

City of Saint Paul Police Department  
Body Worn Camera Policy

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**442.18 Body Worn Camera Policy-TABLE OF CONTENTS**

1. PURPOSE
2. DEFINITIONS
3. POLICY
4. OPERATIONAL OBJECTIVES.  
(note these objectives are not listed in any rank order of importance).
5. ISSUANCE OF BWCs
6. REQUIRED WEARING OF THE BWC.
7. TESTING THE BWC TO ENSURE ADEQUATE FUNCTIONING  
[fulfills MN 626.8473 (3) (b) (2)(3)]
8. MANDATORY/DISCRETIONARY/ PROHIBITED USE OF THE BWC  
[fulfills MN 626.8473 (3) (b) (4) mandatory/prohibited/discretionary recording].
9. WHEN RECORDING MAY BE STOPPED  
[fulfills MN 626.8473 Sub (3) (b) (6) ]
10. DUTY TO NOTIFY CITIZENS OF RECORDING
11. FAILURES TO RECORD A MANDATED SCENARIO  
[fulfills MN 626.8473 (3) (b) (3)]
12. DOCUMENTING BWC MECHANICAL MALFUNCTIONS OR OFFICER FAILURES TO RECORD  
[fulfills MN 626.8473 (3) (b) (3)]
13. CRITICAL OR SIGNIFICANT INCIDENTS
14. REVIEW OF RECORDED MEDIA
15. PROTECTION OF BWC RECORDINGS AND AUDIT OF ALL BWC FOOTAGE REVIEWS

City of Saint Paul Police Department  
Body Worn Camera Policy

---

**TABLE OF CONTENTS - CONTINUED**

- 16. RELEASE OF BWC FOOTAGE TO THE PUBLIC
- 17. RECORDED DOCUMENTING OF EXISTENCE/ STORAGE AND RETENTION
- 18. HANDLING OF EVIDENCE
- 19. PROPERTY AND EVIDENCE TECHNICIAN RESPONSIBILITIES
- 20. TRAINING
- 21. BWCs AND THE ICC SYSTEM
- 22. DISCOVERY OF MISCONDUCT
- 23. SELF REPORTING OF POSSIBLE POLICY VIOLATIONS
- 24. ACCESS TO SENSITIVE PERSONAL RECORDINGS

City of Saint Paul Police Department  
Body Worn Camera Policy

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## 442.18 Body Worn Camera Policy

### 1. PURPOSE

On (insert date) the St. Paul Police Department begins a pilot program in the West District for Body Worn Cameras (BWCs). This general order provides guidelines for use and management of the system, storage and retention of data and dissemination and review of recorded media of data captured by BWC's of St. Paul Police Department sworn personnel.

This policy will be continually evaluated and amended as necessary during the pilot program. The policy is written in anticipation of department wide implementation in (insert date). Portions of the policy read as if applicable for the entire department. However the policy applies to, and compliance rests only with, sworn personnel participating in the pilot program who have been issued and/or authorized to wear a BWC and who are fully trained in use of the BWC.

### 2. DEFINITIONS

- A. Activation- to start the recording process by the BWC. There is not an automatic start feature of the BWC. Officers must manually start the recording process. There is a 30 second video only buffer.
- B. Audio Recording- any media that captures and records audio signals.
- C. BWC- Body Worn Camera
- D. BWC Administrator- typically a sergeant or a designee who assigns, tracks and maintains BWC equipment, oversees needed repairs or replacement equipment through the vendor, controls user rights and access, and acts as a liaison with the vendor.
- E. BWC Technician- personnel certified or trained in the operational use and repair of BWCs, duplicating methods, storage and retrieval methods and procedures, and who possess a working knowledge of video forensics and evidentiary procedures.

