any courtroom proceeding, deposition or similar legal proceeding. Members shall power on the BWC and activate the BWC if taking enforcement action and shall inform the public of the recording as required by [II-C].

b. Suspicious hazards and sweeps for explosives

Members are authorized to power off the BWC when responding to suspicious hazard calls and during protective sweeps or searches for explosives or explosive devices, as directed by a supervisor.

Note: When a BWC is powered on prior to activation, it will capture a pre-event recording upon activation of 60 seconds of video (no audio).

C. Logging In and Out of the ICC System

Members using an ICC-equipped vehicle shall log in to the system before operating the vehicle, shall remain logged in for the shift, and shall log out at the end of the shift.

D. Startup Checks

The purpose of startup checks is to ensure the equipment is operable and ready for use as required by policy.

1. BWC startup checks**a. Requirement for BWC startup check**

- i. Members working in a 'Class C' uniform who are assigned to a patrol shift or working secondary employment in a law enforcement capacity shall conduct a startup check at the beginning of their shift. This includes overtime shifts such as Late Night Safety Plan.
- ii. Members working in a 'Class C' uniform who are assigned to non-patrol shifts, and members working in clothes other than a 'Class C' uniform, shall conduct a startup check prior to doing any of the following, if they have not already done one for the shift:
 - Going enroute to a call for service or to any request for law enforcement assistance.
 - Beginning a field interview.
 - Taking any enforcement action, or activity likely to lead to enforcement.
 - Transporting any non-member in the member's vehicle, excluding employees of another law enforcement agency, ride-alongs, or other City employees in their official capacity.
- iii. Only one startup check is required for on-duty (regular or overtime) shifts that occur consecutively (with no break in between). Secondary employment requires a separate startup check, even if it occurs directly after or before an on-duty shift.

b. BWC startup check content

A startup check consists of:

- Confirming that the BWC is the member's assigned BWC.
- Activating the BWC to ensure it enters Record Mode and does not display any error indicators.
- Confirming that the BWC is operational and fully charged.

c. BWC equipment problems

Any problems shall be handled in accordance with the section on Problems with the Recording Systems Equipment (section [III-H]).

d. BWC startup check narration

Once the BWC is activated for the startup check, the member shall narrate the following information prior to deactivating:

- Name.
- Badge number (or Employee ID for non-sworn members).
- Call sign.

2. ICC startup checks

a. Requirement for ICC startup check

Members shall conduct an ICC startup check prior to driving the vehicle at the start of their shift.

- Only one startup check is required for on-duty (regular or overtime) shifts that occur consecutively (with no break in between). Secondary employment requires a separate startup check, even if it occurs directly after or before an on-duty shift.

b. ICC startup check content

A startup check consists of:

- Activating the ICC to ensure it enters Record Mode, and does not display any error indicators or have any issues with audio or video.
- A date and time test of the in-car monitor.
- A visual and physical inspection of the vehicle, including walking around the full exterior.

c. ICC equipment problems

Any problems shall be handled in accordance with the section on Problems with the Recording Systems Equipment. (section III-H).

d. ICC startup check narration

Once the ICC is activated for the startup check, the member shall narrate the following information prior to deactivating:

- Name.
- Badge number (or Employee ID for non-sworn members).
- Call sign.
- Vehicle P #.
- A description of any damage to equipment or the vehicle observed during the startup check.

e. Combining ICC and BWC startup checks

The ICC startup check may be conducted at the same time as the BWC startup check.

E. Activation of BWCs and ICCs

1. Situations resulting in automatic activation of BWCs and ICCs

- a. BWCs are automatically activated by the following trigger events:
 - i. A member is logged into the ICC system, has their BWC paired with the system, and switches their emergency lights to the third position.
 - ii. A member energizes their conducted energy weapon (CEW) (P&P 5-309).
- b. The exterior-facing (front and back) and interior-facing ICC are automatically activated by the following trigger events:
 - i. When a member switches the emergency lights to the third position.

