**Purpose**

To provide the Indiana University Police Department (IUPD) with instructions on when and how to use Body Worn Cameras (BWC) and In Car Video Systems (ICVS) and the appropriate access, use, handling, and retention of recordings.

This order addresses audio/visual systems used in field or patrol operations and does not address audio or visual recordings obtained during undercover operations, to monitor facilities, or that are used to record interviews with subjects in interview rooms.

**General Order**

Indiana University Police Department officers will be issued BWCs and IUPD vehicles will be equipped with ICVS at the direction of the superintendent for public safety. IUPD officers equipped with a BWC or operating a vehicle containing an ICVS will activate the BWC and/or ICVS to record law enforcement related contacts with citizens.¹ Access to recordings generated by BWC and/or ICVS will be restricted to university officials who have a need to access the recordings or as otherwise required under applicable law. Recordings generated by BWC and/or ICVS will be stored in a secure manner and retained for a time defined by this order and in accordance with state law.

**Definitions**

**Law Enforcement Recordings** – are defined by Indiana Code 5-15-3-2 (k) as 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 a law enforcement officer in the scope of the officer's duties and designed to be worn by a law enforcement officer or attached to the vehicle or transportation of a law enforcement officer.

**Requestor** – as defined by Indiana Code 5-14-3-5.1 is an individual who is depicted in a law enforcement recording. If the individual depicted in the law enforcement recording is deceased, the surviving spouse, father, mother, brother, sister, son, or daughter of the individual or the personal representative (as defined in IC 6-4.1-1-9) of or an attorney representing the deceased individual's estate. If individual depicted in the law enforcement recording is an incapacitated person (as defined in IC 29-3-1-7.5), the legal guardian, attorney, or attorney in fact of the incapacitated person. A requestor may also be a person that is an owner, tenant, lessee, or occupant of real property, if the interior of the real property is depicted in the recording. A requestor may also be a person who is the victim of a crime or suffers a loss due to personal injury or property damage if the events depicted in the law enforcement recording are relevant to the person’s loss or to the crime committed against the person.

¹ Not all officers are issued BWCs or operate vehicles equipped with ICVS.
Critical Decision-Making Incident – Any incident as described in G7.1.1 Response to Resistance – XIII. Response to Resistance Reporting Requirements, any vehicle pursuit as defined in G9.2.2 Pursuit of Motor Vehicles or any attempted traffic stop which was aborted by the initiating officer for the purposes of avoiding a vehicle pursuit.

BWC and ICVS System Description
The IUPD has adopted the use of the BWC and ICVS to accomplish several objectives. The primary objectives are as follows:

BWCs and ICVSs allow for accurate documentation of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.

Audio and video recordings also enhance IUPD’s ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.

The BWCs and ICVSs may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.

The following components make up the BWC and ICVS System:

AvailWeb: Recordings are uploaded to AvailWeb which will be referred to as the Recording Management System. The Recording Management System:

- Retains an original, unaltered copy of all recordings.
- Allows system administrators to define user and device permissions.
- Contains a live view section where authorized users can view the live location and status of all BWCs that are in an on-duty status and all ICVSs.
- Contains robust reports on device alerts, data related to BWCs and ICVSs, connectivity, diagnostics, geofences, recordings, device location and user actions.
- Maintains extensive audit logs on user actions and all interactions with recordings.
- Allows users who have been granted associated permissions to search for, view, classify, share, and redact copies of recordings.

Body Worn Camera: A mobile device which has been configured by the vendor to operate as a body worn camera. This device will capture video recordings with audio, photographs, and audio-only recordings as well as produce metadata to include logged on user, device coordinates, device speed and device status of on or off duty. The device will automatically upload video via a connected ICVS or wi-fi network. The device can upload video to the Recording Management System for high priority incidents when an ICVS or wi-fi network is not available. The device has a touch screen interface to allow the user to log in to the device, change device settings and review their recordings on the device.
Body Worn Camera Case: The device is encased in a special case which has been engineered to fit into a carrier.

Body Worn Camera In-Uniform Carrier: A carrier device engineered with snaps and an interchangeable lens which can be attached to officer uniforms to include external vest carriers, uniform shirts, polo shirts, and coats. Traffic vests should not be fastened in such a way to obscure the view of the body worn camera.