## City of Saint Paul Police Department

### Body Worn Camera Policy

---

- F. Buffering Mode- When the BWC is on but actively recording both sound and video. In the buffering mode the camera will continuously record video only in 30 second loops. Audio is not recorded in the buffering mode.
- G. Categorize- to classify an event that has been recorded and for which a predetermined retention period has been set.
- H. Critical Incident-
- The officer(s) involved uses deadly force through the discharge of a firearm. Deadly force is defined by Minnesota State Statute 609.066 Subd. (1) as any “force which the actor uses with the purpose of causing, or which the actor should reasonably know creates a substantial risk of causing, death or great bodily harm. The intentional discharge of a firearm in the direction of another person, or at a vehicle in which another person is believed to be, constitutes deadly force.”
  - Intentional or accidental use of any other deadly or dangerous weapon which results in great bodily harm as a result of police involvement.
  - Attempts to affect an arrest or otherwise gain physical control over a person for law enforcement purposes which result in great bodily harm.
  - Vehicular incidents related to police actions that result in great bodily harm.
  - Any incident within the scope of or similar to the examples defined above, involving a St. Paul Police Department employee, determined by the chief or his or her designee to be a critical incident as defined in SPPD general policy 246.09 Procedures: 2.
- I. Deactivation- to stop recording.
- J. Great Bodily Harm- Defined by MN State Statute 609.02 Subd. 8 as bodily injury which creates high probability of death, or causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ, or other serious bodily harm.

## City of Saint Paul Police Department

### Body Worn Camera Policy

---

- K. ICC- In Car Camera
- L. MGDPA- Minnesota Government Data Practices Act
- M. PODPA- Police Officer Discipline Procedures Act
- N. Priority Response-
- O. Recorded Media- audio-visual signals that are recorded or stored.
- P. Significant Incident- includes, is not limited to, any of the following situations occurring in the line of duty:
- Critical incident, as defined herein.
  - Department vehicle crash resulting in substantial bodily harm, great bodily harm or death.
  - Any incident where the sworn personnel supervisor believes the BWC to be of evidentiary and/or administrative value.
  - A situation where the identity of someone in the video needs to be protected.
  - Act of terrorism
  - Any event that sworn personnel or their supervisor believes should be brought to the immediate attention of the police command staff
- Q. Smart Device- A smart device is a device that is digital, active, computer networked, is user reconfigurable and that can operate to some extent autonomously. Devices that fall into this category are smartphones, and tablets.
- R. Substantial Bodily Harm- Defined by Minnesota State Statute 609.02 Subd. 7a. as bodily injury which involves a temporary but substantial disfigurement, or which causes a temporary but substantial loss or impairment of the function of any bodily member or organ, or which causes a fracture of any bodily member.

# City of Saint Paul Police Department

## Body Worn Camera Policy

---

- S. Sworn personnel- Regardless of rank, any employee of the St. Paul Police Department holding a Minnesota Police Officers license, authorized and assigned to wear a BWC, having attended all required training for the BWC program.

### 3. POLICY

A BWC provides documentation of law enforcement duties and interaction with the public. Data collected via BWCs may be used for law enforcement purposes, internal review and use or public access pursuant to the MGDPA and specific department policies and procedures.

### 4. OPERATIONAL OBJECTIVES. (note these objectives are not listed in any rank order of importance).

- A. Assist in resolving complaints against sworn personnel including false allegations by members of the public.
- B. Collect evidence for use in criminal investigations and prosecutions.
- C. Deter criminal activity and uncooperative behavior during police-public interactions.
- D. Document statements and events during the course of an incident.
- E. Enhance safety.
- F. Enhance sworn personnel's ability to document and review statements and actions for internal reporting requirements and for courtroom preparation.
- G. Promote accountability, transparency and build community trust.
- H. Provide additional information for sworn personnel evaluation and training.
- I. Utilize emerging technology to continually improve the service provided by the St. Paul Police Department.

### 5. ISSUANCE OF BWCs

- A. Issuance of BWCs will generally occur to sworn personnel who as part of their daily assignment wear the uniform of the day or raid gear including:
- Patrol
  - FORCE
  - K9

