



**California State University, Los Angeles**  
**Department of Public Safety**

---

NUMBER: IV-51 APPROVED: \_\_\_\_\_  
Rick Wall, Chief of Police

EFFECTIVE: January 12, 2018

SUPERSEDES: Reviewed/Revised: \_\_\_\_\_

SUBJECT: **In-Car Camera Policy**

---

**I. SUBJECT: IN-CAR CAMERA POLICY**

**II.** The University Police Department has equipped marked patrol cars with In-Car Cameras (ICC) to provide records of events and assists officers in the performance of their duties. This policy provides guidance on the use of these systems.

**III. DEFINITIONS**

Definitions related to this policy include:

**Activate** – Any process that causes the MAV system to transmit or store video or audio data in an active mode.

**In-Car Camera system (ICC)** – Term that refers to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor.

**Recorded media** – Audio-video signals recorded or digitally stored on a storage device or portable media.

**IV. OBJECTIVES:** The UPD has adopted the use of the ICC to accomplish several objectives. The primary objectives are as follows:

- a. Collect evidence for use in criminal investigations and prosecutions;
- b. Deterring criminal activity and uncooperative behavior during police-public interaction;
- c. Assist officers with completing reports and providing testimony in court;
- d. Promote accountability;
- e. Assist in resolving complaints against officers including false allegations by members of the public; and

- f. Provide additional information for officer evaluations, training and continuous improvement.

ICC recordings provide additional information regarding investigative or enforcement contact with a member of the public. ICC recordings, however, provide limited perspective of the encounter and must be considered with all other available evidence, such as witness statements, officer interviews, forensic analysis and documentary evidence, when evaluating the appropriateness of the officer's actions.

V. **POLICY:** The In-Car Camera, hereinafter referred to as ICC, refers to any system that captures audio and video signals that is capable of being stalled in a vehicle, which includes camera, microphone, recorder, and/or monitor. It shall be used to document incidents that occur in official duties of CSU peace officers. The following shall be the policy when using the ICC:

- a. At the start of each shift, officers should test the ICC system's operation in accordance with department operating procedures and training and established Log-on procedures. If the system is malfunctioning, the officer shall take the vehicle out of service unless a supervisor directs that the vehicle remain in service (i.e. no other available vehicles).
- b. Activation of the ICC – The ICC is designed to turn on whenever the unit's emergency lights are activated. The system remains on until it is turned off manually.

VI. **REQUIRED ACTIVATION OF THE ICC:** This policy is not intended to describe every possible situation in which the ICC system may be used, although there are many situations where its use is appropriate or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. The ICC system should be manually activated in all circumstances that require an activation under the Systemwide Body Worn Camera Policy when:

- A. The employee's Body Worn Camera is not functioning properly, or
- B. The employee is not carrying a Body Worn Camera.

VII. **CESSATION OF RECORDING**

Once activated, the ICC system should remain on until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recordings may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

Members shall cease audio recording whenever necessary to ensure conversations are not recorded between a person in custody and the person's attorney, religious advisor or physician, unless there is explicit consent from all parties to the conversation (Penal Code § 636).

### **VIII. STORAGE AND REVIEW OF MEDIA FILES**

- a. All files should be securely downloaded periodically and no later than the end of each patrol shift. If an officer is unable to download at the end of his/her shift, the officer shall ask their on-duty supervisor if it is acceptable to download the files at the beginning of the officer's next shift. Each file shall contain information related to the date, ICC identifier, and assigned officer.
- b. Files should be securely stored in accordance with CSU Records and Retention Policy. The files should be stored no longer than useful for the purpose of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice system.
- c. Officers shall have the right to review their recordings and use the recordings as a resource for preparing to write police reports, to participate in an internal affairs interview and/or to provide statement regarding a critical incident. This section does not apply to a public statement regarding a critical incident. Officers should not use the fact that a recording was made as a reason to write a less detailed report.
- d. All images and sounds recorded by the ICC are the exclusive property of the Department. Accessing, copying or releasing files for non-law enforcement purposes is strictly prohibited and may result in disciplinary actions.
- e. Command staff retains the authority to audit the storage system at random in order to ensure authorized users are accessing the data for legitimate and authorized purposes.
- f. Command staff retains the authority to randomly view officer recordings for the purpose of validity testing. The random viewing will be conducted by the Operations Captain or Lieutenant. The method of random selection will be agreed upon by the SUPA Representative and Chief of Police. One recording per officer may be selected each month and reviewed. Any system deficiencies will be documented and remedied. Any performance issue will be discussed with the officer. Violations of policy will be reviewed using the campus' procedures for conducting Internal Affairs Investigations.
- g. Specific and targeted audits for cause are not allowed unless well-founded suspicion has been documented specifically naming an officer or officers who are

allegedly violating policy or performance standards. Command Staff shall be notified and the campus' procedures for conducting Internal Affairs Investigations will guide the review.

- h. Video and/or audio recordings may be played for the purposes of training with written approval from the Chief of Police or his/her designee. If an involved officer objects to the playing of an audio/video recording, his or her objection will be submitted to the Chief of Police or his/her designee to determine if the training value outweighs the officer's objection to have others review the audio/video file.
- i. In no event shall any recording be used or reviewed for the purpose of officer ridicule or embarrassing an employee.
- j. In compliance with a public records act requests and approved by the Chief of Police, no outside member of the department may review stored footage without the consent of the Chief of Police and after a reasonable attempt to notify the officer has been made.
- k. Upon Command Staff approval, recorded files may be reviewed by any member of the Department who is participating in an official investigation, such as a personal complaint, administrative investigation or criminal investigation.
- l. Pursuant to lawful process, recorded files may be reviewed or provided to court personnel who are authorized to review evidence in a related case.
- m. Media personnel with permission of the Chief of Police or the authorized designee may review or be provided recorded files.
- n. All recordings will be reviewed by a member of the Command Staff prior to public release. Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court. Every effort to protect the identities of involved parties in the video will be conducted to the extent allowed by law.