

IDAHO STATE POLICE PROCEDURE

07.18 VIDEO CAMERAS AND RELATED EQUIPMENT

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 video or audio recording equipment are the property of ISP and do not leave ISP premises unless directed by a court order; 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. USE OF VIDEO CAMERAS

- 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:
 - 1. Function checks include both audio and video;
 - 2. Troopers ensure that they are equipped with necessary media, fully charged transmitter/microphone, and other equipment, to complete a normal shift;
 - 3. Troopers notify an immediate supervisor and/or call the radio technician in their district if they determine equipment is not functioning properly;
 - 4. Motor units will follow the above sequence as pertains to the recording devices located on their person.
- 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, motorist assists, when transporting prisoners or citizens, or during any emergency response whether-or-not emergency equipment is activated.
 - 1. Motor units may wait until they have dismounted to activate recording devices.
- 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.
- 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.

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- H. Commercial Vehicle Safety or Hazardous Materials Specialists:
1. Video record a driver or vehicle placed out-of-service (OOS) beginning as the Specialist starts to explain the violations discovered during the inspection and continuing until the Specialist fully explains the penalties for violating the OOS order and the driver signs the inspection;
 2. Video record a subject issued a citation requiring posting of a bond, beginning immediately prior to issuing the citation and continuing through delivery of the citation to the subject and Port of Entry personnel;
 3. May suspend recording if the subject leaves the immediate presence of the Specialist for an extended period of time.
- I. Alcohol Beverage Control (ABC) Detectives will record the following activities (but not limited to) with an ISP issued body worn camera:
1. Will record the following activities with an ISP issued body worn camera or recording device:
 - a. Premises inspection (PI)
 - b. The issuance of criminal citation
 - c. Interviews associated with criminal actions
 2. May record the following activities with an ISP issued body worn camera or recording device at their discretion and based on the totality of circumstances:
 - a. Premise Inspection
 - b. Building Inspection
 - c. Interviews associated with administrative violations
- J. Troopers utilizing the Arbitrator 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 audio/video;
 2. Ensure the proper classification tag has been selected to maintain the Arbitrator's 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. If a patrol vehicle is properly equipped, the video media will automatically download wirelessly once the vehicle is parked at the District office, or designated download parking area.
 6. The SD card can be delivered to an evidence technician or a supervisor:
 - a. Downloads are completed as often as needed to prevent filling a SD card completely, or a minimum of once per week or sooner by specific request of a supervisor or prosecutor's office;
 - b. Resident Troopers may exceed this time frame with supervisory approval;

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- c. Resident Troopers are issued 2 SD video cards and may, with supervisor approval, fill 1 SD card with video/audio and mail the full card to the evidence technician or supervisor to download to the server. The second SD video card is used while awaiting the return of the first;
 - 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.
- K. If a complaint that does not rise to the level of an OPS investigation is made against a Trooper, the supervising Sergeant must notify the evidence tech to change the classification to reflect the video in question is classified as a complaint.

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 audio/video recording.
- C. When media is retained for evidentiary purposes, the Trooper removes the media from the in-car video system and processes it in accordance with ISP procedure [06.09 Evidence and Property](#), including proper chain of written or electronic custody documentation. This applies to any system that does not automatically download.

IV. SYSTEM SECURITY

- A. All media is stored in a secure server or at a secure physical location.
- B. Media on the server is secured with username and password security.
- C. Users are issued a username and password.
 - 1. Arbitrator software has limited authorization tiers;
 - 2. Each tier is set for additional security and credibility of media evidence;
 - 3. Tiers are programmed into the Arbitrator software and are amended only by Information Technology (IT) staff;
 - 4. Changes to information about a file are completed by the evidence technician or the Lieutenant;
 - 5. IT is responsible to make changes with security tiers on the server when a change to someone's access level is requested;

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6. The evidence technician or the Lieutenant requests changes from IT as described in ISP procedure [02.11 Use of Information Technology](#), section I.4.

D. Whenever possible, only data pertaining to a single incident is retained on the media.

V. SUPERVISORY REVIEW

- A. First line supervisors of Troopers issued video/audio equipment randomly select and review at least one recording made by their Troopers per calendar quarter to assist with performance evaluation. It is recommended a misdemeanor or felony case is selected to review.
- B. The supervisor documents video reviews in narrative, or by completing a [EH 07 18-01 Mobile Video Evaluation](#) form, or electronic matrix video evaluation form for each recording reviewed.
- C. Original video recordings and required reports documenting pursuits, uses of force, violent resistance, or firearms incidents are submitted to the Captain using appropriate chain of custody documentation within 1 working day of the incident.
- D. Copies of video recordings of disaster and emergency occurrences other than noted above are submitted to the Captain as soon as possible after the occurrence.
- E. Video recordings documenting disaster and emergency occurrences other than noted above are downloaded as soon as possible after the occurrence.

VI. NON-EVIDENTIARY DISCLOSURE OF RECORDINGS

- A. Video or audio recordings 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 supervisor approval given.

VII. IN-CAR VIDEO CAMERA AND RELATED EQUIPMENT REPAIR

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