# City of Saint Paul Police Department

## Body Worn Camera Policy

---

- Traffic/ motors/ mounted
- B. Sworn personnel not assigned a BWC in need of one for a particular assignment including unformed off-duty or department overtime must obtain a BWC by (insert procedure here).
- 6. REQUIRED WEARING OF THE BWC. THE FOLLOWING SWORN PERSONNEL SHALL WEAR A BODY WORN CAMERA:**
- A. Those issued a BWC shall wear the BWC as part of their uniform. The chief of police may designate certain functions as exempt from wearing of the BWC.
  - B. Those working off-duty or department paid overtime in uniform of the day shall wear a BWC.
  - C. Those wearing raid gear shall wear a BWC.
  - D. Those who may reasonably anticipate becoming involved in a situation for which activation is mandated in accordance with the “Mandated/ Discretionary/ Prohibited Use” section of this policy. This covers all other units including jump outs and execution of search warrant.
  - E. Those working in plain clothes or undercover are not required to wear a BWC. However an officer undercover or in plain clothes who chooses to wear a BWC is encouraged to do so.
- 7. TESTING THE BWC TO ENSURE ADEQUATE FUNCTIONING** [ fulfills MN 626.8473 (3) (b) (2)(3)]
- A. Sworn personnel must daily test the functioning of the BWC by [insert a technical description of how to test the camera]. If the BWC fails the daily testing, sworn personnel should [insert procedure here].
  - B. Sworn personnel should not wear a camera which fails the daily test.
  - C. If during a shift sworn personnel become aware of a BWC malfunction they should return to fix or exchange the BWC as soon a practically possible.
- 8. MANDATORY/DISCRETIONARY/ PROHIBITED USE OF THE BWC** [This fulfills MN 626.8473 (3) (b) (4) mandatory/prohibited/discretionary recording].
- A. Mandatory Recording-The BWC shall be activated if practical and without compromising the safety of the officer or public; in the following circumstances.
    - 1. Traffic Stops
    - 2. Priority Responses
    - 3. Vehicle Pursuits

## City of Saint Paul Police Department

### Body Worn Camera Policy

---

4. Arrests
5. Vehicle Searches
6. Physical or verbal instances involving sworn personnel response to resistance and aggression
7. In-custody transports (prisoner, DKP, EDP, curfew, etc)
8. Victim, witness or suspect interviews except as noted in Section C #6 below.
9. When ordered by a supervisor for a proper purpose.
10. Frisks or search of a citizen

#### B. Discretionary Recording

This policy does not describe every possible situation where the BWC may be activated. Beyond the mandated 10 scenarios in section (A) above, a sworn member may activate the BWC anytime they believe it should be activated based on their training, experience and judgement, except for the Prohibited Recordings below in section (C).

#### C. Prohibited Recording

1. Interactions solely among other employees when not actively investigating or assigned to a call or incident.
2. Non-work related activity.
3. In any police facility BWCs shall not record areas such as roll call rooms, locker rooms, break rooms, report rooms, rest rooms or activities occurring in these areas. BWCs should only record citizen contacts inside a police facility if relevant to an investigation or if in response to resistance and aggression inside a police facility.
4. When interacting with undercover officers or confidential informants.
5. When the sworn personnel is on break.
6. In any location where individuals have a reasonable expectation of privacy such as a bathroom or locker room.
7. Inside a court house unless responding to or encountering resistance or aggression.
8. In patient care areas of a hospital, rape treatment center, or other healthcare facility unless responding to resistance or aggression or necessary for a law enforcement investigation.

City of Saint Paul Police Department  
Body Worn Camera Policy

---

**9. WHEN RECORDING MAY BE STOPPED- fulfills MN 626.8473 Sub (3) (b) (6)**

Once activated, the BWC shall remain on until the incident has concluded, meaning all arrests are made, arrestees transported and victim/witness/ suspect interviews completed unless:

- A. The incident or event is of such duration that the BWC is stopped to conserve power or storage capacity.
- B. The officer reasonably believes deactivation will not result in the loss of critical documentary information.
- C. Deactivation is reasonable and necessary to protect the safety of the officers or others.
- D. Deactivation is approved or ordered by a supervisor.
- E. Deactivation is necessary to protect the identity of person or other data entitled to protection under the MGDPA.
- F. Upon request by a victim or witness, provided the request does not conflict with (b) or (c) above. The sworn member should consider overall circumstances before deactivating the BWC. For example, de-activation may be the best option if the BWC inhibits a victim or witness from providing a statement. The sworn member must determine the best approach for a particular circumstance. Deactivation of the BWC in such circumstances shall be documented, see section #10 below.
- G. Recordings may be temporarily paused to exchange information with other LEO's or those working in official capacities as part of a law enforcement investigation (ie medics, firefighters, medical examiners, dispatchers, civilian employees of government agencies, etc). Intention to pause and resume recording will be noted by the sworn member either verbally on the BWC or in a police report or, if a report is not made in CAD comments.
- H. BWCs may be deactivated during non-enforcement activities such as waiting for a tow truck or a family member to arrive, protecting accident scenes or in other non-enforcement situations. Nothing in this section should discourage any sworn personnel from recording during non-enforcement situations when, in his or her judgement the recording may be beneficial.