Body Worn Camera External Carry Cases: Hard shell external carry cases can be used to attach body worn cameras to pieces of uniform equipment that accept MOLLE strap connections.

Holster Sensor: A sensor that attaches to an officer’s handgun holster. The sensor will send an activation signal to the BWC and/or ICVS that officer is logged in to when the sensor detects that the handgun has been removed from the holster.

In Car Video System: The in-car video system consists of a forward-facing video camera, a rear-facing camera which monitors the rear seats and a microphone which captures audio in the rear passenger compartment of the vehicle. The system also makes use of a vehicle modem known as a RocketIoT which monitors vehicle location, speed, emergency lights, driver door position, crash sensors, vehicle brakes, and the status of the rifle and/or shotgun retention system. The RocketIoT is also used to upload recordings from BWCs and ICVSs.

Motorcycle System: Motorcycles that are equipped with recording system equipment make use of the BWC worn by the motorcycle officer and a RocketIoT vehicle modem to track emergency light activation, crash sensors, speed, and motorcycle brakes.

Pre-Event Recording: When a recording initiation command is sent to a BWC or ICVS, the video portion of the recording will begin 30 seconds prior to the recording initiation command and the audio portion of the recording will begin at the time of the recording initiation command.

Recordings: Video, audio and associated metadata produced by BWCs and ICVSs.

Wearable Remote-Control Device: A device that allows the user to send commands to an associated BWC and/or ICVS. The device can be worn on an officer’s wrist or attached to an officer’s duty belt or equipment that can accept a MOLLE strap connection.

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System Activation and Deactivation (9.1.7 a)
Except as provided in Restricted Recordings below, officers will initiate a BWC and/or ICVS recording to record law enforcement related contacts with citizens, including, but not limited to:

- Responding to any call for service.
- Self-initiating a law enforcement activity such as traffic or pedestrian stops or attempting to detain or arrest a person to include vehicle or foot pursuits.
- Any searches of people, vehicles, buildings, or other places.
- Interviewing individuals, to include phone interviews, unless the interview is otherwise being recorded.
- Transporting any non-sworn persons for reasons such as prisoner transport, safety escort, or hospital transport. This does not include transporting subjects who are participating in an approved ride along.
- Responding to a citizen who flags down an officer.
- When directed to activate a BWC or ICVS by a supervisor.

Supervisors may direct one or more officers to start their BWC and/or ICVS to:

- Record an incident as identified above, if the supervisor is aware that the officer’s BWC and/or ICVS is not recording.
- Record during a public gathering, to include protests, if the supervisor feels that legitimate law enforcement purposes are best served by recording.

Automated and Remote System Activation
The BWC and ICVS system used by IUPD make use of automation to initiate recording when pre-defined triggers occur. Pre-defined triggers that will result in recording activation are as follows:

- The following will only initiate a recording on the BWC:
  - The emergency lights are activated in a vehicle where the officer is logged into the vehicle’s ICVS and the driver’s door of the vehicle is opened.
  - The officer begins running and continues to run for 15-20 seconds.
  - The BWC is in a horizontal position and relatively motionless for at least 30 seconds.

- The following will initiate a recording on the BWC and/or ICVS:
  - Activation of the vehicle’s emergency lights.
  - The vehicle exceeds 85 miles per hour.
  - The holster sensor of the officer logged into a BWC that is in an on-duty status and/or ICVS sends an activation signal when the officer removes his/her weapon from the holster. The ICVS will only activate if the officer is in range of the ICVS.
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Chapter 9 – Patrol Services
Sub-Chapter - 9.1 – Patrol Operations

9.1.7 Use of Audio/Video Recorders

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- The vehicle crash sensor detects a crash.
- The release button on the rifle and/or shotgun retention device is pressed.
- The officer logged into a BWC that is in an on-duty status and/or ICVS is attached to an incident in Computer Aided Dispatch that is classified as priority 1, 2, 3 or 4 as arrived.
- An officer logged into a BWC that is in an on-duty status and/or ICVS enters an action zone/geofence that has been defined in AvailWeb.

System Administrators, Department Administrators, Division Administrators, Supervisors and Public Safety Dispatchers at the direction of a public safety dispatch or law enforcement supervisor, will have the capability to remotely initiate or terminate a recording.

