

ANOKA POLICE DEPARTMENT  
POLICY

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NUMBER: P0-56

EFFECTIVE DATE: March 28, 2019  
Revises PO-56 In Car Camera Policy

SUBJECT: BODY-WORN & SQUAD MOUNTED CAMERA

REFERENCE:

DISTRIBUTION: All

NO. PAGES: 13

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**PURPOSE**

To establish guidelines for the use, management, storage, retrieval and duplication of video and audio media recorded by the Body-worn Camera (BWC) and Squad Mounted Camera (SMC). The Anoka Police Department may provide members with access to a BWC/SMC for use during the performance of their duties. The use of a BWC/SMC is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

For the purposes of this policy, the term “camera” will reference both BWCs and SMCs, unless the subject material is specific to either, then the acronym will be utilized.

**I. POLICY**

The Anoka Police Department may provide members with access to cameras for use during the performance of their duties. The use of the cameras are intended to enhance the mission of the Department by documenting contacts between members of the Department and the public. Digital evidence captured by the cameras are not all inclusive. The systems capture a less broad and less detailed image than the totality of the human senses.

**II. BWC/SMC PROGRAM OBJECTIVES**

The Anoka Police Department has adopted the use of cameras to accomplish the following objectives:

- A. To enhance accountability and public trust by preserving evidence of officer’s interactions with citizens.
- B. Capture digital audio-video evidence for criminal, civil and traffic-related court cases.
- C. Assist officers with recalling factors or other details captured by the equipment that will help them accurately articulate a chain of events when writing reports.

- D. Be used as a training tool for officer safety and best practices in the Anoka Police Department.

### **III. SCOPE**

This policy governs the use of cameras in the course of official duties. It does not apply to the use of surreptitious recording devices in undercover operations. The Chief or Chief's designee may supersede this policy by providing specific instructions for the use of cameras to individual officers, or providing specific instructions for the use of cameras pertaining to certain events or classes of events, including but not limited to protests and demonstrations.

### **IV. DEFINITIONS**

- A. Body-worn Camera (BWC): A device worn by a peace officer that is capable of both video and audio recording of the officer's activities and interactions with others or collecting digital multimedia evidence as part of an investigation.
- B. Squad Mounted Camera (SMC): A squad mounted device that captures audio and video signals, and that includes at minimum, a camera, microphone, recorder, and monitor.
- C. BWC/SMC data: Audio or video data collected by a BWC/SMC.
- D. Redact: blur video or distort audio so that the identity of the subject in a recording is obscured sufficiently to render the subject unidentifiable.
- E. General citizen contact: An informal encounter with a citizen that is not and does not become law enforcement-related or adversarial, and a recording of the event would not yield information relevant to an ongoing investigation. Examples include, but are not limited to, assisting a motorist with directions, community outreach events (COE's), summoning a tow truck, or receiving generalized concerns from a citizen about crime trends in his or her neighborhood.
- F. Evidentiary value: Information that may be useful as proof in a criminal prosecution, related civil or administrative proceeding, further investigation of an actual or suspected criminal act, or in considering an allegation against a law enforcement agency or officer.
- G. Adversarial: An encounter with a person that becomes confrontational, during which at least one person expresses anger, resentment, or hostility toward the other, or at least

one person directs toward the other verbal conduct consisting of arguing, threatening, challenging, swearing, yelling, or shouting. Encounters in which a citizen demands to be recorded or initiates recording on his or her own are deemed adversarial.

**V. GENERAL PROCEDURES**

It is the responsibility of this agency to ensure that camera equipment is properly installed and according to manufacturer's recommendations.

- A. Camera equipment shall automatically activate when emergency lights are operating or can be manually activated by the individual officer.
- B. The placement and operation of the system components within the squad, and on the individual officer, shall be based on officer safety requirements, the manufacturer's recommendations, and at the discretion of the department.
- C. Camera systems shall be configured to minimally record for 30 seconds prior to activations, but will not be configured to record audio data during this time.

