

**ILLINOIS STATE POLICE DIRECTIVE**  
**EQP-015, LAW ENFORCEMENT MOBILE RECORDING EQUIPMENT (LEMRE)**

<b>RESCINDS:</b> New Directive derived from rescinded EQP-015, 2023-049, revised 01-03-2023	<b>REVISED:</b> 12-24-2024	<b>2024-050</b>
<b>RELATED DOCUMENTS:</b> ENF-037, EQP-002, OPS-089, OPS-203, R0C-002	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 41.3.8, 70.1.3, 84.1.1	

**I. POLICY**

- I.A. Recognizing the critical importance and value of law enforcement mobile recording equipment (LEMRE), the Illinois State Police (ISP) will:
  - I.A.1. Issue all sworn officers, and ISP inspectors (to include non-ISP sworn officers working on an ISP Metropolitan Enforcement Group (MEG) or task force whose inspector paperwork has been submitted), an officer-worn body camera, which is the Department's primary LEMRE. Administrative Personnel, as defined below, are excluded from this requirement.
  - I.A.2. Use LEMRE to improve trust and mutual respect with the population served, enhance criminal prosecution, document interactions with the public, and protect officers from false accusations.
  - I.A.3. Establish policies and procedures consistent with the Illinois Law Enforcement Officer-Worn Body Camera Act and State Police Act.
  - I.A.4. Prohibit use of LEMRE for non-duty-related, frivolous, or personal activities.
  - I.A.5. Establish procedures for maintenance, repair, and use of LEMRE equipment.
  - I.A.6. Establish procedures for training instructors and operators of LEMRE and handling of video medium.
- I.B. This policy is not intended to describe every possible situation in which the LEMRE should be used, although there are many situations where its use is appropriate. Officers are always encouraged to activate the recorder whenever they believe it would be appropriate or valuable to record an incident.
- I.C. All recordings made by officers on any department-issued LEMRE are records of the Department subject to the provisions of state law, including, but not limited to, the State Records Act.

**II. AUTHORITY**

- II.A. 5 ILCS 140/1, et seq., "Freedom of Information Act"
- II.B. 20 ILCS 2610/30, "State Police Act; Patrol vehicles with in-car video recording cameras"
- II.C. 20 ILCS 2610/35, "State Police Act; Officer worn body cameras; policy; training"
- II.D. 50 ILCS 706/10, "Law Enforcement Officer-Worn Body Camera Act"

**III. DEFINITIONS**

- III.A. Act – the Law Enforcement Officer-Worn Body Camera Act, 50 ILCS 706/10-1 et. seq.
- III.B. Administrative Personnel – all senior Command officers, Major and above, and their Chiefs of Staff, unless such officer routinely participates in law enforcement-related encounters or activities.
- III.C. Calls for Service – a request made by a member of the public for assistance from a law enforcement officer.

- III.D. Camera Coordinator – a sworn officer or code employee of the Division of Statewide 9-1-1 (9-1-1) responsible for administration and oversight of LEMRE, ensuring LEMRE is satisfactory for department use, annual reporting requirements to ILETSB, establishing procedures for LEMRE maintenance and repair, and in-service training for LEMRE.
- III.E. Combination System – a system of different recording camera devices (in-car video system and officer-worn body camera) which are integrated to function together to synchronize system operations and functions of both devices.
- III.F. Community Caretaking Function – a task undertaken by a law enforcement officer in which the officer performs an articulable act unrelated to the investigation of a crime. "Community caretaking function" includes, but is not limited to, participating in town halls or other community outreach, helping a child find their parents, providing death notifications, and performing in-home or hospital well-being checks on the sick, elderly, or persons presumed missing. "Community caretaking function" excludes a law enforcement-related encounter or activity.
- III.G. Enforcement Stop – an action by a law enforcement officer in relation to enforcement and investigation duties, including but not limited to:
- III.G.1. Traffic stops
  - III.G.2. Pedestrian stops
  - III.G.3. Abandoned vehicle contacts
  - III.G.4. Motorist assists
  - III.G.5. Commercial motor vehicle stops
  - III.G.6. Roadside safety checks
  - III.G.7. Requests for identification
  - III.G.8. Responses to requests for emergency assistance
- III.H. Exigent Circumstances – events or conditions that would cause a reasonable law enforcement officer to believe prompt action was necessary to prevent physical harm to the officers or other persons, the destruction of relevant evidence, the escape of the suspect, or some other consequence improperly frustrating legitimate law enforcement efforts, for example the need to: provide emergency assistance to an occupant of a home, engage in "hot pursuit" of a fleeing suspect, or enter a burning building to put out a fire and investigate its cause.
- III.I. Flagged – the retention of a recording made by an officer-worn body camera beyond a 90-day storage period for encounters as outlined in 50 ILCS 706/10-20(B).
- III.J. Federal Task Force Officer (FTFO) – a sworn officer who is assigned to a federal task force pursuant to an MOU where he/she is not primarily responsible for the prevention or detection of crime and enforcement of the laws of the state of Illinois and does not display any ISP indicia while assigned to said task force.
- III.K. In-Car Video System (ICV) – an electronic camera system authorized by the Department, including but not limited to, cameras, microphones, and storage devices installed in vehicles approved by the Department.
- III.L. In Uniform – a sworn officer who is wearing any officially authorized uniform designated by the Department, or officer who is visibly wearing articles of clothing, a badge, tactical gear, gun belt, a patch, or other insignia that he or she is a law enforcement officer acting in the course of their duties.
- NOTE:** Officers engaged in covert activities that are intended to be surreptitious or clandestine would not be in uniform while engaged in such activities.
- III.M. Labeling – assigning the appropriate event tag to a LEMRE recorded event. This process is also called "tagging" or "categorizing."
- III.N. Law Enforcement Mobile Recording Equipment (LEMRE) – electronic recording devices approved by the Department capable of recording audio, video, and/or data, including, but not limited to, officer-worn body cameras and in-car video systems.