These individuals will only remotely initiate or terminate recordings in situations as identified by System Activation 9.1.7 a. above.

A live view of a BWC and/or ICVS recording may be initiated for incidents that have a potential for injury, upon activation of the body-worn down feature, upon activation of the Incident Management Team, or if an officer is not responding to repeated attempts to contact them via radio.

Officers will be able to prevent remote activation or live viewing but will only prevent remote activation or live viewing if the conditions of restricted recordings, as provided below, are met.

Remote activation may be prevented by pressing the stop button on the wearable remote-control device. Live viewing may be prevented by stopping the recording.

**System Deactivation**

The BWC and/or ICVS recording will not be stopped until all incidents that require recording activation are completed to ensure the completeness and integrity of the recording, unless the contact moves into an area covered in Restricted Recordings as defined below or if the officer is instructed to stop a BWC and/or ICVS recording by a supervisor.

Officers will use one of the following methods to terminate a BWC and/or ICVS recording:

- Pressing the stop button on the wearable remote-control device.
- Using the screen of the BWC, navigating to the active BWC recording record and pressing the stop button.
- Using the screen of the ICVS tablet, navigating to the active ICVS recording record and pressing the stop button.

If an officer terminates a BWC and/or ICVS recording for any reason prior to the completion of the event, they will verbally state the reason for terminating the recording prior to terminating the recording.

Indiana Code 35-44.1-2-2.5 establishes that “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.”

**Restricted Recordings**

BWCs and/or ICVS will not be intentionally used to record:

- Communications or interactions with other police personnel during the officer’s shift unless those communications or interactions happen during an incident for which an officer is required to activate their BWC and/or ICVS.
- Any officer’s break time or other personal activities such as personal phone calls, restroom and locker room use.
- Communications or interactions with an undercover officer or a confidential informant.
- Public gatherings, including protests, except when there are specific police-public interactions at such gatherings, or the officer concludes in their professional judgment that legitimate law enforcement purposes are best served by recording.
- While in medical facilities unless on a law enforcement run or call for service (e.g., crimes in progress / blood draw, etc.) Officers will make reasonable attempts not to record conversations between the suspect and a doctor.

Classification as a restricted recording does not supersede a recording’s classification as a law enforcement recording. Restricted recordings as described in 1 and 2 will be considered Restricted Non-Law Enforcement Recordings and restricted recordings as described in 3 4 and 5 will be considered Restricted Law Enforcement Recordings.

Recordings generated for the purpose of testing the functionality or demonstrating the capabilities of BWCs and/or ICVSs should be classified as Restricted Non-Law Enforcement Recordings.

BWCs will not be removed from an officer’s uniform and left in a location for the purposes of creating a covert recording.

**Use of BWC and/or ICVS Off Duty**

Officers who have issued a BWC and/or operate a vehicle equipped with an ICVS or operate a marked police vehicle in an off-duty capacity will be required to log into the BWC and/or ICVS prior to initiating any law enforcement action off duty and will be required to attach the BWC to their clothing when engaged in any law enforcement action.

Officers who have been issued a BWC will be required to wear and use the BWC in accordance with this general order while they are engaged in off-duty employment as defined in G3.2.3 Off-Duty Employment.

Except as provided above, officers will not use department issued BWCs and/or ICVSs while off duty.
Permissible Access and Distribution of Recordings (9.1.7 b)

Access to recordings on the Recording Management System are controlled using role-based access control. Users who have been classified as one of the following roles may access recordings and perform other actions based on permissions assigned to that role:

- **Officers** may access their own BWC or ICVS recordings and recordings that have been shared with them by another user for the purposes of classifying recordings, recommending recordings for training use, writing reports, or preparing for court testimony.

- **Detectives** may access all BWC or ICVS recordings related to a case that they are assigned to investigate for the purpose of furthering the investigation.

- **Supervisors** may access their own recordings as defined above and may also access recordings of officers under their supervision to:
  - Classify recordings, at the request of an officer, as restricted law enforcement recordings or restricted non-law enforcement recordings.
  - Review critical decision-making incidents, vehicle and foot pursuits, and arrests.
  - Recommend a recording for training use.
  - Investigate complaints or allegations of misconduct.
  - Randomly review recordings as specified in the supervisor responsibility section of this order.