**V. USE AND DOCUMENTATION**

- A. Officers may only use department-issued cameras in the performance of official duties for this agency or when otherwise performing authorized law enforcement services as an employee of this department.
- B. All Officers who are issued a BWC must receive training in the use of the BWC by an authorized representative. Only those officers that have been issued a BWC and have received the department authorized training may operate a BWC. All Anoka Police Department employees who use the BWC systems shall receive training on these systems and this policy.
- C. All officers issued a BWC are required to wear and use their camera while working in any uniformed assignment. This applies to overtime assignments and uniformed off-duty employment in the City of Anoka. This would not apply to officers or administrators who predominately do office work.
- D. Officers should wear their BWC at the location on their body and in the manner specified in training.
- E. Officers shall conduct a function test of their issued cameras at the beginning of their shift to make sure the devices are operating properly. Officers noting a malfunction

- during testing or any other time shall promptly report the malfunction to the on-duty supervisor and shall send an email the Patrol Captain about this malfunction. A replacement BWC or squad should be used, if available. Officers shall not attempt maintenance or repair of any component of department issued cameras.
- F. Officers must document their use and non-use of the department issued cameras as follows:
1. Whenever an officer makes a recording, the existence of the recording shall be documented in the incident report. If no incident report exists, then the existence of the recording will be documented through the classification process.
  2. If there is a failure to record an activity that is required to be recorded under this policy or only captures a part of the activity, the officer must document the circumstances and reasons for not recording in an incident report or CAD record.
- G. The captured data from a department issued camera is not a replacement for an officer's written report.
- H. Officers failing to adhere to this policy or applicable laws regarding the use of department issued cameras and any associated data, including but not limited to restrictions regarding accessing such data, are subject to discipline, up to and including termination.
- I. The department will maintain the following records and documents relating to BWC use, which are classified as public data through product software, and will include:
- 1) The total number of BWCs owned or maintained by the agency;
  - 2) A daily record of the total number of BWCs actually deployed and used by officers;
  - 3) The total amount of recorded BWC data collected and maintained;
  - 4) This policy, together with the Records Retention Schedule.
- J. By department policy: no department employee will take any actions intended to damage or render any part of a camera inoperable, overwrite recorded data, or defeat the intended use of the cameras.

## **VI. GENERAL GUIDELINES FOR RECORDING**

- A. At no time is an officer expected to jeopardize his or her safety in order to activate the camera. Officer safety and public safety take precedence over recording events. Officer safety and the safety of the public shall be the primary considerations when contacting citizens or conducting vehicle stops, not the ability to record an event. Officers need not activate their cameras when it would be unsafe, impossible, or impractical to do so. However, the cameras should be activated as soon as practical. In such instances of not recording when otherwise required, it must be documented as

specified in the Use and Documentation guidelines (section IV).

- B. This policy is not intended to describe every possible situation in which a camera should be used. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.
- C. Officers shall activate their camera when responding to all calls for service and during all law enforcement-related encounters and activities, including but not limited to pursuits, *Terry* stops of motorists and pedestrians, traffic stops, arrests, searches, suspect interviews and interrogations, transport of subject, and during any police/citizen contacts that becomes adversarial.
- D. Officers should activate their camera prior to any use of force. If a camera is not activated prior to a use of force, it should be activated as soon as safe to do so.
- E. Officers shall activate their camera when directed to do so by a supervisor.
- F. Officers should use their camera to record their transportation and the physical transfer of persons in their custody to hospitals, detox, mental health care facilities, juvenile detention centers, court of laws and jails, but otherwise should not record in these facilities unless the officer anticipates witnessing a criminal event or being involved in or witnessing an adversarial encounter or use-of-force incident.
- G. Except as otherwise directed, officers have discretion to record or not record incidental general citizen contacts that do not become law enforcement-related or adversarial, and when a recording of the event would not yield information relevant to an ongoing investigation. Examples include, but are not limited to, assisting a motorist with directions, summoning a tow truck, or receiving generalized concerns from a citizen about crime trends in his or her neighborhood.
- H. Officers need not record persons being provided medical care unless there is reason to believe that the recording would document information having evidentiary value. When responding to an apparent mental health crisis or event, cameras should be activated as necessary to document any use of force and the basis for it, and any other information having evidentiary value, but need not be activated when doing so would serve only to record symptoms of behaviors believed to be attributable to the mental health issues.
- I. Officers have no affirmative duty to inform people that a camera is being operated or that the individuals are being recorded. Officers may elect to notify people they encounter that camera is being operated if they feel that doing so may de-escalate an encounter. If asked, officers are required to provide a factual response about recording.