2. Situations requiring BWC activation

Members shall activate their BWC for the following circumstances:

- a. When enroute to a call for service or to any request for law enforcement assistance. When responding in a vehicle, “enroute” means starting to drive to the location.
- b. Beginning a field interview.
- c. For any enforcement action, or activity likely to lead to enforcement. This includes but is not limited to:
 - Upon developing reasonable articulable suspicion for a stop.
 - Conducting or attempting to conduct a stop, search, or arrest.
 - Using force.
 - Executing a warrant.
 - Disorderly conduct and obstruction of legal process offenses.
- d. When taking a complaint or a report of crime, in person or over the phone.
- e. When any situation involving the public becomes adversarial.
- f. When beginning a professional service interaction.
- g. When any non-member is transported in the member’s vehicle, excluding employees of another law enforcement agency, ride-alongs, or other City employees in their official capacity. Activation shall occur prior to placing the person in the vehicle,

whenever feasible, regardless of whether transportation will begin immediately following activation.

- h. When directed to activate by a supervisor.
- i. While performing law enforcement activities under the command and control of another law enforcement agency in accordance with MN Statute 626.8473, Subd. 3(b)(3).

3. Situations requiring ICC activation of exterior-facing cameras

- a. Members shall ensure their exterior-facing ICCs (front and back) are activated for the following circumstances:
 - i. Every stop or contact involving a motor vehicle.
 - ii. Any response requiring emergency driving or emergency response as defined by P&P 7-401.
 - iii. Vehicle pursuits.
- b. If the ICC was not automatically activated, members shall manually activate the ICC for the above situations.

4. Situations requiring ICC activation of all cameras

- a. Members shall activate their exterior-facing (front and back) and interior-facing ICCs in the following circumstances:
 - i. Interviews conducted inside the vehicle.
 - ii. When any person is transported in the member's vehicle, other than employees of another law enforcement agency, ride-alongs, or other City employees in their official capacity.
- b. Activation shall occur prior to or as soon as placing the person in the vehicle, whenever feasible, regardless of whether transportation will begin immediately following activation.
- c. If the ICC was not automatically activated, members shall manually activate the ICC for the above situations.

5. Changing situations

If a situation not requiring activation changes to a situation requiring activation, the member shall immediately activate as soon as it is safe to do so.

6. Interviews with crime victims

- a. If conducting an initial interview with a crime victim, members should advise the victim that the BWC will be activated during the interview.
 - i. If the victim raises concerns, the member can turn the camera away to record audio but avoid capturing video.
 - ii. If the victim refuses to be interviewed with the camera on, the member may, but is not required to, temporarily deactivate or power off the camera to facilitate the interview (in accordance with the requirements of section [III-F-4]).
 - aa. Members should consider the circumstances and what is most beneficial to all involved. Factors to consider may include the type of call and the vulnerability of the victim, such as the victim of a sexual assault.
 - ab. Members shall document the reason for the deactivation as required by [III-F].

7. Special situations for BWCs

a. Strip searches

Unless the person requests that a strip search be captured on video (in accordance with P&P 9-203), strip searches shall be audio recorded by the BWC of at least one MPD member present during the entirety of the strip search, including all pre-search instructions provided to the person being searched. For audio-only recordings, the camera shall be positioned to ensure that the search is not captured on video.

b. Health care facilities

- i. If members are with a detained person in a health care facility, they shall have their BWC activated in accordance with the requirements above.
 - aa. Members may deactivate their BWC when guarding detained people at a health care facility for extended periods of time, if no other activation conditions are met (it must be activated if there will be contact with the person, if the person becomes combative, etc.).
- ii. If the member is not with a detained person, but is inside a medical facility, they shall not activate the BWC until just prior to meeting with a complainant or victim on a call for service or when BWC activation is otherwise required under this policy.
- iii. Members shall be aware of patients' rights to privacy in hospital settings. Members should attempt to avoid recording patients during medical or psychological evaluations or treatments. When recording in medical facilities,

members shall attempt to avoid recording medical documents and people other than the person of interest.

c. Community meetings

Unless activation is otherwise required by this policy, members do not need to activate BWC for community meetings or other community engagement activities.

d. Phone calls

Nothing in the activation policy precludes a member from using the BWC to record phone calls the member deems to be of evidentiary value or that otherwise require activation.

e. MPD interview rooms

- i. Members are not required to activate BWCs or may deactivate them while conducting interviews inside of an MPD facility, when MPD is already creating an audio and video recording through another approved method (such as Milestone- see P&P 4-225).
- ii. At least one member shall have a BWC activated while moving a detained person inside the facility.