- **Communication Operators** may access any non-restricted recording for the purpose of locating an image of a suspect in a criminal offense related to a crime or incident that is in progress or has just occurred.

- **Recording Technicians** may access any recording for the purpose of redacting recordings, preparing recordings for, or delivering recordings to, prosecutors, defense attorneys, department or university administrators, media outlets or any other individual as directed, in writing, by a division chief of police or their designee, or the superintendent for public safety or their designee, or for the purpose of responding to a lawfully-issued subpoena or request, or as otherwise required by applicable law. Requests pursuant to APRA and subpoenas will be handled according to procedures as outlined in Restrictions to Recording Access and Distribution below.

- **Department Administrators**, to include the superintendent for public safety and their staff, division chief of police or their designee, professional standards and education staff, and system administrators including the director for information technology and systems and their designee(s) and may access any recording for:
  - Any of the reasons allowed to officers, detectives, supervisors, or recording technicians.
  - Obtaining information regarding the depicted incident.
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- Performing audits of recording access.
- Reviewing any recording on behalf of university administration.
- Assessing the effectiveness of BWCs and ICVSs.

- University officials representing university administration, human resources, dean of students or general counsel may be granted access to recordings by Department Administrators for the purposes of investigating allegations of student or employee misconduct.

- Individuals who are prosecutors, defense attorneys, media representatives, and university officials may be granted an account with which specific recordings can be shared but will not have unrestricted access to all recordings.

Restrictions to Recording Access and Distribution
Individuals who are not authorized to view recordings by this order will not be allowed to review any recording at the scene of an incident. This does not include showing an individual a photo or video that was sent to a BWC or ICVS for the purposes of furthering an investigation, which is permitted.

Any request to access or view a recording by a requestor as defined by Indiana Code 5-14-3-5.1 (a), requests made pursuant to the Indiana Access to Public Records Act (APRA), or requests related to a lawfully issued state or federal subpoena will be forwarded to the Office of the Vice President and General Counsel. The Office of the Vice President and General Counsel may be granted access to recordings by Division or Department Administrators for the purpose of processing public records requests, responding to lawfully issued subpoenas, and for other legal review or providing legal advice.

Users will not:

- Share recordings with anyone who does not have an official need to access the recording.
- Access recordings for unofficial purposes or while off duty.
- Make copies of recordings with any other device.
- Intentionally view a recording using a user account other than their own.

The director for professional standards and education or their designee may authorize the sharing of a recording with IUPD employees for the purposes of training.

The superintendent for public safety or their designee may authorize the sharing of a recording at their discretion.

Adding Restrictions to Recordings
In the event restricted recordings are captured, a user may ask for the entire recording or the applicable portions of the recording to have a restriction added by attaching a note to the recording and sharing the recording with a supervisor. Users may indicate which section(s) of a
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law enforcement recording contain material which meets the definition of a restricted recording by adding one or more markers to the recording to indicate start and/or stop points for the restricted material.

Supervisors receiving a request to add a restriction to a recording, or a portion of a recording will comply with the request unless they have reason to believe that it does not meet the definition of a restricted recording. A supervisor may view a recording, or portion of a recording, identified by a user as restricted only if it is necessary to determine if the definition of a restricted recording has been met. Supervisors will attach a note to the recording to document their decision. The supervisor will share the restricted recording with the original officer to ensure the officer has access to the chain of custody log.

If a portion of an otherwise unrestricted law enforcement recording contains a section which meets the definition of a restricted recording, the supervisor will add a restriction to the original recording and then share the original recording with a recording technician, who will produce a copy of the original with the approved section(s) redacted using blurring and/or audio redaction. The recording technician will then share the redacted copy with appropriate users. The original, unredacted copy will be classified and retained according to applicable retention policies as defined below.

If a user is suspected of wrongdoing, a user with the ability to restrict recordings will add a restriction to the recording and will not share the recording with the involved user or users. This will limit involved users from viewing the recording during the department’s investigation to allow the department to gather information about the event that is not influenced by the content of the recording. If disciplinary action or legal proceedings result from such investigation, the user will have access to the recording to defend themselves in accordance with existing law and policy.