- III.O. Law Enforcement-Related Encounter or Activity – includes, but is not limited to, enforcement stops, arrests, searches, interrogations, investigations, pursuits, crowd control, traffic control, non-community caretaking interactions with an individual while on patrol, or any other instance in which the officer is enforcing the laws of the municipality, county, or State. "Law enforcement-related encounter or activity" does not include when the officer is completing paperwork alone, is participating in training, or is only in the presence of another law enforcement officer.
- III.P. Officer-Involved Critical Incident (OICI) – shall have the same meaning as set forth in ISP Directive, OPS-089, "Officer-Involved Death Investigations."
- III.Q. Officer-Worn Body Camera (BWC) – an electronic camera system for creating, generating, sending, receiving, storing, displaying, and processing audiovisual recordings that may be worn about the person of a law enforcement officer.
- III.R. Recorded Event – a segment of either video or video and audio captured by the LEMRE that contains video, audio, and relative data, or any combination thereof, which is saved to the LEMRE device memory and uploaded to the video management system.
- III.S. Recording or Recording Event – the process of capturing data or information stored on a recording medium as required under 50 ILCS 706/10-1 et seq.
- III.T. Specialty Vehicle – includes, but is not limited to, armored vehicles, motorcycles, bicycles, and other similar modes of transportation.

**IV. REQUIREMENTS**

- IV.A. Only ISP-approved LEMRE will be installed in department vehicles and worn by officers. Installation of LEMRE will only be performed by qualified ISP technicians or non-department installers approved by the 9-1-1.
- IV.B. Officers assigned to the Division of Patrol (DOP), whose daily primary duties consist of patrolling highways and responding to calls for service, will be issued a combination system.
- IV.C. Officer-worn body cameras will be capable of:
  - IV.C.1. Recording video, audio, and relative data, recording at least 30 seconds prior to camera activation, and recording for a period of 10 hours or more.
  - IV.C.2. Working in combination with an in-car video recording system if assigned to an officer in the DOP.
- IV.D. In-car video recording equipment will be capable of:
  - IV.D.1. Recording video and relative data, recording at least 30 seconds prior to camera activation, and recording for a period of 10 hours or more.
  - IV.D.2. Working in combination with an officer-worn body camera.
  - IV.D.3. Utilizing a forward-facing camera, which may be equipped with multiple lenses or cameras for standard and wide angles.
  - IV.D.4. Utilizing a cabin camera, which will be mounted in the rear seat behind the front and rear seat partitions. Alternate cabin camera mounting locations may be approved by the 9-1-1.
  - IV.D.5. Utilizing other camera(s) to record video from outside and inside the Department vehicle as determined by the Department.

- IV.E. Administrative personnel will not be issued officer-worn body cameras but may be temporarily assigned officer-worn body cameras if they are assigned to a law enforcement-related detail or event where the use of an officer-worn body camera would be consistent with the purpose of the Act.
- IV.F. FTFOs may be issued an officer-worn body camera but only will wear an ISP issued officer-worn body camera when said officer is working on ISP-related matters. FTFOs shall not wear their ISP issued officer-worn body camera while assigned as an FTFO as defined in in III.J unless the officer's use is in compliance with this policy, but rather shall utilize the officer-worn body camera issued to them by the federal task force.

**V. RESPONSIBILTIES****V.A. Camera Coordinator Responsibilities:**

- V.A.1. Administering statutory mandates.
- V.A.2. Identifying sworn officers assigned body-worn cameras.
- V.A.3. Establishing procedures for:
  - V.A.3.a. The care and maintenance of LEMRE, including reasonable efforts to be made by supervisors to correct or repair equipment upon notice from an officer experiencing technical difficulties, failures, or problems with the equipment.
  - V.A.3.b. Compliance with the Law Enforcement Officer-Worn Body Camera Act (50 ILCS 706/10) and guidelines established by the Illinois Law Enforcement Training and Standards Board (ILETSB) for the use of body-worn cameras.
  - V.A.3.c. Compliance with the Illinois State Police Act (20 ILCS 2610/30) for patrol vehicles with in-car video recording cameras.
- V.A.4. Managing officer access settings and permission levels to the video management system.
- V.A.5. Providing an annual report to the ILETSB pursuant to 50 ILCS 706/10-25.
- V.A.6. Annual review of this policy for compliance with 50 ILCS 706/10 and 20 ILCS 2610/30.
- V.A.7. Ensuring the Department uses authorized LEMRE.
- V.A.8. Conduct annual review of the Division of the Academy and Training (DAT) curriculum relative to LEMRE training.
- V.A.9. Facilitate annual in-service training with the DAT on LEMRE utilized by the Department.

