



POLICE DEPARTMENT

**IN-CAR CAMERA
SYSTEM**

**OPERATIONAL
PROCEDURE #438**

Responsible Executive:
Chief of Police
Responsible Office:
Vice President for Public Safety
Approved by:
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Policy Statement

The in-car camera (ICC) system is an effective tool for providing a record of patrol activities, including motorist and investigative contacts made by officers during their tours of duty. Like body-worn cameras (BWCs), ICCs can help demonstrate a police agency’s transparency in its operations, hold officers accountable, and objectively document critical evidence. Footage from ICCs can also provide valuable training material for officers and be a useful source of information for the investigation of complaints against personnel, as well as assist officers in recalling conversations and events for more accurate reporting.

The ICC program at the Johns Hopkins Police Department (JHPD) is based on policies and procedures that are centered on these goals, and the JHPD’s use of ICCs shall be limited to legitimate law enforcement purposes only. When using ICCs, JHPD officers shall balance the need to effectively document their actions with the legitimate privacy interests of the individuals they encounter.

Who Is Governed by This Policy

This Directive governs all bureaus, sections, and their members, including sworn, nonsworn, and contractual or voluntary persons in service with the JHPD.

Purpose

The purpose of this Directive is to establish policies and procedures regarding the use of ICCs by the JHPD. The provisions set forth in this Directive are grounded in the goals of promoting accountability, transparency, and community trust. Officers who operate ICCs shall use them in accordance with the provisions of this Directive and all local, state, and federal laws. Violation of this Directive may be cause for disciplinary action.

Definitions

Activation:	Any process that causes the ICC to capture or store video or audio data.
Administrative Investigative Functions:	Investigative tasks taking place where no citizen-police interaction is occurring or likely to occur.
Axon Signal:	Proprietary Bluetooth technology that allows Axon ICCs and BWCs to be configured to automatically activate recording upon a predetermined event or action. Axon Signal technology can only send a signal to tell the camera to start recording; it does not end recording. The Bluetooth signal pulse is active for approximately 30 seconds and covers a range of approximately 30 feet from the equipped vehicle.
Body-Worn Camera (BWC):	Audio- and/or video-recording equipment that is affixed to an officer's uniform or equipment with the capability of capturing, recording, and storing information for later viewing. (See JHPD Directive #433, Body-Worn Cameras.)
Buffering Mode:	The setting during which the camera is on but not recording. This mode provides pre-event buffering to capture activities that occur prior to activating cameras.
Event Mode:	The setting during which the camera is active and recording events.
Evidence.com:	An online web-based digital media storage facility. The virtual warehouse stores digitally encrypted data in a highly secure environment accessible to members based on assigned levels of security clearance.
Evidentiary Value:	Information that may be useful as proof in a criminal prosecution, in related civil or administrative proceedings, in further investigation of an actual or suspected criminal act, or in considering an allegation against a law enforcement agency or officer.
In-Car Camera (ICC):	A recording device affixed to a police vehicle that is capable of capturing audio and video. The JHPD utilizes the Axon Fleet 3 ICC system, which consists of at least two cameras: one installed in the front of the vehicle in a windshield mount (dual-view camera) and one pointed at the vehicle's rear passenger compartment (interior camera). The dual-view camera is mounted on a swivel-ball joint that

	allows the camera to be panned and tilted to ensure that objects of interest are within the camera's field of view.
Member:	All members of the JHPD, including officers, employees, and volunteers, unless the term is otherwise qualified (e.g., member of the public, member of the Baltimore Police Department, etc.).
Officer:	All sworn police officers, at any rank, as defined by MD Code, Public Safety, § 3-201, in service with the JHPD.
Routine Administrative Activities:	Activity such as report writing, roll call, remote arrest processing, etc., not likely to result in citizen-police interaction or enforcement-related activity.
Unintentional Recording:	An accidental or mistaken activation of the ICC where the resulting recording has no investigative or evidentiary value.

Policy

It is the policy of the JHPD to utilize ICCs in a way that balances the need for documenting law enforcement operations with the legitimate privacy interests of individuals. All recordings shall be captured, maintained, stored, viewed, and disclosed in accordance with the requirements of this Directive and with relevant federal, state, and local laws. This Directive does not alter JHPD members' responsibility to comply with JHPD Directive #433, Body-Worn Cameras, nor does compliance with JHPD Directive #433 satisfy a member's obligation to comply with this Directive.

Core Principles (Commission on Accreditation for Law Enforcement Agencies (CALEA) 41.3.8.a)

- I. **Trust, Accountability & Transparency:** The primary goals of the JHPD's ICC program are to strengthen the community's trust in police by promoting accountability of JHPD officers and demonstrating the JHPD's commitment to transparent operations. These goals can be furthered through the proper and consistent use of ICCs to document officers' daily actions and encounters with the public.
- II. **Privacy Protection & Data Integrity:** There are times when ICCs can capture private and sensitive data. If these recordings are intentionally or inadvertently released to nonauthorized individuals, it could erode community trust, put members of the public in danger, jeopardize prosecutions, and result in a grave invasion of privacy against those involved. Therefore, JHPD officers must take extreme care to ensure that ICC data is stored, reviewed, and released according to this Directive and all relevant laws and regulations. Once ICC recordings are captured, a member may not alter them in any way or view them unless specifically authorized under this Directive.
- III. **Documentation of Incidents & Events:** ICCs can be valuable tools for objectively documenting and preserving critical incidents and evidence at a scene. When used in a manner consistent with this Directive, ICCs can help strengthen investigations and prosecutions, and they can also assist in the accurate disposition of use of force and misconduct allegations. ICC recordings can also be used to identify training needs and provide valuable instructional material.