Restricted recordings may be viewed by any user with whom the recording has been shared, regardless of that user’s role.

The superintendent for public safety’s office reserves the right to restrict any recording at any time.

Redaction of Recordings

Prior to the sharing of a recording, the individual authorizing the sharing will assess the need to redact or withhold the recording, in consultation with the Office of the Vice President and General Counsel, for video or audio depictions described in Indiana Code 5-14-3-5.2(e) and any depiction of a Criminal Justice Information as defined by the CJIS Security Policy or an investigatory record as defined in Indiana Code 5-14-3-2(i).

- Recordings requested pursuant to Indiana Code 5-14-3-5.1(b) will only be redacted as described by 5-14-3-5.1(c).
If a recording needs to be redacted, a user with the ability to redact video will produce a redacted copy of the recording without altering the original recording.

**Storage and Data Retention Requirements (9.1.7 c)**

BWC and ICVS recordings will be securely uploaded to the Recording Management System using any available wi-fi path, and officers will ensure all recordings from their BWC or ICVS have uploaded prior to ending their shift. All recordings will contain information related to the date, BWC or ICVS identifier, and assigned officer.

Unaltered, original BWC and ICVS law enforcement recordings, regardless of their restricted status, will be stored securely and in accordance with Indiana Code 5-14-3-5.3 Retention of Law Enforcement Recordings:

- If a recording is used in a criminal, civil, or administrative proceeding, IUPD will retain the recording until final disposition of all appeals and order from the court.

- IUPD will retain a recording for at least two years, if notified within 180 days of the creation of a law enforcement recording of:
  - Any request, in writing, regardless of reason given, to include no reason, by a requestor as defined by Indiana Code 5-14-3-5.1(a). IUPD will not ask or compel a requestor to provide a reason for requesting a recording.
  - A formal or informal complaint filed with the public agency regarding a law enforcement activity depicted in the recording.

- Law enforcement recordings, as defined by Indiana Code 5-15-3-2 (k), which do not meet any of the criteria above, will be retained for 190 days.

Unaltered, original BWC and ICVS recordings identified as restricted non law enforcement recordings will be retained for 14 days.

Any employee who is permitted to access recordings is encouraged to notify training coordinators of any recording that may be of value for training purposes. Any law enforcement recording identified by the director for professional standards and education, or their designee may be retained indefinitely for training purposes.

Recordings will not be stored on external media such as USB drives, flash cards, CDs, or DVDs unless such storage is necessary to deliver recordings to an individual who will not be granted an account on the Recording Management System or directed by a prosecutor or their designee.

All BWC and ICVS recordings are the sole property of Indiana University.
Classifications
AvailWeb will automatically apply a classification to a recording that is associated with a Computer Aided Dispatch entry. The officer who generated the recording will be responsible for reviewing their recording to ensure the auto generated classification was added and adding or removing classifications as needed.

Classification of a recording impacts the retention period of that recording. Officers, Supervisors, and Recording Technicians will be responsible for ensuring the following classifications are applied to recordings when they become aware of circumstances described below:

**Aborted Traffic Stop** – This classification will be applied to any recording depicting an attempted traffic stop which was aborted by the initiating officer for the purposes of avoiding a vehicle pursuit.

**Retain** – This classification will be applied to any recording that:

- Is generated during a response to an incident which resulted in an arrest or a referral to university officials for administrative action against a student, faculty, or staff member, even if the recording does not depict the arrest or related incident itself.
- Is captured during an investigation into an incident which may become a civil or administrative proceeding, such as interviews of suspects or witnesses in sexual assault cases even if the victim has not decided on moving forward with a criminal case.
- IUPD is advised to retain related to a civil proceeding.

**Infraction Citation** – This classification will be applied to any recording that depicts the issuance of an infraction citation.

**Use of Force** – This classification will be applied to all recordings which depict use of force by an officer.

**Vehicle Pursuit** – This classification will be applied to all recordings which depict a vehicle pursuit as defined in G9.2.2 Pursuit of Motor Vehicles.