- J. When taking a formal statement from a victim or witness, an officer should make an attempt to notify a victim or witness on the use of the camera, unless they believe that it would distract from the investigation.
- K. Once activated, the camera should continue recording until the conclusion of the incident or until it becomes readily apparent that additional recording is unlikely to capture information having any evidentiary value. A sergeant, supervisor, or Investigator having charge of a scene can likewise direct the discontinuance of recording when further recording is unlikely to capture additional information having evidentiary value. Officers should state the reasons for ceasing the recording on camera before deactivation. If circumstances change, officers shall reactivate their cameras as required by this policy to capture information having evidentiary value.
- L. Officers may cease recording under the following situations:
1. To protect the identity of an officer in an undercover capacity.
  2. To protect the identity of an informant.
  3. If a request is made for a camera to be turned off by a party being contacted, the officer should take into account the overall circumstances and what is most beneficial to all involved, before deciding to honor the request. For example, an officer may choose to turn off the camera if its operation is inhibiting a victim or witness from giving a statement. Factors to consider may include the type of call and the vulnerability of the victim, such as the victim of a sexual assault.
  4. Recording may be temporarily ceased to exchange information with other officers. The reason to cease and resume recording will be noted by the officer verbally on the camera or in a written report.
  5. When a supervisor has determined in advance that the video or audio data could result in the disclosure of operational or tactical information that would compromise the effectiveness of future actions or jeopardize officer safety.
  6. When it reasonably appears to the officer that an individual's privacy outweighs any legitimate law enforcement interest in recording. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.
- M. Officers shall not intentionally block the camera audio or visual recording functionality to defeat the purposes of this policy.
- N. Notwithstanding any other provision in this policy, officers shall not use their camera to record other agency personnel during non-enforcement related activities, such as during pre- and post-shift time in locker rooms, during meal breaks, or during other private conversations unless authorized by the Chief of Police.

## **VII. DOWNLOADING AND LABELING DATA**

- A. Each officer using a BWC is responsible for transferring or ensuring the proper transfer of the data from his or her camera to the designated data storage location by the end of that officer's shift. If there is an unforeseen issue in transferring, a supervisor should be notified.
- B. If an officer is involved in a shooting, in-custody death, or other law enforcement activity resulting in death or great bodily harm, a supervisor or Investigator shall take custody of the officer's camera and assume responsibility for transferring the data from it. If an investigating agency requests to take control of the camera, the data must first be transferred to the department's servers and the Chief of Police or designee must authorize the transfer of the camera to the outside agency.
- C. Officers shall classify the camera data files at the time of video capture or transfer to storage. See Appendix A for the classifications and definitions.

## **VIII. ACCESS TO CAMERA DATA**

- A. It is not the intent of the department to review digital evidence for the purpose of general performance review, for routine preparations of performance reports, or to discover policy violations.
- B. Access to camera data shall be limited to the employee who captures the video, supervisory personnel, and those Investigators or officers who are participating in an official department investigation.
- C. Officers may access and view stored camera data of incidents in which they have been directly involved. Officers can view saved data to 1) Refresh memories of events and statements prior to completing reports or making statements, 2) Ensure the system is operating properly and/or 3) Self-Critique.
- D. Officers may display portions of the camera footage to witnesses for purposes of investigation as allowed by Minn. State 13.82, subd 15. Officers should generally limit these displays in order to protect against the incidental disclosure of individuals whose identities are not public.
- E. Camera data may be shared with other law enforcement agencies only for legitimate law enforcement purposes. It shall be made available to prosecutors, courts, and other criminal justice entities as provided by law.
- F. No employee may access the department's camera data except for legitimate law enforcement or data administration purposes.

