



Minneapolis Police Department Policy and Procedure Manual

Number:
4-200

Volume Four – Administrative Procedures

Equipment and Supplies

Appendix: BWC and ICC Classification Options and Category Guidelines

(xx/xx/xx)

I. Classification Options

The following classification options will be used by members for body worn camera (BWC) and in-car camera (ICC) recordings:

Category	Retention Period
• Training	1 Year
• Recruit/Academy	1 Year
• Accidental Activation	Indefinitely*
• Startup Check	1 Year
• Protected	1 Year
• Misconduct Complaint	Indefinitely*
• Evidence/General Recording	7 Years
• Use of Force- Level 1, 2, 3	7 Years
• Critical Incident	Permanent
• Police Discharge of a Firearm	Permanent
• Significant Event	Permanent
• Supervisor Review	7 Years
• Records Unit/RA Only	1 Year

* No automatic deletion. These will only be deleted by Authorized BWC Data Managers, when approved.

II. Category Guidelines

Members shall use all applicable categories for BWC and ICC data (P&P 4-223), based on the below descriptions:

Training: For events that were recorded during BWC or ICC training sessions, or other training sessions where BWC or ICC data may have been recorded.

Recruit/Academy: For the sole purpose of Academy staff and Recruits/Cadets for scenario video feedback. Video with this category shall not be accessed by anyone other than Academy staff, Recruits, Cadets and other personnel with written permission from the Academy Lieutenant or Training Division Commander.

Accidental Activation: For inadvertent activations by the member or by an automatic signal.

Startup Check: For required equipment checks at the start of a shift, known as startup checks.

Protected: For recordings requiring a special level of review such as those capturing people with confidential identities or proprietary tactics.

Misconduct Complaint: For all recordings associated with any complaint of member misconduct.

Evidence/General Recording: For all general contacts, and all recordings associated with any call for service, investigation, offense, citation, arrest or report of crime (regardless of whether the member believes there is actual evidence captured).

Use of Force- Level 1, 2, 3: For all recordings in which level 1, 2, or 3 reportable force was captured (P&P 5-302).

Critical Incident: For all recordings in which a critical incident was captured (P&P 5-302).

Police Discharge of a Firearm: For all recordings that record, describe, or otherwise document actions and circumstances surrounding the discharge of a member's firearm.

Significant Event: For any recording related in any way to one of the following situations:

- Homicide.
- Pursuit involving injuries or significant property damage.
- Squad crash involving injuries or significant property damage.
- Man-made or natural disaster or act of terrorism.

Supervisor Review: For any recording associated with a supervisor's response to the scene to conduct after-the-fact supervisory reviews or functions.

Records Unit/RA Only: For Records unit staff or staff of the Responsible Authority to label a BWC recording that the data subject wants to make public.