Roles and Responsibilities
Roles and responsibilities for implementing, maintaining, administering, and using BWCs and ICVS are as follows:

**BWC and ICVS System Coordinators**
The director for information technology and systems will serve as the department systemwide BWC and ICVS Coordinator.
The BWC and ICVS Coordinator or their designee(s) will:

- Administer the BWC and ICVS environment, to include hardware and software configuration, account provisioning, cellular data plan management, providing and maintaining a hardware inventory system, and performing audits of system and recording access.
- Provide technical consultation and guidance to the professional standards and education staff for the purposes of developing training.
- Ensure division BWC and ICVS Coordinators are performing their duties.

Each division, which deploys BWCs and/or ICVSs, will have a division BWC and ICVS Coordinator appointed by the division chief of police whose responsibilities will include:

- Ensuring each officer who uses a BWC or ICVS has completed department approved training on the use of the BWC and/or ICVS prior to issuing an officer a BWC and/or prior to the officer operating a vehicle equipped with an ICVS.
- Issuing and recovering BWCs from users and updating the hardware inventory system.
- Arranging for repair or replacement of any damaged or malfunctioning BWC or ICVS hardware.

**Responsibilities of Officers Using BWC and/or ICVS System**

IUPD officers will have their BWC powered on while they are on duty. IUPD officers will not deactivate the GPS location services of the BWC or ICVS while on duty. IUPD officers will only use BWCs and ICVSs issued by IUPD and will not use personal equipment such as smart phones to generate recordings while on duty.

Officers who are providing mutual aid to another agency, to include CIRT/SWAT callouts, are required to wear and use a BWC as described by this General Order. This provision can be waived by the superintendent for public safety or their designee.

Prior to each shift officers will:

- Log into, inspect and test the BWC and/or ICVS to verify proper functioning, including checking that the battery is fully charged, and the date/time stamp is accurate, and will notify their supervisors of any problems.
  - Officers should complete inspection of handguns prior to turning on the BWC to prevent automated initiation of a recording due to a handgun being removed from the holster.
- Use the BWC to check the battery level of the wearable remote-control device and the holster sensor to confirm that the battery level for these devices is above 20%.
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- If the battery level of the wearable remote-control device is below 20% the officer will notify their supervisor so they can be given a replacement battery. The officer will be responsible for replacing the battery.

- If the battery level of the holster sensor is below 20% the officer will charge the holster sensor until it is above 20% before starting their duty shift.

BWC and ICVS hardware is the responsibility of each officer and will be used with reasonable care to ensure proper functioning. Equipment malfunctions will be brought to the attention of the officer’s supervisor as soon as possible so that a replacement BWC or ICVS may be issued.

Officers will note in incident, arrest, and related reports when BWC and/or ICVS recordings were made during the incident in question, but these recordings will not take the place of a written narrative.

Officers will ensure that all BWC recordings have uploaded to the ICVS or AvailWeb and all BWC and ICVS recordings are accurately classified before completing their duty shift.

If an officer fails to activate the BWC and/or ICVS, fails to record the entire contact, or interrupts the recording, the officer shall document the reason why in a case supplement for incidents that generate a case, or by generating an administrative case report for incidents that did not generate a case.

Officers are responsible for charging their issued BWC and holster sensor and ensuring those devices retain sufficient charge to complete a duty assignment. If a BWC or holster sensor is no longer capable of holding a charge sufficient to complete a standard duty shift, the officer will notify their supervisor so that the BWC or holster sensor can be repaired and a replacement BWC or holster sensor can be issued.

Supervisor Responsibilities

Supervisory personnel will ensure that officers equipped with BWCs and/or operating vehicles equipped with ICVSs utilize them in accordance with this order.

Supervisors will ensure each officer issued a BWC has the BWC at the beginning of their duty shift or the officer is told to retrieve the BWC prior starting their duty shift. Any officer who has been issued a BWC but does not have a functioning BWC will be issued a replacement.

Any officer who reports to a supervisor that their ICVS is not functioning properly will, if possible, be assigned to a vehicle with a functioning ICVS prior to beginning their duty shift. A malfunctioning ICVS will not prohibit use of the vehicle if no other vehicles are available.

Shift supervisors will review all recordings that depict a Critical Decision-Making Incident (CDMI) that occurred during their shift. Supervisors whose direct subordinates were involved in a CDMI by a BWC and/or ICVS will review the related recordings. These reviews should be completed prior to the end of the supervisor’s duty shift. If this is not possible, the review will
be conducted prior to the end of the supervisor’s next duty shift. Supervisors will review all portions of the recording which depict the CDMI, events leading to or injuries resulting from a CDMI, but are not required to review portions of the recording that do not depict the CDMI.