- G. Agency personnel are prohibited from accessing camera data for non-business reasons and from sharing the data for non-law enforcement related purposes, including uploading camera data recorded or maintained by this agency to public and social media websites.
- H. Employees seeking access to camera data for non-business reasons may make a request for it in the same manner as any member of the public.
- I. Personally owned devices, including but not limited to computers and mobile devices, shall not be programmed or used to access, view, or record agency camera data.
- J. Officers shall not intentionally edit, alter or erase any camera recording unless otherwise expressly authorized by the chief or the chief's designee.

IX. **AGENCY USE OF DATA**

- A. At least once a month, supervisors will randomly review camera usage by each officer to ensure compliance with this policy.
- B. Supervisors and other assigned personnel may access camera data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance.
- C. Officers should contact their supervisors to discuss retaining and using camera footage for training purposes. Officer objections need to be submitted to the Chief of Police to determine if the value of training outweighs the officer's objection to releasing the video.
- D. Field Training officers may utilize camera data with trainees for the purpose of providing coaching and feedback on the trainee's performance.
- E. Camera data may be viewed for administrative purposes to include, but not limited to:
  - 1. Any incident where a member of the department is injured or killed during the performance of their duties.
  - 2. Any incident involving the use of force by a member of the department so the supervisor can validate the force used was within policy.
  - 3. Any in-custody death.
  - 4. Any police pursuit.
  - 5. When any member of the Department intentionally or unintentionally discharges a firearm at a person regardless whether an individual is struck.
  - 6. Officer Involved traffic collision.

7. Prior to release of recording in response to proper legal request (Ex: subpoena or other court order)
  8. In preparation for a civil deposition or responding to an inquiry where the incident arises from the employee's official duties.
  9. When preparing to testify in a criminal, civil or administrative proceeding arising from the employee's official duties.
  10. For investigations undertaken by the Department, for the purpose of proving or disproving specific allegations of misconduct. For administrative proceedings, when digital evidence is used by the Department for the purpose of proving or disproving allegations of misconduct, only digital evidence relevant to the investigative scope shall be viewed and retained by investigators. Information relevant to the recordings viewed and seized as evidence by investigators shall be documented as part of the chronological summary of any investigation undertaken by the Department.
- F. Supervisors reviewing event recordings should remain focused on the incident or incidents in question and review only those recording relevant to their investigative scope. If improper conduct is discovered during any review of digital evidence, the supervisor may take the necessary steps to counsel or initiate an internal affairs investigation in adherence with department policy.

**X. ADMINISTERING ACCESS TO DATA**

- A. Data subjects: Under Minnesota law, the following are considered data subjects for purposes of administering access to camera data:
1. Any person or entity whose image or voice is documented in the data.
  2. The officer who collected the data.
  3. Any other officer whose voice or image is documented in the data, regardless of whether that officer is or can be identified by the recording.
- B. Camera data is presumptively private. Camera recordings are classified as private data about the data subjects unless there is a specific law that provides differently. As a result:
1. Camera data pertaining to people is presumed private, as is camera data pertaining to businesses or other entities.
  2. Some camera data is classified as confidential (see C. below).
  3. Some camera data is classified as public (see D. below).
- C. Confidential data: Camera data that is collected or created as part of an active criminal investigation is confidential. This classification takes precedence over the "private" classification listed above and the "public" classification listed below.

D. Public Data: The following camera data is public:

1. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous.
2. Data that documents the use of force by a peace officer that results in substantial bodily harm.
3. Data that a data subject requests to be made accessible to the public, subject to redaction. Data on any data subject (other than a peace officer) who has not consented to the public release must be redacted if practicable. In addition, any data on undercover officers must be redacted.
4. Data that documents the final disposition of a disciplinary action against a public employee.