**V.B. Officer Responsibilities**

- V.B.1. Officers shall ensure their issued LEMRE is maintained in good working order in accordance with the manufacturer's instructions and in-service training.
- V.B.2. Officers shall promptly report, in writing, any known malfunction or failure of their issued LEMRE to the on-duty supervisor.
- V.B.3. Officers will never attempt to make any repairs to the LEMRE that would require them to access any internal parts of the equipment.
- V.B.4. Officers shall ensure that their issued BWC is fully charged at the beginning of a shift.
- V.B.5. Officers shall have the BWC's spare battery readily accessible, and if not fully charged, should be placed in a charging cradle and charging.

- V.B.6. Officers will switch out the BWC battery when the active battery indicates 10% or lower battery life. If the officer cannot exchange the battery due to exigent circumstances, the officer shall replace the battery as soon as feasible.
- V.B.7. Officers will ensure proper securing of the LEMRE in accordance with ISP Directive EQP-002, "Department Vehicle Usage."
- V.B.8. Officers will not delete, tamper with, or overwrite in whole or part a recording.
- V.B.9. Officers will promptly assign labels and secondary event tags to recorded events as outlined under VI.C. of this directive and ensure recorded events are promptly uploaded to the video management system.
  - V.B.9.a. Any recorded events meeting the criteria of an OICI and recordings deemed flagged shall be uploaded to the video management system without delay.
  - V.B.9.b. Officers assigned a BWC standalone shall upload recorded events within five business-days.
  - V.B.9.c. Officers assigned a Combination System shall ensure the system is operating as configured and that recorded events are automatically uploading successfully.
- V.B.10. Officers shall perform LEMRE system checks as outlined in Addendum 1 of this directive: "LEMRE Operations and Daily System Checks."
- V.B.11. Officers shall wear body-worn cameras as follows:
  - V.B.11.a. Officers will utilize department-approved mounting equipment to secure the BWC to their person.
  - V.B.11.b. The BWC shall be worn consistent with training and in a conspicuous manner that maximizes the field of view and achieves the greatest recording ability.
    - V.B.11.b.1) The BWC must be worn upright.
    - V.B.11.b.2) The BWC lens must face forward.
    - V.B.11.b.3) The BWC shall be worn on the officer's outermost layer of clothing.
    - V.B.11.b.4) The BWC field of view shall not be intentionally obstructed or defeated.
  - V.B.11.c. The preferred location to wear the BWC is over the sternum, in the center, upper-chest area; however, the camera may be worn in a location most advantageous to the officer that maintains a professional appearance, does not jeopardize officer safety, and adheres to section V.B.11.b. of this directive.
- V.B.12. Officers shall, unless restricted from reviewing video pursuant to section VI.B. of this directive or administrative reasons, ensure all flagged recordings under section VI.C.4.c. of this directive are assigned correct labels and secondary event tags in the digital video management system as outlined in section VI.C.4.c.3) of this directive.
- V.C. Supervisor Responsibilities:
  - V.C.1. Supervisors made aware of malfunctioning LEMRE by an officer as identified in section V.B.2. of this directive shall ensure the officer obtains a functioning device(s) as soon as reasonably practicable.
  - V.C.2. Supervisors shall, unless restricted from reviewing video pursuant to section VI.B. of this directive or administrative reasons, ensure all flagged recordings under section VI.C.4.c. of this directive are assigned correct labels and secondary event tags in the digital video management system as outlined in section VI.C.4.c.3 of this directive.
  - V.C.3. Periodic Video Review

- V.C.3.a. Supervisory personnel will follow established division protocol and procedures pertaining to periodic video review. Supervisors will review LEMRE recordings for officers under their supervision for the purpose of:
  - V.C.3.a.1) Assessing officer performance and safety.
  - V.C.3.a.2) Determining if the LEMRE is functioning and being properly used.
  - V.C.3.a.3) Determine if officers are correctly assigning event labels and, when applicable, assigning secondary event tags as established by division protocols.
  - V.C.3.a.4) Identify material that may be appropriate for training.
- V.C.3.b. Supervisors reviewing recorded video from officers using a combination camera system will utilize the synchronized playback feature to enable simultaneous playback of both the in-car video and officer-worn body camera recordings.
- V.C.3.c. Supervisory personnel designated by division protocol and procedures will maintain a log, Supervisor Review Log for Video Medium, form ISP 5-764 (available from the ISP Document Library) or equivalent method for the media reviewed.
- V.D. Work unit Commanders are responsible for ensuring:
  - V.D.1. Proper procedures are followed for handling and using LEMRE.
  - V.D.2. Appropriate supervisory personnel are designated to review recorded media.
  - V.D.3. Every responsible effort is made to correct or repair any nonfunctioning LEMRE.
- V.E. ISP DAT responsibilities
  - V.E.1. Coordinate with the Camera Coordinator to develop and administer annual in-service training for officers and Cadets about LEMRE.
  - V.E.2. Work with the Camera Coordinator to review DAT LEMRE curriculum.
  - V.E.3. Serve as custodian of all curriculum and training records.
- V.F. Division responsibilities

The Deputy Director of each division shall establish protocols and procedures for:

  - V.F.1. Periodic video review, which shall minimally require a cyclical review of each officer's recorded events.
  - V.F.2. Secondary event tags, which shall minimally include standardized naming conventions that include a minimum of one unique identifier for the incident, for example: a field report, crash report, or call for service number. Multiple identifiers may be entered in the secondary event tag field, which should be unique to the event and aid in locating the recording when searching the cloud-based digital video management system by keyword.