# City of Saint Paul Police Department

## Body Worn Camera Policy

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### **10. DUTY TO NOTIFY CITIZENS OF RECORDING**

- A. Minnesota law is a “one-party consent” state, which means that only one party to a communication needs to consent for a recording of the communication to be legal – unless the recording is made for the purpose of committing a criminal or tortious act. See Minn. Stat. § 626A.02, Subd. 2(d). Therefore there is not a duty to notify citizens when recording.
- B. If a suspect, witness, victim or any citizen asks if they are being recorded, sworn personnel may answer truthfully and are encouraged to do so. However, as Minnesota is a one party recording state, if the sworn member reasonably believes a different answer is necessary for furtherance of the investigation or safe/ efficient handling of call the sworn personnel may answer as they believe is necessary.

### **11. FAILURES TO RECORD A MANDATED SCENARIO- [ fulfills MN 626.8473 (3) (b) (3)]**

If a sworn member is unable to activate his or her BWC in one of the 10 mandated scenarios of (8) (A) above, the BWC shall be activated as soon as it is safe and practical to do so. Safety of officers and citizens is the highest priority.

### **12. DOCUMENTING BWC MECHANICAL MALFUNCTIONS OR OFFICER FAILURES TO RECORD [ fulfills MN 626.8473 (3) (b) (3)]**

If a sworn member is unable or fails to activate the BWC in a mandated situation, facts surrounding this shall be documented in a police report. If a police report is not otherwise required, documentation as to the lack of BWC recording may be made in CAD comments under the incident case number.

Note that sworn personnel involved in a critical incident do not complete reports. Any requirements of this section for sworn personnel involved in a critical incident will be fulfilled by the report of an investigator.

### **13. CRITICAL OR SIGNIFICANT INCIDENTS**

In the event of a critical or significant incident all involved and witness sworn personnel shall deactivate their cameras after the incident is concluded. It is the responsibility of a scene supervisor to ensure this compliance. Any sworn personnel assigned as a monitoring officer shall also assure this deactivation is complete.

Involved or witness sworn personnel shall maintain custody of their BWC equipment until the crime lab of the investigating agency take custody of the equipment. In the event that any sworn personnel will be photographed as part of the investigation, sworn personnel shall leave BWC equipment on their uniform until photographs are completed. Authorized crime lab

## City of Saint Paul Police Department

### Body Worn Camera Policy

---

personnel will be responsible for assuring that any video is properly downloaded. Once all of the downloads are completed, BWC equipment will be returned to the sworn personnel or their supervisor unless the BWC itself apart from the recorded media is evidence. If the BWC itself is evidence it shall be handled as any other evidence as prescribed by policy.

In the event a crime lab does not respond to a significant incident, the supervisor shall ensure the download of the BWC is complete before returning the BWC to the sworn personnel.

#### **14. REVIEW OF RECORDED MEDIA**

All BWC data is the property of the SPPD and is government data subject to the provisions of the MGDPA. Dissemination outside of the agency is strictly prohibited except to the extent permitted or required under the MGDPA, PODPA or other applicable law.

Access to BWC data is determined in a manner consistent with the MGDPA, PODPA or other applicable law and this policy. When access to MVR data is authorized by applicable law, the SPPD will also provide to the person accessing the data a copy of the Department's video/audio advisory. This advisory is not required to be given to other law enforcement or government employees as part of criminal investigations.

