

## **IDAHO STATE POLICE PROCEDURE**

### **07.18 VEHICLE VIDEO CAMERAS**

#### **I. GENERAL**

- A.** Idaho State Police (ISP) patrol vehicles are equipped with mobile video cameras to enhance evidence-gathering capabilities. All media generated by ISP vehicle video or audio recording equipment is the property of ISP and does not leave ISP premises unless directed by a court order; in such a case, copies are provided in lieu of the original recording. If a court retains jurisdiction of any original ISP media, a receipt is obtained from the court. Video cameras and related media equipment utilized in capturing media that is not issued by the state is not used for evidentiary or law enforcement processes unless approved in advance of use by your Regional Command Major.

#### **II. CAMERA USE**

- A.** Troopers inspect and functionally check in-car video equipment in their assigned vehicle at the beginning of each shift to ensure it is in proper working order. This includes:
  1. Function checks, including both audit and video;
  2. Ensuring that they are equipped with necessary media, a fully charged transmitter/microphone, and other equipment, to complete a normal shift, and troopers notify an immediate supervisor and/or call the radio technician in their district if they determine equipment is not functioning properly.
- B.** Video recording includes both visual and audio recording whenever possible.
- C.** Troopers video record all traffic stops beginning with or prior to activation of emergency lights and continuing through completion of the traffic stop, all enforcement assists with other agencies, motorists assists, when transporting prisoners or citizens, or during any emergency response, whether or not emergency equipment is activated.
- D.** Troopers may narrate with the video recording prior to each stop to assist in establishing probable cause for the stop and to assist with subsequent written documentation.
- E.** If it is not feasible to record the subject on video, the audio portion of the video equipment is activated.

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- F. Troopers will use the rear digital video camera to record subjects in the backseat of the patrol vehicle.
- G. Troopers may video record crash scenes to supplement, but not replace, still photographs, or body-worn camera recordings.
- H. Troopers utilizing the Arbitrator or Axon equipment:
  - 1. Enter the appropriate classification tag coinciding with the event and initiate the retention schedule associated with ISP Procedure [02.07 Records Management](#), upon completion of recording an event with audit/video.
  - 2. Ensure the proper classification tag has been selected to maintain the record retention integrity.
  - 3. Always choose the classification tag corresponding with the highest level charge; i.e., Felony over Misdemeanor, Misdemeanor over Infraction, etc.
  - 4. Always include, at a minimum, a case or citation number along with the classification tag. Notes may be added as needed or desired at the trooper's discretion.
  - 5. The video media will automatically download wirelessly once the vehicle is parked at the district office or a designated download parking area.
  - 6. Resident troopers must ensure video/audio is downloaded a minimum of once per week unless otherwise authorized by their supervisor.
  - 7. Notify the evidence technician or lieutenant of any change of classification on any incident; i.e., Felony to Misdemeanor (F to M), or CRPI to CRF, or other status change, to ensure video/audio evidence is accurate and falls into the proper classification for the retention schedule.
  - 8. Ensure all recorded video is classified by periodically reviewing video in the Arbitrator Back-End Client or Evidence.com.

### III. RETENTION AND HANDLING

- A. All video and audio media are retained in accordance with ISP Procedure [02.07 Records Management](#).
- B. The retention for the Arbitrator media equipment is automatically set on the retention schedule and purges the media according to the codes selected by the trooper after each audit/video recording.
- C. If a complaint is received, the supervising sergeant must ensure the classification is changed to ensure retention.

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### **IV. SYSTEM SECURITY**

- A. All media is stored in a secure server, at a secure physical location, or within the cloud.
- B. Media is secured with username and password security.
- C. Users are issued a username and password.
  - 1. Arbitrator:
    - a. Software has limited authorization tiers.
    - b. Each tier is set for additional security and credibility of media evidence;
    - c. Tiers are programmed into the Arbitrator software and are amended only by Information Technology Services (ITS) staff.
    - d. Changes to information about a file are completed by the evidence technician or the lieutenant.
    - e. ITS is responsible for making changes to security tiers on the server when a change to someone's access level is requested.
    - f. The evidence technician or lieutenant requests changes from ITS as described in ISP Procedure [02.11 Use of Information Technology](#).
  - 2. Evidence.com
    - a. Evidence.com authorization tiers can be amended by an Evidence.com custodian or lieutenant.
- D. Supervisor review should be done according to current policy.

### **V. NON-EVIDENTIARY DISCLOSURE OF RECORDINGS**

- A. Video or audio recording may be played for prosecutors, judges, or other law enforcement agencies with a supervisor's approval.
- B. All other requests to view or listen to recordings or for copies of recordings are handled as public record requests under ISP Procedure [02.06 Public Records Requests](#).
- C. Media may be used for safety lectures and training purposes after the case has been adjudicated and major approval given.

### **VI. IN-CAR VIDEO CAMERA AND RELATED EQUIPMENT REPAIR**

- A. Contact the district radio technician where you are located at the time of needed repair.