## VI. PROCEDURES

- VI.A. Recording procedures
  - VI.A.1. Officers using a combination camera system will operate both cameras in conformance with this section.
  - VI.A.2. Combination camera systems issued to officers in the DOP will be provisioned so that when one camera begins recording, the other camera will also record. However, to comply with the

Officer-Worn Body Camera Act, there are times when officers may need to stop a BWC recording, but the ICV will remain recording until stopped. In these cases, the audio recording stream is terminated when the BWC stops recording.

- VI.A.3. During a recording event, officers will not stop the recording until the entire incident has been recorded. The incident is considered complete when contact with the subject is terminated, or the subject of the law enforcement-related encounter has left the scene. In cases where the officer is transporting a subject, the incident is considered complete upon arrival at the destination.
- VI.A.4. During a recording event, recordings on BWCs may only be stopped as described in section VI.A.11. of this directive.
- VI.A.5. If an officer fails to activate the BWC, does not record the entire incident, or interrupts the recording for any reason, the officer shall document verbally on the recording the time, place, and reason why the recording was not made or was discontinued. This shall also be documented in the officer's report.
- VI.A.6. Detail supervisors of roadside safety checks will ensure the detail is recorded.
  - VI.A.6.a. A patrol vehicle with ICV will be positioned to capture, identify, and record all vehicles passing through the roadside safety check.
  - VI.A.6.b. Multiple patrol vehicles with ICV may be employed to ensure full video recording of all safety checks and vehicles passing through.
  - VI.A.6.c. Officers will ensure their BWC is recording during law enforcement-related encounter or activity and while working a roadside safety check. Officers may terminate recording on their BWC during prolonged periods of inactivity or periods of rest while at a roadside safety check.
- VI.A.7. Reasonable expectation of privacy
  - VI.A.7.a. The Act requires that persons be given notice of recording whenever they have a reasonable expectation of privacy and that evidence of such notice be captured on the recording (50 ILCS 706/10-20(5)).
  - VI.A.7.b. Officers shall recognize there are times when members of the public may have and/or develop a reasonable expectation of privacy based on circumstances unique to an incident (recordings occurring where persons are in a partial state of dress, recordings where third parties to a call for service can be heard over speaker phone but may not be aware they are being recorded, recording made within a hospital setting where a third party's medical information is discussed etc.).
  - VI.A.7.c. If an officer is uncertain whether a reasonable expectation of privacy exists, the officer shall provide verbal notice of the recording. Example: "My Law Enforcement Officer-Worn Body camera is operating, and you are being audibly and visually recorded."
  - VI.A.7.d. If there are persons, other than the subject of the law enforcement-related encounter or activity, present who have a reasonable expectation of privacy and the person(s) have indicated they do not want the officer to record, the officer should stop recording or relocate so as to protect the persons privacy rights prior to proceeding.
  - VI.A.7.e. If an officer stops recording because of a reasonable expectation of privacy, the officer shall indicate on the recording that the circumstances giving rise to stopping the recording – for example, "I am in a hospital setting and a third party who has a reasonable expectation of privacy has asked that I stop recording. Because I am not able to otherwise protect their privacy right by relocating or taking some other measure, I am turning the recording off."
- VI.A.8. Activation of camera and required recording

- VI.A.8.a. Officers in uniform shall have their LEMRE recording at all times while they are responding to calls for service or engaged in a law enforcement-related activity or encounter.

**NOTE:** As used in VI.A.8.a. of this directive, responding means when the officer has arrived on the scene to a call for service. However, when an officer is enroute to an emergency or life-threatening call and operating in emergency response driving, as defined in ISP Directive OPS-081, "Emergency/High Speed Response Driving," the combination camera systems will begin a recording event, which the officer should not terminate prior to arriving at the incident scene or when the officer resumes normal driving.

- VI.A.8.b. Officers wearing a BWC shall initiate a recording when, at any point, a contact or interaction with a member of the general public becomes adversarial, or situational circumstances become antagonistic or hostile.
- VI.A.8.c. If exigent circumstances prevent an officer from initiating a recording event on their BWC when required, the camera shall be turned on as soon as practicable (50 ILCS 706/10-20).
- VI.A.8.d. At no time is an officer expected to jeopardize their safety in order to activate a LEMRE or change the recording media. However, the LEMRE shall be activated in the situations described above as soon as reasonably practicable.
- VI.A.8.e. BWCs do not have to be recording when the officer is inside a patrol car that is equipped with a functioning ICV system; however, the officer must initiate a recording event on the BWC upon exiting the patrol vehicle for a call for service or law enforcement-related encounter.
- VI.A.8.f. BWCs do not need to record a community caretaking function unless participating in a call for service. However, the camera must be recording when the officer has reason to believe that person on whose behalf the officer is performing a community caretaking function has committed or is in the process of committing a crime.

**NOTE:** Community caretaking functions, as described in section VI.A.8.f. of this directive, do not include law enforcement-related encounter.