To prevent damage to, or alteration of, the original recorded media; it shall not be copied, viewed or otherwise inserted into any device not approved by the department BWC technician or technology/FSU staff. When reasonably possible a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

- A. Nothing in this policy shall restrict a sworn personnel from review of recorded media captured on a BWC issued to and operated by the sworn personnel, excepting department policy 235.20 Administrative Lockdown. Furthermore sworn personnel are entitled to access audio and video recorded media derived from BWC equipment issued to him/her; in which his/her voice or image appears for any purpose relating to their employment unless the corresponding case file is locked down pursuant to department policy 235.20 Administrative Lockdown. Regarding critical or significant incidents, see below in (B).
- B. Sworn personnel involved in a critical incident may view and/or listen to BWC recordings of the incident only after:
  - The sworn personnel meet with the St. Paul Police Federation representative or legal counsel, if requested and;
  - The sworn personnel and legal counsel meet with the Homicide Unit Commander or designee regarding the process for a critical incident and the process of a voluntary statement as afforded in General Order 246.09: Investigations-Incidents Where Serious Injury or Death Result During Police Custody or Involvement

## City of Saint Paul Police Department

### Body Worn Camera Policy

---

- C. An investigator of a complaint may review recorded media pertinent to the investigation of the complaint. Minnesota State Statute 626.89 "Peace Officer Discipline Procedures Act" refers to "a written complaint signed by the complainant stating the complainant's knowledge, and the officer has been given a summary of the allegations."
- D. An investigator assigned to a related criminal investigation may review recorded media relevant to their investigation.
- E. Court personnel may review recorded media through the proper process [insert a description of the process].
- F. Recorded media may be shown for staff or public safety training purposes with the approval of all sworn members captured on the video or audio recording of the footage. Videos will be selected based on recommendations from the Operations Chief's weekly Response to Resistance and Aggression review process.
- I. An officer shall not make a copy of any audio or video data without the prior approval of a supervisor. Any copy of data made shall only be done through [insert the process]. Sworn personnel shall not copy or record BWC footage with smart phones, video cameras or any other means.
- J. Supervisors shall not access or review audio or video data involving an employee under their supervision for the purpose of surveillance of the employee or initiating disciplinary action against the employee. However, BWC recordings may be used by a supervisor investigating a complaint of misconduct.
- K. Supervisors are responsible to audit employee's use of the BWC to ensure videos created/recorded are being classified and that the BWC's are being used in accordance with policy. Supervisors should be mindful that these reviews should not be done in violation of section J. Reviews focus on monitoring the creation of videos for incident where they are required and at a rate consistent with their deployment.
- L. Sworn personnel needing to view BWC recorded media which they did not have two options. First they may ask the sworn personnel who did create the recorded media to show it. Second they may submit in writing a request and explanation to their supervisor to show the recorded media.

## City of Saint Paul Police Department

### Body Worn Camera Policy

---

#### 15. PROTECTION OF BWC RECORDINGS AND AUDIT OF ALL BWC FOOTAGE REVIEWS

To maintain trust and protect the integrity of the BWC program the SPPD will closely protect footage created by the BWC in compliance with MN state law and this policy. To that end the following shall occur:

- A. The SPPD shall restrict by password protection access to all audio and video data and shall maintain an electronic *notation* of the date, time and person with regard to each access to data.

- B. In each instance where BWC footage is reviewed by anyone, *notification* to the sworn member who created the footage will occur via an automatically generated email that such a review occurred. The format of the notification will be:

Name of creator: Officer Smith

Name of reviewer: Sgt. Jones – fraud and forgery

Date/ Time: 6/14/16 0900 hours

Reason for Review- Criminal investigation- Internal Affairs Investigation- Use Of  
Force Review- Pursuit

Additional Comments:

- C. If the notation or notification would compromise any ongoing investigation, the notation or notification may be forgone at the written direction of the Chief of Police. At such time that the potential compromise is no longer a concern the notation and notification shall be made to the sworn personnel.
- D. When the department intends to release BWC recorded media to the public all sworn personnel captured in that recorded media will be notified at the contact information listed on file with the department on the department intranet “employee search page” before such release is made. If contact is not made at that number, all other reasonable means will be exhausted before the release is made.

City of Saint Paul Police Department  
Body Worn Camera Policy

---

**16. RELEASE OF BWC FOOTAGE TO THE PUBLIC**

- A. No copies or images from the ICC or recording media shall be made by anyone except the BWC technician or department forensic media staff. This includes, but is not limited to, copying or duplication with cellular phone or other media recording/transferring devices. The original copy of the media will be permanently stored on a designated network server for future reference in accordance with the appropriate retention schedules. Any original copy of the media that was burned to dvd disk will be placed into the property room and held in accordance with appropriate retention schedules.
- B. All copies made by the BWC technician or department forensic media staff shall be for lawful purposes including but not limited to data requests under the MGDPA, department purposes, criminal litigation, and civil litigation.