8. Failures to activate and late activations

- a. If there is a failure to activate or a late activation for the BWC or ICC in any of the above situations, the member shall document the reasons for the failure in the Police Report.
- b. Documentation shall begin with the following prefix: “BWC:” or “In-car:” or “BWC/In-car:”, followed by the reasons for the documentation.
 - i. If a report is not required, the reasons for the failure to activate or late activation shall be documented via added remarks in CAD that include the language “BWC Failure”, as soon as practical.
 - ii. If the member is unable to add remarks directly, the member shall contact MECC via radio or phone as soon as practical and request the reasons be added to the remarks in CAD.
 - iii. Members shall also notify their supervisor by phone or in person of the failure to activate or late activation, as soon as practical.

F. Deactivation of BWCs and ICCs**1. Narration of BWC deactivation reason**

Prior to deactivating their BWC, members shall narrate the reason for the deactivation, including at the conclusion of the event and prior to each early or temporary deactivation.

2. Record until event conclusion

Once activated, the BWC and ICC shall be left in Record Mode until the event concludes.

The event conclusion means both of the following ([a] and [b]) apply:

- a. No more enforcement action or on-scene investigation is reasonably anticipated.
 - i. The BWC and ICC may be deactivated if the member remains at the scene to prepare reports or for a similar reason that does not require activation.
 - ii. In tow situations, members may deactivate their BWC and ICC after the vehicle has been processed and the members are waiting for the tow truck to arrive. This does not apply to vehicles being towed to the Forensics garage. While waiting for the tow, BWCs shall be reactivated if the member is approached, or for any other reason requiring activation ([III-E]). The BWC shall be reactivated upon arrival of the tow truck.
- b. Any transport by the member is complete.
 - i. If a transport involves a transfer of custody, the event is not concluded until the transfer is complete.
 - ii. When transporting detained people to the Hennepin County Jail, members shall keep the BWCs and ICCs activated while the person is in the vehicle, being unloaded or loaded, and being escorted to or from the secure search area.
 - aa. Members may deactivate the BWCs and ICCs after personally transferring custody to Jail staff in the secure search area.
 - ab. If custody is returned to MPD, BWCs and ICCs shall be reactivated prior to exiting the intake door into the garage.

When in doubt, members shall continue to record the interaction if it is reasonable to do so.

3. Deactivation during critical incidents

All involved, witness and escort members in a critical incident (P&P 7-810) shall leave their BWCs and ICCs activated while on scene, until directed otherwise by the Incident Commander.

- a. The Incident Commander shall not direct the deactivation of BWCs until after the Public Safety Statement is completed.
- b. When the BWCs or ICCs have been deactivated, members shall reactivate if otherwise required by policy.

4. Temporary deactivation

When an event is still in progress, the BWC and ICC may be *temporarily* deactivated in the following situations but shall be reactivated as soon as the temporary situation has concluded or if ordered to by a supervisor.

- a. To protect the identity of a member in an undercover capacity.
- b. To protect the identity of a confidential informant.
- c. To interview a crime victim in accordance with the requirements and considerations in [III-E-6].
- d. During searches that could reasonably involve the presence of explosives or explosive devices and during protective sweeps for explosives or explosive devices, as directed by a supervisor.
- e. When directed to by a supervisor for tactical decisions, investigative strategy, or administrative tasks, if the member is not in contact with a detained person, victim or witness.
- f. During tactical operations (such as an Operation 100), the Incident Commander has the discretion to approve the deactivation of member's BWCs to conduct operational planning away from public contact.
- g. When performing administrative functions away from public contact.
- h. Once an event has been stabilized and if the member reasonably believes there is no longer audio or visual evidence to capture, and that none of the circumstances requiring activation ([III-E]) will likely occur, the BWC and ICC may be deactivated during activities such as:
 - Monitoring assigned traffic posts.

- Standing at the perimeter of Code 4 scenes, with no interactions occurring. The BWC shall be reactivated if the member is approached, or for any other reason requiring activation.
 - The incident or event is so long that the member must deactivate the BWC to conserve power or storage.
- i. When supervisors are conducting force reviews (P&P 5-303) on-scene, the member may deactivate their BWC to allow the supervisor to review the recording.
 - i. Members shall leave their ICCs activated (when applicable).
 - ii. The member shall reactivate the BWC after the review is completed if the event has not concluded (as described in [III-F-2]).

