

**ILLINOIS STATE POLICE DIRECTIVE  
EQP-015, IN-CAR VIDEO CAMERA RECORDING EQUIPMENT**

<b>RESCINDS:</b> EQP-015, 2010-070, revised 08-03-2010.	<b>REVISED:</b> 10-31-2014 <b>2014-073A</b>
<b>RELATED DOCUMENTS:</b> ENF-037, EQP-002, OPS-203	<b>RELATED CALEA STANDARDS:</b> 41.3.8, 84.1.1

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Use in-car video camera recording equipment in patrol vehicles specifically assigned to patrol to assist in prosecution of violators, enhance officer safety, or for any other lawful purpose.
- I.B. Establish procedures for maintenance, repair, and use of in-car video camera recording equipment.
- I.C. Establish procedures for maintenance, use, submission, storage, and destruction or erasing of video medium.
- I.D. Establish procedures for training instructors and operators of in-car video camera recording equipment and handling of video medium.
- I.E. Establish procedures for the use of video medium in the training and assessment of probationary Troopers.
- I.F. Require an officer's in-car video camera be activated any time the emergency lighting is on or should be on.

**NOTE:** The provisions of this directive pertain to ISP vehicles equipped with in-car video camera recording equipment.

II. AUTHORITY

- II.A. 5 ILCS 140/ Freedom of Information Act
- II.B. 20 ILCS 2610/30, "State Police Act; Patrol vehicles with in-car video recording cameras"
- II.C. 720 ILCS 5/14-1, et seq., "Eavesdropping"

III. DEFINITIONS

- III.A. Enforcement Stop –an action by a law enforcement officer in relation to enforcement and investigation duties, including but not limited to:
  - III.A.1. Traffic stops
  - III.A.2. Pedestrian stops
  - III.A.3. Abandoned vehicle contacts
  - III.A.4. Motorist assists
  - III.A.5. Commercial motor vehicle stops
  - III.A.6. Roadside safety checks
  - III.A.7. Requests for identification
  - III.A.8. Responses to requests for emergency assistance

This section adopts the definition contained in 720 ILCS 5/14-3(h).

- III.B. In-car recording medium - any recording medium currently authorized for the retention and playback of recorded audio and video including, but not limited to:
  - III.B.1. VHS
  - III.B.2. DVD
  - III.B.3. Hard Drive

- III.B.4. Solid State
- III.B.5. Flash Memory

- III.C. In-car video camera recording equipment - ISP approved in-car video recording system consisting of a camera assembly, recording mechanism, and associated recording medium used by the ISP, exclusive of the wireless microphone.
- III.D. Wireless microphone (audio) - a device worn by the officer so conversations between the officer and a second party can be transmitted to the recording equipment.

**IV. RESPONSIBILITIES**

- IV.A. ISP District and Unit Commanders are responsible for ensuring:
  - IV.A.1. Proper procedures are followed for the handling, usage, submission, and storage of video medium.
  - IV.A.2. Appropriate supervisory personnel are designated to review the recorded media.
  - IV.A.3. Every reasonable effort is made to correct or repair any nonfunctioning in-car video camera recording equipment or recording medium.
- IV.B. Operators of wireless microphone/video camera recording equipment will ensure:
  - IV.B.1. Proper care and maintenance of the recording equipment and wireless microphone in accordance with manufacturer's instructions.
  - IV.B.2. Proper security of the recording equipment and wireless microphone in accordance with ISP directive EQP-002, "Department Vehicle Usage."
  - IV.B.3. Any equipment failure is immediately reported in writing to their immediate supervisor, the appropriate District Communications Equipment Technician, or the Radio Lab Supervisor in Springfield. Officers will **never** attempt to make any repairs to the recording equipment that would require them accessing any internal parts of the recording equipment.

Note: The District Commander or his or her designee shall make every reasonable effort to immediately correct and repair any of the in-car video camera recording equipment or recording medium. If unable to be repaired immediately, the District Commander or his or her designee shall determine if it's in the best interest of the public (i.e. available utility vehicles/vehicles on patrol) to permit the continued use of the patrol vehicle without in-car video capabilities until the repair can be completed.