**17. RECORDED DOCUMENTING OF EXISTENCE/ STORAGE AND RETENTION**

- A. Documentation of BWC footage will follow the process for ICC footage. Sworn personnel must document the existence of BWC recordings and squad numbers in their reports and/or citations or, if the call is advised in CAD comments.
- B. If the BWC was activated during any call or incident whether at the scene or perimeter, the sworn personnel shall inform dispatch of their presence so they will be assigned to the incident in the computer aided dispatch system. Each file will contain information related to the date and time of recording, the BWC identifier, and assigned officer as defined in Minnesota .
- C. The officer assigned the BWC unit is responsible for ensuring BWC files are successfully transferred to assigned data technicians.
- D. [Insert technical description of how recorded media will be downloaded from the BWC]. All files shall be securely downloaded no later than the end of each shift.
- E. Classifications/ Retention Schedule-
  - 1. Traffic Stops without arrest- 1 year
  - 2. Priority Responses without any other mandated situation to activate BWC- 1 year
  - 3. Vehicle Pursuits- 7 years

## City of Saint Paul Police Department

### Body Worn Camera Policy

---

4. Arrests- 7 years
  5. Vehicle Searches- 1 year
  6. Physical or verbal confrontations involving sworn personnel response to resistance and aggression without any other mandated activation of the BWC- 7 years.
  7. In-custody transports (prisoner, DKP, EDP, curfew, etc)- 1 year
  8. Victim, witness or suspect interviews except as noted in Section C #6 below.- 1 year
  9. When ordered by a supervisor for a proper purpose.- 1 year
  10. Frisks or search of a citizen without any other mandated activation of the BWC- 7 years.
  11. Maintenance/ training/ inadvertent recordings- 90 days
- F. All officers shall use the same classification for an incident.
- G. BWC recordings shall be retained in accordance with the MDGPA, Ramsey County Evidence Retention Policy, or court order.
- H. The duration of any ICC data evidence retention may be increased as needed.

#### **18. HANDLING OF EVIDENCE**

- A. The BWC recording shall be considered evidence.
- B. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner, BWC recordings without prior written authorization and approval of the Chief of Police or his/her designee.
- C. When the BWC is used to collect data in serious injury/fatal crash investigations, the original recording shall be kept at the department as part of the complete crash investigation file in the forensic services unit and not as part of the crash file at CWS. Recordings which are potentially subject to continuing judicial review shall continue to be in the control of the department in conjunction with the appropriate prosecutor or attorney representing the city in civil cases or other litigation.
- D. Evidence containing data which must be retained as part of pending civil action or are collected as part of an active investigation shall continue to be in the control of the department in accordance with the Ramsey County Evidence Retention policy.

## City of Saint Paul Police Department

### Body Worn Camera Policy

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- E. When a recording contains evidence for a case which is being investigated by another agency, that agency shall be provided a duplicate copy of the recording with the approval of the chief of police or their designee.

#### **19. PROPERTY AND EVIDENCE TECHNICIAN RESPONSIBILITIES**

The Property and Evidence Technician is responsible for retrieving, storing, erasing and duplicating of all recorded media, as well as collecting all completed media for oversight. Once recorded media is collected, the Property and Evidence Technician must ensure that it is stored in a secured location with authorized controlled access, and must make appropriate entries in the chain of custody log. The Property and Evidence Technician is also responsible for ensuring that an adequate supply of recording media is available, as well as managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the department evidence storage protocols and the records retention schedule.

Media may only be erased pursuant to a court order, or in accordance with established records retention policies.

#### **20. TRAINING**

- All sworn personnel shall complete the BWC training program before using a BWC.
- Officers are encouraged but not required to wear and use their BWC at any training attended in a police uniform and to record portions of the training which simulate an actual scenario in which the BWC would be expected to be activated.

#### **21. BWCs AND THE ICC SYSTEM**

The BWCs do not replace ICCs. This policy does not replace the ICC policy. ICC continues to be governed by 442.17 In-Car Camera Policy.