5. Early deactivation documentation and notification

- a. If a Police Report will be prepared, members who were not able to narrate the reasons for early deactivation on BWC (due to power failure, etc.) shall document the reasons in the Police Report.
 - i. If a Police Report will not be prepared, the reasons for the early deactivation in the above situation shall be documented via added remarks in CAD, as soon as practical.
 - aa. If the member is unable to add remarks directly in CAD, the member shall contact MECC via radio or phone (for Channel 7) as soon as practical and request the reasons be added to the remarks in CAD.
 - ab. Documentation shall begin with the following prefix: “BWC:” or “In-car:” or “BWC/In-car:”, followed by the reasons for the deactivation.
- b. Members shall notify their supervisor of any interruptions or early deactivations, as soon as practical.

6. Accidental deactivation

- a. If an accidental deactivation is discovered, the BWC or ICC shall be immediately reactivated.
- b. The member shall narrate the cause of the accidental deactivation as soon as practical and shall follow the other written reporting requirements for early deactivations.

G. Uploading and Classification**1. Classify events prior to upload**

Members shall classify BWC and ICC events prior to upload at the end of the member's shift.

2. Upload BWC data at conclusion of shift

Members shall upload all BWC data at the conclusion of their shift by placing their BWC in the assigned docking stations or using other MPD-approved procedures.

3. Classify events as appropriate

Members shall classify BWC and ICC events using the options available in the software. All applicable categories shall be used. See the BWC and ICC Classification Options and Category Guidelines appendix for definitions for each available category.

- a. Requests for data will be handled according to P&P 4-508, the Government Data Practices Act and any other applicable laws.
- b. Data may be held longer than the retention period in accordance with litigation or other legal requirements, and P&P 4-508.

4. Case number required

- a. Whenever a case number is generated from CAD, members shall document it in the "ID" field for all related BWC and ICC data.
- b. Members shall enter the number in the standard format of YY-xxxxxx (ex. 16-123456). The dash must be included, and no other characters will be used.

5. Protected category requirement

If the Protected category is applied, the member shall also add "PROTECTED" at the beginning of the Title field.

6. Critical incidents- uploading data and custody of BWC equipment

- a. When MPD is the investigating agency, involved and witness members shall maintain custody of their BWC until Forensics Division personnel take custody of it.
 - i. If any members will be photographed as part of the critical incident protocol (see P&P 7-810), the members shall leave the BWC on their uniform until photographs are completed.

- ii. Authorized Forensics Division personnel are responsible for ensuring any BWC recordings are properly uploaded.
- ii. When Forensics Division personnel are unable to take custody of the BWC, the on-scene investigators shall coordinate custody of the BWC and uploading of the video.
- iii. Once all uploads are completed, the assigned force investigators are responsible for authorizing release of the BWC equipment to the member or other appropriate personnel.
- b. When MPD is the investigating agency, all members except involved and witness members shall upload their BWC data as soon as possible, and no later than the conclusion of their shift.
- c. When investigation of the incident is transferred to another law enforcement agency, members shall provide their BWC to the investigating agency.
- i. Uploading of the recordings and physical custody of the BWC will be coordinated with assigned MPD investigators and the outside investigating agency.

7. Uploading BWC data from off-duty shifts (P&P 3-801)

- a. Any BWC data regarding a use of force by or against a member, or data that may be evidence in a criminal case, shall be uploaded in the same manner as if the member were on-duty.
- b. All other BWC data recorded during off-duty work shall be uploaded by the start of the next on-duty shift, except that if the next on-duty shift begins more than 48 hours after the off-duty shift concludes, the data shall be uploaded at the conclusion of the off-duty shift.

8. Tagging videos for recognition

It is critically important that officers be recognized and commended for sound tactics, professional service, and for going above and beyond the call of duty.

- a. Members shall submit the BWC Recognition form for any BWC recording of exceptional member conduct exemplifying:
 - De-escalation.
 - Lifesaving.
 - Community engagement.
 - Positive personal interaction.

- b. Supervisors shall submit the form for any recordings they feel include good examples from their subordinates. Supervisors are strongly encouraged to complete a recommendation for awards for any actions they feel merit an award.