- IV.B.4. Any recording medium in their possession is not deleted, tampered with, or recorded over, either in whole or in part.
- IV.C. The ISP Academy will:
  - IV.C.1. Develop and administer the training process for instructors to train field personnel in proper usage of in-car video camera recording equipment.
  - IV.C.2. Provide proper instruction to all instructors and operators of in-car video camera recording equipment.
  - IV.C.3. Serve as custodian of all training records.
- IV.D. Supervisory personnel will review a minimum of twenty minutes of randomly selected video medium, once every two weeks, for each member of his/her platoon for the purpose of:
  - IV.D.1. Assessing officer performance and safety.

IV.D.2. Determining if the mobile video equipment is functioning and being properly used.

IV.D.3. Identifying any material that may be appropriate for training.

**NOTE:** The supervisory personnel designated by the District Commander shall maintain a log, Supervisor Review Log for Video Medium, form ISP 5-764 (this form is available from the ISP Document Library at <http://maphome/documentlibrary/>), or equivalent method, of the media reviewed.

## V. PROCEDURES

V.A. Only ISP approved in-car video camera recording equipment will be used in the patrol vehicle. Installation of this equipment will only be performed by qualified ISP technicians or non-department installers approved by the Communications Services Bureau (CSB), Division of Administration.

V.B. Use of in-car video camera and audio recording equipment

V.B.1. Officers in uniform will video and audio record every enforcement stop as defined in paragraph III.A. This includes criminal violations discovered as a result of the stop.

V.B.2. Officers not wearing a uniform will video record every enforcement stop as defined in paragraph III.A. Officers will not audio record these incidents without first obtaining consent from the person to be audio recorded. This includes criminal violations discovered as a result of the stop.

V.B.3. Emergency equipment will be set to automatically activate the in-car video camera when the emergency lighting is activated. In addition, officers will have the ability to activate the equipment manually.

V.B.4. The recording will not be interrupted or stopped until completion of the enforcement stop. The enforcement stop is considered complete when the subject of the enforcement stop or the officer has left the scene. In cases where the officer is transporting a subject, the stop is considered complete upon arrival at the destination.

V.B.5. The detail supervisor will ensure all roadside safety checks are recorded on video.

V.B.5.a. The recording equipment will be positioned to capture, identify, and record all vehicles passing through the safety check.

V.B.5.b. Multiple recording units may be employed to ensure full video recording of the safety checks and vehicles passing through.

V.B.6. Officers will ensure the time/date feature is correct and is activated on the video camera at all times. The display may also include the car number or other identifier(s) at the discretion of the District Commander or his/her designee.

V.B.7. Officers will indicate on any associated reports (i.e., Field Report, form ISP 5-48; Alcohol and/or Drug Influence Report, form ISP 5-229; Incident Report, form ISP 5-178) that a recording of the incident was made and include the assigned medium number in the report.

V.B.8. Officers are encouraged to activate the camera any time it would be beneficial, such as observed suspicious activity, traffic problems, or crowd problems.

V.B.9. Officers are encouraged to inform their supervisor of any video recorded sequences and incidents that may have value for training purposes. Once reviewed, the supervisor will forward the recording to the Academy Commander within 15 working days.

V.B.10. Officers will video and audio record activities inside the vehicle when transporting an arrestee or when an officer believes recording may assist with prosecution, enhance safety, or for any other lawful purpose. When recording activities inside the vehicle, split screen recording (if available) shall be used to ensure video capture both inside and outside the vehicle.

## V.C. Use of video medium

V.C.1. Video medium provided by the Department for use in the in-car video camera recording equipment will not be utilized for non-service connected purposes.

V.C.2. Video medium will be numbered by each district for inventory control. The suggested numbering system should include:

V.C.2.a. The district designator (i.e., 01, 02, etc.)

V.C.2.b. The sequential medium number

V.C.2.c. A designator denoting the number of uses for the video medium (each medium will have a maximum of five uses)

Example:           01-00001-1 (indicates first use of medium #1)  
                  11-5-C (indicates third use of medium #5)

**NOTE:** District Commanders or their designee may authorize an alternate system providing the video medium and its number of uses is tracked in a similar manner.