- VI.A.8.g. Officers operating a vehicle without an ICV system shall begin the BWC recording before activating the vehicle's emergency lights. If the emergency lights are not activated, then the officer must begin the BWC recording before exiting the vehicle for a call for service or law enforcement-related encounter.

#### VI.A.9. Specialty vehicles

- VI.A.9.a. Specialty vehicles may not be equipped with an ICV system; however, officers operating a specialty vehicle shall wear a BWC.
- VI.A.9.b. If the specialty vehicle is equipped with a functioning ICV system, BWCs do not have to be recording when the officer is in the specialty vehicle; however, the officer must initiate a recording event on the BWC upon exiting the specialty vehicle for a call for service or law enforcement-related encounter.
- VI.A.9.c. If the specialty vehicle is not equipped with a functioning ICV system, the BWC shall be recording prior to activating red and blue emergency lights.
- VI.A.9.d. The activation of a recording on a BWC may be delayed if both hands are needed to safely operate the vehicle.
- VI.A.9.e. The officer shall activate a recording on the BWC as soon as the officer may safely do so.

#### VI.A.10. An officer who had direct participation or primary involvement in an OICI shall not terminate an active LEMRE video recording until instructed to do so by a Command officer or officer-in-charge (OIC).

- VI.A.10.a. The provisions of VI.A.10. of this directive do not apply to an officer who was assigned to ancillary duties or support roles (e.g., traffic control, perimeter containment) that have no direct bearing directly to the OICI.

- VI.A.10.b. Recorded events from officers in incidents as listed in VI.A.10. of this directive must be uploaded to the video management system without delay.
- VI.A.11. BWC's shall be turned off when:
- VI.A.11.a. The victim of a crime requests that the camera be turned off, and unless impractical or impossible, that request is made on the recording.
  - VI.A.11.b. A witness of a crime, or a community member who wishes to report a crime, requests that the camera be turned off, and unless impractical or impossible, that request is made on the recording.
  - VI.A.11.c. In locations where a reasonable expectation of privacy exists, such as dressing rooms or restrooms, unless required for capturing evidence.
  - VI.A.11.d. Sensitive exposure of private body parts, unless required for capturing evidence.
  - VI.A.11.e. Officers are interacting with confidential informant(s) unless exigent circumstances exist, or the confidential informant has or is committing a crime.
  - VI.A.11.f. If the officer stops the BWC recording before the conclusion of the incident, the officer must verbally state the reason the recording is being stopped before stopping the recording. The officer will document the reason for stopping the recording in their written report.
- VI.A.12. If officers need to temporarily confer with supervisors or other law enforcement officers to discuss sensitive or tactical information, officers may engage the momentary audio mute feature of the BWC.
- VI.A.12.a. Officers shall announce the reason for the temporary audio mute before engaging the momentary mute unless exigent circumstances exist.
  - VI.A.12.b. After the temporary stoppage, officers must resume audio recording in conjunction with video recording.
  - VI.A.12.c. Officers shall always remain professional.
- VI.A.13. An officer who directly participated in or had primary involvement in an OICI shall not engage the momentary mute unless approved to do so by a supervisor, OIC, or for any privileged communications (e.g., attorney-client communications).
- VI.A.14. Many portable recorders including BWCs, emit radio waves that could trigger an explosive device. Therefore, BWCs should not be used where an explosive device may be present.
- VI.A.15. For officers using a combination system, if the officer stops a recording event on their BWC, the ICV will remain recording until stopped by using the ICV system. In this case, the ICV will not be recording audio.
- VI.A.16. For officers using the SmartControl mobile phone application and/or the SmartControl Upload Interface Computer application, the use of such applications is solely permitted on Department-Issued cellular telephone and computer devices.
- VI.B. Review of recordings
- VI.B.1. Officers shall document the existence of a LEMRE recording(s) in the written report. If the officer is aware or becomes aware the LEMRE malfunctioned during a recording event, the officer shall document the instance in the report. If an officer stops a recording event on their LEMRE during a law enforcement-related encounter, the officer shall include the reason for the deactivation.
  - VI.B.2. Officers and supervisors granted video review capability in the cloud-based digital video management system are only authorized to review relevant recordings in compliance with section V.C. of this directive and specific job duties (e.g., court officer answering subpoenas).
  - VI.B.3. Officers are encouraged to inform their supervisor of any recorded events that may be valuable for training purposes. Once reviewed, the supervisor will forward the recording to the Academy Commander within 15 working-days.