H. Problems with the Recording Systems Equipment

1. Members shall directly notify their immediate supervisor as soon as practical of any:
 - Missing equipment.
 - Damaged equipment.
 - Malfunctioning equipment (including when audio and/or video recording functions are malfunctioning).
 - A loss of BWC battery power (including if the BWC does not maintain a charge for a full regularly assigned shift).
2. The notification must be made without unnecessary delay.
3. As soon as practical, members shall submit a ticket with the IT Service Desk to report the problems (P&P 4-219).
4. If a member's BWC malfunctions or loses power, the member shall not conduct enforcement actions until they have a replacement BWC or their BWC is sufficiently charged to maintain power for the remainder of their shift, except for lifesaving purposes or to prevent imminent physical harm.
5. Members shall document in the Police Report any problems with their BWC or ICC while responding to an incident. The member shall also note if they are using a replacement BWC. If a Police Report is not required, the member shall document the problems in CAD.
6. The City is required to repair or replace any non-functioning or malfunctioning ICCs within 30 calendar days of the ticket submission.

I. Report Writing

1. Data access

BWC and ICC data may only be accessed in accordance with P&P 4-508.

2. Critical incidents and other level 3 reportable force

- a. To capture and document the members' perceptions and recollections uninfluenced by outside sources, and in accordance with P&P 7-810 and P&P 5-302, involved and witness members in critical incidents and members who use or are physically present and observe other level 3 reportable force are prohibited from reviewing BWC and ICC data prior to being interviewed, or completing use of force documentation, unless

viewing the data is necessary to address an immediate threat to life or safety in the field. (P&P 5-302).

- b. For incidents that are not critical incidents, members who use or are physically present and observe level 3 reportable force may review BWC and ICC data after being interviewed and after making their initial Police Report. They may add an additional Narrative text after review but shall not alter the initial report and shall note that the additional Narrative text was made after viewing the recordings.
- c. In critical incidents, members may request the Chief of Police to authorize the review of BWC or ICC data in order to add an additional Narrative text after being interviewed and after completing an initial Police Report (in accordance with P&P 7-810). If authorized by the Chief, members may add an additional Narrative text after review but shall not alter the initial report and shall note that the additional Narrative text was made after reviewing the recording and was authorized by the Chief.

3. Incidents that are not level 3 reportable force or critical incidents

In incidents that are not level 3 reportable force or critical incidents, members may review their own BWC and ICC data to aid in their documentation, in accordance with P&P 4-508 and P&P 5-302.

4. Items about BWC and ICC usage to include in the Police Report

When a Police Report is made, members shall document the following:

- Whether or not the event was captured on the member's BWC or ICC.
- If the BWC or ICC was not activated as required, the reason(s) why not, in accordance with [III-E-8].
- Early or accidental deactivations, in accordance with [III-F].
- Any malfunction of the equipment.
- When describing force in reportable use of force documentation, whether there are BWC or ICC recordings (P&P 5-302).
- Whether or not the member viewed BWC or ICC recordings prior to completing their report.

J. Supervisor Responsibilities

1. Ensure members follow policies and procedures

Supervisors shall ensure that members follow established policies and procedures for the use and maintenance of BWC and ICC equipment and the proper completion of BWC and ICC documentation.

- a. Supervisors shall conduct reviews of BWC recordings and usage data in accordance with standards maintained by the Implementation Division's Compliance team.

- b. Precinct Inspectors or Division Commanders may also direct their assigned members to conduct additional reviews of BWC recordings and usage data that exceed the established standards.

2. Problems with the equipment

- a. When informed of any problems with BWC or ICC equipment, supervisors shall ensure that the IT service ticket is submitted (P&P 4-219), the BWC is replaced, and all necessary reports are made.
- b. Supervisors shall ensure that members who report an inoperable or damaged BWC are provided with a temporary or replacement BWC as soon as possible and no later than the beginning of the member's next shift. This may include temporarily assigning a BWC not currently in use.
- c. If the member is using a replacement BWC (as provided by BTU or the member's supervisor), the supervisor shall reassign the recordings accordingly.

3. Respond to the scene

Supervisors shall respond to the scene of an incident that requires immediate retrieval of recordings and ensure uploading procedures are followed.

a. For incidents not considered to be critical incidents

- i. If an incident occurs that involves substantial or great bodily harm or death, the supervisor shall ensure that members upload the video, as soon as practical, following any necessary duties as part of the incident.
- ii. The same requirements shall apply to any incident the supervisor deems may be a high-profile incident.

b. For critical incidents

For critical incidents, equipment and uploading shall be handled according to [III-G-6].