E. Access to camera data by non-employees: Officers shall refer members of the media or public seeking access to camera data to person designated by the Chief of Police, who shall process the request in accordance with the MGDPA and other governing laws. In particular:

1. An individual shall be allowed to review recorded camera data about him or herself and other data subjects in the recording, but access shall not be granted:
  - a. If the data was collected or created as part of an active investigation.
  - b. To portions of the data that the agency would otherwise be prohibited by law from disclosing to the person seeking access, such as portions that would reveal identities protected by Minn. Stat 13.82, subd. 17.
2. Unless the data is part of an active investigation, an individual data subject shall be provided with a copy of the recording upon request, but subject to the following guidelines on redaction:
  - a. Data on other individuals in the recording who do not consent to the release must be redacted.
  - b. Data that would identify undercover officers must be redacted.
  - c. Data on other officers who are not undercover, and who are on duty and engaged in the performance of official duties, may not be redacted.

**XI. RETENTION AND COPYING OF RECORDED DATA**

- A. Much of the data saved on the server will not be needed for long term retention and will be automatically purged after a minimal time period or when a determination is made that the data no longer needs to be retained. See Appendix A for retention schedules.

- B. Other recorded data will require long term retention and/or transfer to another type of media. Copies of recorded data may be made for the following reasons:
1. For use as evidence in court
  2. For review by prosecuting or defense attorneys
  3. For use in investigating complaints against officers
  4. To assist officers and investigators in an investigation
  5. For officer review prior to a court appearance
  6. For long term records archiving
  7. For use as authorized training material
  8. As part of a data request
  9. Other uses as approved the Chief of Police
- C. The duplication of recorded data from the server to other media is the responsibility of a person(s) designated by the Chief of Police and trained in the operation of the server and duplicating equipment. Requests for duplicate recorded data should be made in writing a minimum of two days prior to need and submitted to the person(s) designated by the Chief of Police to duplicate data. The data request should include: 1) Case number, 2) Data and time of incident, 3) Name and badge number of officer making the original recording and 4) Reason for the copy. After use, any duplicates shall be returned to the property room.
- D. The copying of all data will be for official business only and subject to Minnesota Data Practices laws. Exceptions shall be approved by the Chief of Police. Data recorded by the BWC and stored on any media is classified as official government data and subject to Minnesota data practices.
- E. All camera data shall be retained for a minimum period of 90 days. There are no exceptions for erroneously recorded or non-evidentiary data.
- F. Data documenting the discharged of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous, must be maintained for a minimum period of one year.
- G. Certain kinds of camera data must be retained for six years:
1. Data that documents the use of deadly force by a peace officer.
  2. Data documenting circumstances that have given rise to a formal complaint against an officer.
- H. Camera data that is classified as non-evidentiary, becomes classified as non-evidentiary, or is not maintained for training shall be destroyed after 90 days.

- I. Upon written request by a camera data subject, the agency shall retain a recording pertaining to that subject for an additional time period requested by the subject of up to 180 days. The agency will notify the person at the time of the request that the data will then be destroyed unless a new written request is received.
- J. The department will post this policy and the records retention schedule on its website.
- K. The copying, viewing and distribution of any recorded data for any use not approved by the Chief of Police is prohibited.
- L. An independent, bi-annual audit will be conducted of the camera data to determine if the data are appropriately classified, how the data are used and whether the data are destroyed per Minnesota Statute 13.82. The results of the audit are considered public information and will be reported to the Anoka City Council and the Legislative Commission on Data Practices and Personal Data Privacy no later than 60 days following the completion of the audit.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

APPROVED BY:



Chief of Police

I have read and understand this policy.

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Signature

Appendix A.

Value in Days			
Default Minimum	90	Assist other Agency	120
Arrest	730	DWI	730
Emergency Response	90	Data Subject Request	180
Discharge Firearm	365	Flee	730
Formal Complaint	2190	Interview	90
Investigative	90	Response	90
Test	90	Traffic	365
Traffic Citation	365	Traffic no Citation	180
Training	90	Use of Deadly Force	2190