V.C.2.d. Video medium should be used through its complete recording capability unless the officer:

V.C.2.d.1)       Determines it may not be possible to record the next use in its entirety with the remaining medium available.

V.C.2.d.2)       Has recorded an incident of a significant nature and determines no other incidents should be recorded on the medium.

V.C.3. Officers will maintain a log of all video media issued to them using form ISP 5-513, "In-Car Video Camera Recording Log," (the form is available from the ISP Document Library at <http://maphome/documentlibrary/>) or equivalent method.

V.C.3.a. The beginning and ending date of each media utilized will be entered on the log.

V.C.3.b. The officer will keep the video medium log for a period of 90 days after the completion of the last video listed on the log.

V.C.3.c. The District will permanently maintain the video medium log thereafter.

V.C.4. Upon completion of each video medium, the officer will label the medium with the following information:

V.C.4.a. Officer's name or identification number

V.C.4.b. Date the medium was started

V.C.4.c. Date the medium was completed

**NOTE:** The medium must be marked with either labels or markers made for this purpose so as not to damage the information stored on the medium.

## V.D. Storage of video medium

V.D.1. The officer will determine the appropriate storage process for the video medium.

V.D.1.a. Video medium of recorded incidents will be processed in accordance with ISP directive OPS-203, "Evidence - Inspection, Inventory, Retention, And Disposal." The medium shall be placed in secure storage until it is determined the medium is no longer needed for court purposes. Examples include but are not limited to:

V.D.1.a.1)       Use of deadly force

V.D.1.a.2)       Shooting incidents

V.D.1.a.3)       Fleeing and eluding incidents

V.D.1.a.4)       Department vehicle crashes with injury or loss of life

- V.D.1.a.5) Hostage/barricade situations
  - V.D.1.a.6) Critical incidents man-made and/or natural disasters
  - V.D.1.a.7) Terrorist or bomb threats
  - V.D.1.a.8) Other unusual or significant incidents
- V.D.1.b. All other video medium will be turned into the officer's supervisor or designee and placed into storage for a period to be determined by the District Commander, but no less than 90 days.
- V.D.1.c. Video medium will be stored in accordance with the manufacturer's guidelines.
- V.D.1.c.1) When shelved, video tapes should be stored vertically with the heavy side down.
  - V.D.1.c.2) DVD-RWs will be stored individually in either a plastic case(s) or paper sleeve(s). If multiple DVD-RWs exist, they will be placed in separate paper sleeves, plastic cases, or, if necessary, they will be placed so the data sides are opposite to each other.
- V.D.1.d. Under no circumstances should the video medium be altered or erased prior to the expiration of the designated storage period.
- V.D.2. Upon completion of the designated storage period, the video medium will be erased and reissued for operational use. No video medium will be reissued for operational use unless completely erased by personnel designated by the District Commander.
- V.E. Duplication of video medium
- V.E.1. Video medium will not be made available for public viewing unless authorized by the District Commander or an official Freedom of Information Act (FOIA) request is approved by the ISP FOIA Compliance Officer.
  - V.E.2. When used for evidentiary/prosecution purposes, prior to releasing or sharing a copy of the contents of the video, approval must be obtained from the prosecutor's office having jurisdiction of the case.
  - V.E.3. Except for evidentiary purposes, reproduction of video medium recorded by district personnel is prohibited unless authorized by the District Commander or designee.
  - V.E.4. Any person/firm making an authorized request for a copy of a video-recorded incident must provide a blank medium, unless otherwise directed by a court or the ISP Legal Office.
  - V.E.5. Only recorded portions of the video medium applicable to the request will be copied. The Department will retain and handle the original medium in accordance with:
    - V.E.5.a. This directive
    - V.E.5.b. OPS-203, "Evidence – Inspection, Inventory, Retention and Disposal"
    - V.E.5.c. Issued court orders
  - V.E.6. Video medium of a probationary Trooper may be duplicated by the Field Training Officer or Coordinator for training or other documentation purposes, and may become a permanent part of the probationary Trooper's training file.

| Indicates new or revised items.

**-End of Directive-**