4. Review pertinent video

When conducting reviews, supervisors shall view any pertinent BWC and ICC video when necessary to complete the review (including from witness members). This includes during force reviews (P&P 5-303), reviews of enforcement actions (P&P 9-104), monthly check-ins (P&P 1-406), and as part of any other administrative review.

5. Supervisor authorization and review of BWC deactivation

- a. Supervisors shall only authorize deactivation of BWCs in accordance with this policy.
- b. Supervisors are required to review and approve any documentation from members that provides justification for any lack of activation, late activation, or early deactivation as outlined in sections [III-E] and [III-F] above.
- c. Supervisors that direct members under their command to deactivate BWCs in conflict with this policy may be subject to disciplinary action, up to and including termination.

K. Training

1. Members shall complete Department authorized BWC training prior to being assigned a BWC. Members shall complete the Department authorized ICC training prior to using or having access to the ICC systems.
2. Only members issued a BWC and that have received the Department authorized training may operate a BWC.
3. All MPD members who use the BWC and ICC data storage and access systems shall receive training on these systems and this policy prior to being granted access.

L. BWC and ICC Program Responsibility**1. Business Technology Unit (BTU) responsibility**

BTU is responsible for the technological aspects of the BWC and ICC programs, including device support and maintenance, and acts as a liaison between the MPD and City IT.

2. Reviews for adherence to policy

The Implementation Division's Compliance team maintains standards and methods to perform required periodic reviews of a random sample of incidents to assess compliance with this policy and for training purposes.

M. State Requirement for Policy

The MPD must establish and enforce a written policy governing the use of body worn cameras, in accordance with MN Statute section 626.8473 Subd. 3.

Activation of BWCs and ICCs: Any process that causes the body worn camera (BWC) or in-car camera (ICC) to record audio or video data. (P&P 4-223)

1. Activation may occur automatically due to a trigger event or can be done manually.
2. Activation of a BWC can only occur when the BWC is already powered on.

Authorized BWC Data Managers: Personnel or assignments designated by the Chief or the Chief's designee, in writing, to administer data captured by the body worn cameras (BWCs). Such administration includes duplication, redaction and lawful destruction of data as required by law and the City of Minneapolis' Records Retention Schedules. Designated personnel or assignments may include, but are not limited to: Records Management Specialists, Forensics Division personnel and Business Technology Unit personnel.

Body Worn Camera (BWC): Portable audio-video recording equipment designed to be worn on a person.

BWC or ICC Recordings: Recordings made with either an MPD-issued body worn camera (BWC) or in-car camera (ICC).

BWC and ICC Recording Systems: Recording systems and recording equipment include both body worn cameras (BWCs) and in-car cameras (ICCs).

CAD (Computer Aided Dispatch): The electronic system used to manage law enforcement resources in relation to calls for service.

Classify BWC and ICC Events: To categorize an event that has been recorded by a body worn camera (BWC) or an in-car camera (ICC) and for which a predetermined retention period has been set.

Deactivation of BWCs and ICCs: Any process that causes the body worn camera (BWC) or in-car camera (ICC) to stop recording. Deactivation can be done manually or can occur accidentally.

ICC System: Audio and video recording equipment designed for fixed installation in patrol vehicles that includes at a minimum: a camera, external microphone, recorder and LCD monitor.

Manually Activate the ICC: Activation of in-car camera (ICC) equipment that is not caused automatically by a trigger event. Members may activate the ICC equipment via the ICC dashboard.

Operation 100: A SWAT callout where on or off-duty SWAT Tactical, Negotiators, and Tech Team members respond to a hostile event, such as an active shooter or a barricaded suspect, which exceeds the capabilities of traditional law enforcement first responders and investigators.

Power On the BWC: Setting the body worn camera (BWC) "On/Off" switch to "On," enabling power to the BWC. This must occur prior to and is distinct from Activation.

Pre-Event Recording: Video stored by the body worn camera (BWC) and in-car camera (ICC) recording systems prior to manual activation. This is a configurable feature for the digital system and is preset to record video (but not audio) for 60 seconds prior to manual activation. The pre-event recording is included as part of the incident and is viewable during playback.

Record Mode: When the body worn camera (BWC) or in-car camera (ICC) is recording both audio and video as a result of activation.

Trigger Event: An event or member action that causes the body worn camera (BWC) or in-car camera (ICC) to begin recording automatically.

Uploading: The act of transferring recorded data from the recording system to the storage server.