- VI.B.4. No officer shall have access to or review the officer's own body-worn camera recordings or the body-worn camera recordings of another officer prior to completing incident reports or other documentation when the officer:
- VI.B.4.a. Has been involved in or is a witness to an officer-involved shooting, use of deadly force incident, or use of force incident resulting in great bodily harm.
  - VI.B.4.b. Is ordered to write a report in response to or during the investigation of a misconduct complaint against the member.
- VI.B.5. If the officer is subject to VI.B.4. above and prepares a written report, the report shall be prepared without viewing the body-worn camera recordings. Subject to supervisor approval, the officer may file amendatory/supplemental reports after viewing the body-worn camera recordings. Supplemental reports shall document access to the video recordings.
- VI.B.6. Video and audio recordings made by an in-car camera system using an officer-worn body microphone, other than BWC, are not subject to the restrictions outlined in section VI.B.4. of this directive.
- VI.B.7. Field training officers may review LEMRE recordings of probationary officers for training purposes so long as the review is performed consistent with section VI.B.4. of this directive.
- VI.B.8. Any investigator directly involved in the investigation of a matter may access and review recordings that pertain to that investigation but may not have access to delete or alter the recording(s).
- VI.C. Labeling, retention, and preservation of recordings
- VI.C.1. To assist with identifying and preserving recorded events, officers shall label the recordings in accordance with the below guidelines.
- VI.C.2. Video Management System
- VI.C.2.a. The Department will utilize a cloud-based digital video management system for administration, retention, and storage of all LEMRE-recorded events.
  - VI.C.2.b. Once uploaded, recorded events will be assigned a unique identification number by the video management system.
  - VI.C.2.c. LEMRE will utilize a wireless modem or approved department connection (e.g., local area network) to complete the upload of recorded events to the video management system.
- VI.C.3. Labeling recorded events
- VI.C.3.a. Officers shall select and apply the most appropriate label "tag" for the recorded event based upon the most significant law enforcement action taken during the incident.
  - VI.C.3.b. Officers shall apply the label to the recorded event as soon as the video recording is stopped. In situations where the officer was unable to label the video prior to the video being uploaded to the video management service, or later determines the selected label needs to be modified, the officer may access their video management system account and apply the most appropriate event label.
  - VI.C.3.c. The event labels and their retention times are as follows:
 

VI.C.3.c.1)	Field Initiated/Call for Service	90 days
VI.C.3.c.2)	Criminal/Investigation/Detention	2 years
VI.C.3.c.3)	Use of Force	2 years
VI.C.3.c.4)	Fleeing & Eluding/Pursuit/Code Red	2 years
VI.C.3.c.5)	Miscellaneous	90 days
  - VI.C.3.d. Secondary event tags:

- VI.C.3.d.1) Officers shall promptly apply a secondary event tag to recordings of criminal investigations, traffic crashes involving serious personal injury or fatality, custodial arrests, or recordings deemed flagged under section VI.C.4.c. of this directive.
  - VI.C.3.d.2) Officers are encouraged to add secondary event tags to recordings they determine may aid in the identification of the recorded event.
  - VI.C.3.d.3) To apply a secondary event tag to the recorded event(s), officers will log into the video management system, access the recording(s), and complete the "secondary event tag" entry field.
  - VI.C.3.d.4) Officers shall adhere to their division or work unit's established protocol and procedures for secondary event tags.
- VI.C.3.e. Officers shall, at minimum once per month, periodically review their video management system account for the purpose of ensuring recorded events are properly uploaded to the system and that all recorded events are labeled. Officers shall apply the proper label to any unlabeled event.
- VI.C.4. Retention, preservation, and flagging
- VI.C.4.a. All LEMRE recorded events stored on the video management system shall be retained for 90 days. After the 90-day storage period, recordings must be destroyed unless any encounter captured on the recording has been flagged.
  - VI.C.4.b. Recordings shall not be altered, erased, or destroyed prior to the expiration of the 90-day storage period; however, such recordings may be altered, erased or destroyed (1) where a supervisor discovers any recording made inconsistent with 50 ILCS 706/10-1, et seq. (e.g., recordings made during activities or encounters that are not law-enforcement related or made in an area where there is a reasonable expectation of privacy), or (2) where an officer makes a written request to alter, erase or destroy such recording. Any such written request shall be maintained for a minimum of one year and shall include the name of the individual making the alteration, erasure, or destruction and the reason for any such alteration, erasure, or destruction.
  - VI.C.4.c. Flagged recorded events:
    - VI.C.4.c.1) Any encounter is deemed to be flagged when:
      - VI.C.4.c.1)a) A formal or informal complaint has been filed.
      - VI.C.4.c.1)b) The officer discharged a firearm or used force during the encounter.
      - VI.C.4.c.1)c) Death or great bodily harm occurred to any person in the recording.
      - VI.C.4.c.1)d) The encounter resulted in a detention or arrest, excluding traffic stops, which resulted in only a minor traffic offense or business offense. As used in this subsection, minor traffic offense and business offense are defined as prescribed in 705 ILCS 135/1-5.
      - VI.C.4.c.1)e) The officer is the subject of an internal investigation or otherwise being investigated for possible misconduct.
      - VI.C.4.c.1)f) The supervisor of the officer, prosecutor, defendant, or court determines that the encounter has evidentiary value in criminal prosecution.
      - VI.C.4.c.1)g) The recording officer requests that the video be retained for official purposes related to the officer's official duties or believes that it may have evidentiary value in a criminal prosecution.

- VI.C.4.c.2) Recorded events meeting the criteria of section VI.C.4.c. of this directive shall be retained for a minimum of two years or until the recording no longer has evidentiary value, whichever is longer.
- VI.C.4.c.3) Identifying flagged events:
  - VI.C.4.c.3)a) It is the duty of both supervisors, and officers, when applicable, to use the digital video management system to identify any recording(s) deemed flagged by using protocols established herein:
    - VI.C.4.c.3.a.(1) Check the "Prevent Purge" box.
    - VI.C.4.c.3.a.(2) Select the appropriate "Flagged" category from the drop-down list.
  - VI.C.4.c.3)b) Recordings deemed flagged shall not be altered or destroyed for two years. If the recording is used in a criminal, civil, or administrative proceeding, the recording shall not be destroyed except upon a final disposition and order from the court.
- VI.C.4.d. Recordings may be retained any time a supervisor designates the recording for training purposes and may be viewed by officers, in the presence of a supervisor or training instructor, for the purpose of instruction, training, or ensuring compliance with department policies.