However, sworn personnel wearing a BWC are exempt from the wireless microphone portion of the ICC policy.

# City of Saint Paul Police Department

## Body Worn Camera Policy

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### 22. DISCOVERY OF MISCONDUCT

Any employee of the St. Paul Police Department reviewing BWC footage for any reason should focus on the incident in question and review only that which is necessary and relevant to the scope of their authorized reason for review.

If improper conduct is suspected during any review of BWC footage, the employee discovering the footage should notify the direct supervisor of the sworn personnel who is the subject of the possible misconduct.

### 23. SELF REPORTING OF POSSIBLE POLICY VIOLATIONS

- A. If in the course of duties a sworn member commits or omits an act which they realize is or may be a violation of SPPD policy the sworn member may self-report that to their direct supervisor. This reporting shall be done via department form (insert reference) found on the SPPD Intranet under forms. A supervisor on receipt of the form shall investigate and, if agreeing with the self-report as a policy violation shall place the report in the officers personnel file. This shall be treated as a supervisory counseling and remain in the file for one year at which time it shall be expunged.
- B. If self-reported conduct becomes the subject of a formal complaint the investigation of such complaint will occur as currently prescribed in \_\_\_\_\_. If the outcome of the investigation would normally have been sustained, it shall instead be "self-reported" and be immune from consideration as a sustained complaint.
- C. Self-Reports And Accompanying Immunity Are Subject To.
- \* The action of a self-report cannot be criminal or have resulted in demonstrable body harm to any citizen.
  - \*The sworn member must have no sustained IA complaint for the same behavior in the previous 3 years.
  - \*The sworn member must have no self reports for any reason in the previous 12 months.
  - \*The self report must be filed within 5 days that an employee works.
  - \*Sworn personnel are cautioned that in making a self-report that description of the incident may, if a subsequent investigation shows the action was intentional verses inadvertent, or more serious then self-reported, be used against the officer in that evaluation. The self-report may also be used in making this determination.
  - \*The self-report form may have to include the Garrity warning

# City of Saint Paul Police Department

## Body Worn Camera Policy

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### **24. ACCESS TO SENSITIVE PERSONAL RECORDINGS**

In the event of an unintentional and inadvertent BWC recording that captures sensitive, personal information for which access should be restricted, a sworn member may submit a written request to his or her commanding officer to restrict access to that portion of video. If the portion of video contains a possible policy violation that should be self-reported as outlined above.

- \* The commanding officer will review and grant or deny the request to restrict
- \* Allows for an investigator to seek review if necessary.
- \* If restriction compromises an ongoing investigation chief must concur with restriction.

### **25. BWC PILOT EVALUATION AND TRANSITION.**

**A.** Western District Patrol Commander and Pilot Sergeant on a weekly basis will:

- BWC footage to insure classification and recording policies are being followed.
- Address and report issues related to complications discovered during the pilot process.
- Submit a report to the Evaluation Committee on the progress and outcomes of the pilot program.

**B.** The BWC Pilot Program will include an Evaluation Committee to review the progress of the pilot program and offer solutions for the full-deployment strategy, department wide. The BWC Pilot Committee will include the following members:

- Chief of Operations (and/or their designee)
- SPPD Training Unit Commander
- Senior Commander Axel Henry
- Sergeant Jeff Stiff
- Technology Unit Commander
- Assistant Chief Kathy Wuorinen
- Western District Project Lead (Pilot District)
- Western District Senior Commander
- BWC Sergeant/Officer Steering Committee
- City/County Attorney Project Liaison
- SPPD Federation designee
- City of St. Paul Office of OTC designee

City of Saint Paul Police Department  
Body Worn Camera Policy

---

**C. Responsibilities of the Evaluation Committee**

1. Throughout the course of the pilot program, meet as needed to evaluate the effectiveness of the program and determine if it should be continued, expanded, modified, or terminated.
2. At the conclusion of the pilot program, prepare a report to the OOC providing the results of the evaluation and a recommendation to continue, expand, modify, or terminate the program.
3. Provide guidance, solutions, support and recommendations during the “pilot period” to develop and adapt the program to meet the needs of the program and partnership groups.