By 2359 hours on the 15th day of each month, any supervisor whose direct subordinates are issued BWCs or operate vehicles which are equipped with ICVSs will review two recordings generated by the subordinate during the previous calendar month. Reviews will be logged in AvailWeb by having the classification “Monthly Review” added by the reviewing supervisor at the time of the review.

The monthly reviews are conducted to ensure the equipment is operating properly, officers are using the devices appropriately, and may identify any areas in which additional training or guidance is required. The monthly reviews will not be conducted with the intent of generating a complaint or internal investigation but if a supervisor observes a violation of any general order, university policy or law in the process of reviewing a recording, the supervisor will take appropriate action to address the violation. Supervisors will report any technical issues discovered during a month review, in writing, to the appropriate division BWC/ICVS Coordinator.

**Recording Technician Responsibilities**

Recording technicians will:

- Apply classifications that will extend a recording’s retention period upon becoming aware of administrative, criminal or civil proceedings related to events depicted in a recording.
- Place restrictions on and perform redactions of recordings as required by this General Order, local, state, or federal regulation, and/or at the direction of the Office of the Vice President and General Counsel.
- Provide recordings to prosecutors and university officials as appropriate upon request.
- Provide recordings in response to Freedom of Information Act (FOIA), Access to Public Records Act (APRA) requests or legal process, after consulting with the Office of the Vice President and General Counsel.

**Professional Standards and Education Responsibilities**

The director for professional standards and education or their designee will:

- Approve department training on BWCs, ICVSs and the Recording Management System and retain records that all users have completed necessary training before using any of these devices or systems.
- Ensure that any additional training which may be required at periodic intervals to ensure the continued effective use and operation of the equipment and to incorporate changes, updates, or other revisions in policy and equipment is provided to users.
- Review videos suggested by users as training materials and approve or deny their use for training.
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<td>G9.1.7 - 1/14/2021; S20-07 8/29/2020</td>
<td>Number of Pages:</td>
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**Part Time Officers at Bloomington, IUPUI and Northwest Divisions**

The Bloomington, IUPUI, and Northwest divisions of the IUPD will adhere to the following procedure regarding calls for service when the officer is not issued a BWC.

Part-Time Officers (PTOs) should not be dispatched to or respond as the primary officer to:

- Welfare checks or mental health concerns
- Suspicious persons
- Crimes in progress
- Reports involving sexual misconduct

These calls for service should be reserved for full-time officers who have been issued a BWC, however PTOs may assist after a full-time officer with a BWC has arrived on scene.

A PTO may be dispatched to the odor of marijuana, however, if the odor is identified at a certain location, an officer with a BWC should be called to respond.

A PTO may be dispatched to low priority calls for service including, but not limited to found property, lost or stolen property, harassment, medical assists, other low priority calls for service, unless circumstances arise that would dictate otherwise.

This does not apply to any emergency calls for service or crime in progress where waiting for a BWC to arrive on scene would further endanger the public, or where immediate action must be taken.

The shift supervisor has the authority to use their discretion to either send a PTO on a call for service or have them stand by for an officer with a BWC.


**Related Information**

**Indiana Code**
- 5-14-3-2 Access to Public Records – Definitions
- 5-14-3-5.1 Inspection of law enforcement recordings; obscuring of undercover law enforcement officer; obscuring of confidential informants
- 5-14-3-5.2 Exemptions to right of inspection; court orders permitting inspection
- 5-14-3-5.3 Retention of law enforcement recordings
- 6-4.1-1-9 Personal Representative
- 29-3-1-7.5 Incapacitated Person
- 35-44.1-2-2.5 Disabling a Law Enforcement Recording Device

**Indiana University**
Office of the Vice President and General Counsel, Open Records Request Form:
http://www.indiana.edu/~vpge/sample-agreements/open-records-requests.shtml

**Indiana University Police Department**
- G7.1.1 Response to Resistance
- G9.2.2 Pursuit of Motor Vehicles

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Benjamin Hunter (3/25/2022)
Superintendent for Public Safety