#### VI.D. Prohibited use of LEMRE

- VI.D.1. Officers are prohibited from using department-issued LEMRE for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in official capacity.
- VI.D.2. Officers shall not duplicate or otherwise distribute recordings, except for authorized legitimate purposes.
- VI.D.3. Officers are prohibited from using personally-owned recording devices while on-duty.
- VI.D.4. Officers will only use LEMRE issued by the Department. Officers shall not install non-department issued cameras within department vehicles.
- VI.D.5. Officers shall not wear a camera not issued by the Department unless the officer meets the definition of FTFO. Officers will operate LEMRE to manufacturer instructions and in-service training.
- VI.D.6. The surreptitious audio recording of a private conversation is prohibited by law.
- VI.D.7. Officers are prohibited from using cellphones or other recording devices to record playback of recordings captured on department-issued LEMRE.

#### VI.E. Duplication of recorded events

- VI.E.1. Recorded events will not be made available for public viewing unless authorized by the work unit Commander or an official FOIA request is approved by the ISP FOIA Officer. Nothing in this section shall preclude the officer from reviewing recorded events with their legal representative or any full-time union representatives. When otherwise permitted by the Law Enforcement Officer-Worn Body Camera Act, an officer shall be permitted to review their own officer-worn body camera recordings or the officer-worn body camera recordings of another officer after submitting the officers original report. In the event all legal and full-time union

representatives are unavailable, the union may designate a trustee/steward to serve in their place by submitting written notice to the Department. Command Council bargaining unit members may review recorded events with the Command Council legal representative or the President, or in the event the President is unavailable, a trustee designee. Any and all reviews must comply with Section VI.B. of this policy and the Law Enforcement Officer Body-Worn Camera Act.

- VI.E.2. When used for evidentiary or 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.
- VI.E.3. Except for evidentiary purposes, reproduction of video medium recorded by officers is prohibited unless authorized by the work unit Commander, or designee, or an official FOIA request is approved by the ISP FOIA Officer.
- VI.E.4. Duplicate copies of recordings for official law enforcement purposes may be altered or edited for prosecutor or court presentations, authorized media releases, FOIA, and training.
- VI.F. Freedom of Information Act (FOIA) requests for recordings made by officer-worn body cameras
  - VI.F.1. FOIA requests for BWC footage shall be referred to the ISP FOIA Office for appropriate handling.
  - VI.F.2. Recordings made with the use of a BWC are not subject to disclosure under FOIA, except:
    - VI.F.2.a. If the subject of the encounter has a reasonable expectation of privacy (at the time of the recording), any recording that is flagged due to the filing of a complaint, discharge of a firearm, use of force, arrest or detention, or resulting death or bodily harm, shall be disclosed in accordance with the Freedom of Information Act if:
      - VI.F.2.a.1) The subject of the encounter captured on the recording is a victim or witness; and
      - VI.F.2.a.2) The Department obtains written permission of the subject or the subject's legal representative.
    - VI.F.2.b. If the subject of the encounter does not have a reasonable expectation of privacy, any recording that is flagged due to the filing of a complaint, discharge of a firearm, use of force, arrest or detention, or resulting death or bodily harm shall be disclosed in accordance with FOIA and, upon request, the Department shall disclose, in accordance with FOIA, the recording to the subject of the encounter captured on the recording or to the subject's attorney, or the officer or their legal representative.
  - VI.F.3. The subject of the encounter does not have a reasonable expectation of privacy if the subject was arrested because of the encounter. A "witness" does not include a person who is a victim or who was arrested because of the encounter.
  - VI.F.4. Only recordings or portions of recordings responsive to the request shall be available for inspection or reproduction.
  - VI.F.5. Any recording disclosed under FOIA must be redacted to remove identification of any person that appears on the recording and is not:
    - VI.F.5.a. The officer
    - VI.F.5.b. A subject of the encounter
    - VI.F.5.c. Directly involved in the encounter
  - VI.F.6. The Department is not required to disclose any recording or portion of any recording which would be exempt from disclosure under FOIA. Nothing in this section limits access to a recording for the purposes of complying with Supreme Court rules or the rules of evidence.

VI.G. Discipline

Recordings made by LEMRE shall not be used in discipline of an officer(s) unless:

VI.G.1. A formal or informal complaint of misconduct has been made.

VI.G.2. A use of force incident has occurred.

VI.G.3. The encounter on the recording could result in a formal investigation under the Illinois State Police Act, 20 ILCS 2610/2.

VI.G.4. As corroboration of other evidence of misconduct.

VI.H. Use of recording devices by any person not a law enforcement officer

VI.H.1. Officers may take reasonable action to maintain safety and control, secure crime scenes and crash sites, protect the integrity and confidentiality of investigations, and protect the public safety and order.

