

IDAHO STATE POLICE PROCEDURE

06.24 BODY WORN CAMERAS

I. GENERAL

- A. The use of Body Worn Cameras (BWC) by Idaho State Police (ISP) personnel is intended to enhance transparency, accountability, and public trust in law enforcement operations.
- B. BWCs provide an objective record of law enforcement interactions with the public, suspects, and victims, supporting accurate and complete documentation of investigations, arrests, searches, use of force incidents, vehicle stops, and other contacts.
- C. The BWC program protects both users and the public by preserving evidence, facilitating training, and aiding in complaint resolution and administrative review.
- D. This procedure applies to all personnel issued or authorized to use ISP-approved BWCs while performing law enforcement duties.
- E. All BWCs and associated recordings are the property of the Idaho State Police.
- F. BWC users and supervisors are responsible for compliance with this policy. Failure to comply with this policy may result in disciplinary action up to and including termination.
- G. BWCs should be worn unobstructed.

II. EQUIPMENT AND ISSUANCE

- A. Issuance
 - 1. ISP will issue agency-approved BWC equipment to all eligible sworn officers assigned to Patrol, Investigations, Commercial Vehicle Safety (CVS), Alcohol Beverage Control (ABC), Capitol Protective Services (CPS), and public contact roles as needed.
 - 2. Only ISP-issued recording devices may be used for recording law enforcement activity. Other devices are not authorized unless explicitly approved.
 - 3. BWCs remain the property of ISP and must be returned upon reassignment, retirement, termination, or when requested.

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- B. Maintenance and Testing
 - 1. Users shall inspect their assigned BWC before each shift for battery charge, mounting, and recording function.
 - 2. Any malfunction, damage, or missing equipment shall be reported immediately to a supervisor.
 - 3. Software updates, maintenance, and repairs will be coordinated through body camera administrators.

III. ACTIVATION PROTOCOLS

- A. Required Activation. Users shall activate their BWC at the earliest reasonable opportunity when:
 - 1. Responding to a dispatched call involving possible criminal activity.
 - 2. Conducting Traffic stops, field interviews, pedestrian stops, or arrests.
 - 3. Transporting detainees.
 - 4. Engaged in emergency response driving or any activity that could become adversarial or require documentation.
 - 5. CVS Specialists must activate the BWC when issuing citations, removing trailer seals, conducting searches, conducting arrests, and placing vehicles or drivers out of service.
- B. Non-Required or Interrupted Activation. Activation is not required or may be interrupted when:
 - 1. Performing administrative or non-enforcement activities (i.e., breaks, reporting, writing).
 - 2. Meeting with confidential information or undercover personnel.
 - 3. interviewing victims who request non-recording.
 - 4. In sensitive environments (e.g., restrooms) where privacy or privilege concerns exist.
 - 5. CVS Specialists may remove the BWC during certain portions of the inspections conducted at fixed locations only when necessary to avoid damage to the device.
- C. User Responsibilities
 - 1. Users shall not disable or pause a recording unless permitted under this procedure and shall document any interruption.
 - 2. The recording shall continue until the incident or contact concludes.
 - 3. If a BWC becomes dislodged or fails to record, or is removed as permitted by this procedure, the user shall document the event in the corresponding report(s).

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4. Users shall not intentionally disable or tamper with BWCs.
5. Users are prohibited from using or sharing recordings for personal purposes.

IV. DATA MANAGEMENT, STORAGE, AND RETENTION

A. Evidence Management

1. Recordings shall be uploaded to the designated digital evidence management system (DEMS) by the end of shift or as soon as practicable.
2. The DEMS will provide encryption, chain of custody, tracking, audit logs, and access controls.
3. Only authorized personnel may access or review stored recordings.
4. Editing, deleting, and unauthorized copying of recordings is prohibited.

B. Retention

Recordings with evidentiary value shall be retained per the ISP electronic records retention schedule. ISP Procedure [02-07 Records Management](#).

C. Metadata and Classification

1. Users will ensure each recording is classified with the incident number, date, time, and a brief description.
2. Supervisors may flag recordings for administrative review, training, or investigation.
3. Audit trails document access to, viewing of, and changes to all digital evidence.

V. DATA ACCESS, REVIEW, AND RELEASE

A. Internal Access

1. Users and supervisors may review BWC recordings for report preparation, testimony, or investigative purposes.
2. A supervisor may restrict access to recordings.

B. External Access / Public Records

1. Public release of recording shall comply with the [Idaho Public Records Act \(Idaho Code §§74-101, et. seq.\)](#) and ISP policies and procedures.
2. Requests for release must be processed through the ISP FOIA Portal.

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- C. Training Use
 - 1. Recording may be used for training with approval from a major or above after any case associated with the recording has been fully adjudicated, if applicable.
 - 2. All personally identifiable information should be redacted from the recording prior to use.

VI. PRIVACY AND SECURITY

- A. Users shall respect individual privacy rights and limit recording in obvious private settings unless necessary for law enforcement purposes.
- B. BWC recordings shall be stored securely to prevent unauthorized access, duplication, or dissemination.

VII. SUPERVISOR AND COMMAND STAFF RESPONSIBILITIES

- A. Supervisors are responsible for ensuring user compliance and addressing policy violations.
- B. Command staff will oversee program implementation, budget, maintenance, and compliance with statutory and technological requirements.
- C. In incidents involving use of force, in-custody death, or other critical events, the supervising chain shall ensure all recordings are uploaded as soon as practical.

VIII. TRAINING

- A. All users issued a BWC shall complete initial training covering operation, privacy, legal compliance, and data management.
- B. Training shall emphasize professional conduct and best practices in BWC use.