VI.H.2. Officers may not hinder or prohibit any person, not a law enforcement officer, from recording a law enforcement officer in the performance of their duties in a public place or when the officer has no reasonable expectation of privacy.

VI.H.3. Unless a seizure of the device or recording are supported by probable cause, officers may not confiscate or destroy recordings or recording devices of a person who is not a law enforcement officer and is recording the officer.

VI.H.4. Officers are subject to ISP Directive ROC-002, "Rules of Conduct," civil claims, and criminal prosecution for unlawfully seizing or destroying recordings or devices.

VI.I. Training

VI.I.1. All officers authorized to use LEMRE shall successfully complete an approved course of instruction prior to its use.

VI.I.2. Annual in-service training will be conducted to ensure the continued effective use, operation of the equipment, and to incorporate changes, updates, or other revision in policy and equipment. Additional training may be required for officers displaying substandard performance in the use of LEMRE.

**-End of Directive-**

**ILLINOIS STATE POLICE DIRECTIVE**  
**EQP-015, LAW ENFORCEMENT MOBILE RECORDING EQUIPMENT**  
**ADDENDUM 1, LEMRE OPERATIONS AND DAILY SYSTEM CHECKS**

<b>RESCINDS:</b> New Addendum	<b>REVISED:</b> 12-24-2024 <b>2024-050</b>
<b>RELATED DOCUMENTS:</b> ENF-037, EQP-002, OPS-089, OPS-203, ROC-002	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 41.3.8, 70.1.3, 84.1.1

**DAILY CHECKS**

I. Officer-Worn Body Camera (standalone unit)

I.A. Startup and Inspection at the Beginning of Shift

- I.A.1. Examine BWC for any physical damage.
- I.A.2. Ensure a fully charged battery is seated in the camera body at the start of the shift.
- I.A.3. Ensure the spare battery is immediately accessible and, if not fully charged, placed in a charger and charging.

I.B. End of Shift

- I.B.1. Power off the BWC and wait for it to fully power down or place the BWC in a docking station or a USB base to facilitate uploading of recording events and battery charging.
- I.B.2. Officers shall ensure at least one of two batteries is fully charged for the next shift by placing a battery in the portable USB dock or transfer station and ensuring the battery is charging.

I.C. Uploading Recorded Events

- I.C.1. Place BWC in a Transfer Station or USB base connected to a computer installed with SmartControl Service Upload Interface.
- I.C.2. Ensure uploading promptly begins after docking the BWC in a Transfer Station or connection to USB base and SmartControl Service Upload Interface.

II. Combination System

M500 or 4RE ICV and V300 BWC:

II.A. Startup and Inspection at Beginning of Shift

- II.A.1. Examine BWC for any physical damage.
- II.A.2. Ensure ICV and BWC complete boot-up sequence.
- II.A.3. Ensure officer has logged-in to the ICV and proper officer ID is displayed.
- II.A.4. Ensure correct date and time is displayed on ICV.
- II.A.5. Establish/verify recording group.
  - II.A.5.a. ICV screen displays BWC sync icon appears with correct association number.
  - II.A.5.b. Officer shall select "HOME" button, then select "Status" icon on the display and select "Group Devices" to verify the officer's BWC is associated by verifying the correct inventory number is displayed.

II.A.5.c. BWC displays Wi-Fi icon indicating a connection to the Wi-Fi.

**NOTE:** Operational range of Wi-Fi connection is approximately 100’.

II.A.6. Verify that the Upload icon appears on the ICV display, which indicates that the system is connected to the wireless modem and is prepared for uploading.

II.B. During Shift

II.B.1. Promptly label recorded events

II.B.2. Ensure recorded events are uploading properly

II.C. End of Shift

II.C.1. Power off vehicle ignition.

II.C.1.a. ICV shutdown timer will display

II.C.1.a.1) Allow the timer to run through shutdown timer sequence (30 minutes), or

II.C.1.a.2) Advance through the shutdown timer by pressing the “OFF” button.

II.C.1.b. After ICV fully powers off

II.C.1.b.1) Power off BWC and wait for it to power down fully.

II.C.1.b.2) Secure the BWC in a secure location. If leaving the BWC in the patrol vehicle, ensure the vehicle will not be exposed to extreme temperatures.

**NOTE:** The manufacturer does not recommend keeping the BWC and batteries exposed to extreme heat or cold in a vehicle. Officers should bring the BWC and batteries into a temperature-controlled climate to avoid damaging the BWC and batteries. If the battery is exposed to extreme heat or cold, the battery will not charge.

II.C.1.b.3) Ensure one of two batteries is fully charged for the next shift by placing a battery in the portable USB dock and charging.

III. Video Management System

III.A. Accessing and Viewing Video

III.A.1. On a department-issued computer, access:  
<https://ilstpol.evidencelibrary.com/Account/Login>

III.A.2. Enter your VideoManager EL CLOUD username and password

III.A.3. On the left column under “Officers” enter your ID number and click “SEARCH”

III.A.4. Locate the desired video, move the cursor over the video image, and click the green arrow to access the video playback

III.B. Resetting Password

Officers shall email [ISP.CameraCoordinator@illinois.gov](mailto:ISP.CameraCoordinator@illinois.gov) to reset their VideoManager password.

**-End of Addendum-**