IV. Public Interest: The JHPD must balance legitimate privacy and investigative concerns against the need for transparency when determining how to release ICC recordings in accordance with relevant public disclosure laws. When not otherwise prohibited by this Directive or relevant law, officers are permitted to use their ICCs to record in circumstances when they determine that doing so would be beneficial to the public interest.

V. Limitations: Despite the many advantages that ICCs can provide, this technology has some limitations. ICCs cannot always capture everything that occurs during an incident, such as activity or events that cannot be seen by the camera. Additionally, ICC recordings do not necessarily reflect the experience or state of mind of the individuals in the recordings at the time of the incident, and the recordings may not accurately capture what exactly is being seen by the officers and other individuals at the scene. There are also several technical factors that can impact the quality of ICC recordings, such as the lighting at the scene, the resolution of the video, and the fact that the camera can only produce two-dimensional recordings.

Procedures

I. General

- A. Officers may only use JHPD-issued ICCs in the police vehicle. The use of personally owned in-car recording equipment while on-duty or in secondary employment is prohibited.
- All data images, recordings, and metadata captured, recorded, or otherwise produced by the ICC are the sole property of the JHPD.
 - The use of JHPD-issued ICCs while off-duty is prohibited.
- B. All JHPD patrol police vehicles and any vehicle used to transport persons in police custody will be assigned an Axon Fleet 3 ICC system. This system comprises at least two cameras: one installed in the front of the vehicle in a windshield mount (dual-view camera) and one pointed at the vehicle's prisoner compartment (interior camera).
- C. The Axon Fleet 3 ICC system is separate from the vehicle-mounted cameras used for the JHPD's automated license plate reader (ALPR) program. (See JHPD Directive #439, Automated License Plate Reader.) The ICCs discussed in this Directive are not used as part of the ALPR program.
- D. No ICC shall be equipped with or have its video recordings or other data subjected to facial recognition or any other form of biometric analysis. No video recordings or other ICC data shall be subjected to any other form of automated analysis or analytics unless:
- A judicial warrant providing authorization is obtained,
 - The judicial warrant specifies the precise previously recorded video recording or ICC data to which the authorization applies, and

- The authorizing court finds there is probable cause to believe the recording or ICC data contains evidence that is relevant to an ongoing criminal investigation.
 - This subsection does not prohibit the JHPD from using recognition software to analyze the recording of a particular JHPD incident when a supervisor or above has reason to believe that a specific person in need of assistance may be the subject of a particular recording.
- E. Members who are assigned to operate ICC-equipped vehicles must complete the JHPD-provided training described in Section VIII of this Directive.

II. Camera Operation

A. **Preoperation Requirements** (CALEA 41.3.8.e)

- Prior to each shift, absent priority or exigent circumstances, officers operating an ICC-equipped vehicle shall ensure that they are properly logged into the Axon Fleet system and that their assigned BWC has synced with the ICC equipment. In the event of priority or exigent circumstances preventing the officer from logging on as required by this Directive, officers shall do so at the first opportunity.
- Officers shall then conduct an inspection of the ICC system to ensure:
 - Both cameras power up upon starting the vehicle,
 - Each camera is operational, clear of any obstructions, and pointed to record a field of view that includes any automobiles being stopped for traffic violations as well as the rear passenger compartment of the squad car,
 - There is adequate recording time remaining on each camera, there are no errors indicated with the cameras or app (e.g., cameras buffering), and the system has Bluetooth connectivity, and
 - The system is tested for proper video and audio functionality. This is done by turning on the emergency lights or manually activating cameras and then verbally indicating a system test. This test will usually take five to 10 seconds. Once the video and audio tests are completed, officers will review what was recorded on the Axon app to be sure the system is in good working order and then tag the test videos as follows:

ID = 000000000

Title = Test

Category = 08 Testing

NOTE: Lack of Wi-Fi connectivity within the Axon app will not affect general operation of the system; however, it will delay offloading of recordings from the car to Evidence.com and will prevent review of recordings from the mobile data

computer. Officers shall report this condition so it can be corrected. The lack of Wi-Fi does not prevent use of the vehicle.

- Operational problems with the ICC equipment shall be reported to an immediate supervisor, who should then attempt to troubleshoot the problem.
 - Problems that cannot be fixed shall be logged as “Administrative Event [DAMAGE],” noting the vehicle number and the specific problem.
 - Damaged equipment shall be documented in an Administrative Report and forwarded through the chain of command to the Fleet Manager for disposition. Installation, removal, or repairs shall only be performed at the direction of the Fleet Manager and Director of Information Technology for Public Safety.
 - An inoperable ICC will result in the automatic deadlining of a vehicle for repair. If another ICC-equipped vehicle is available, the supervisor shall assign the officer to that vehicle. If not, the vehicle with the nonoperating ICC can still be used for patrol purposes provided the assigned officers have operational BWCs.
- If the ICC fails during the course of a shift, the officer may continue to use that vehicle until the end of the shift.
- Unless otherwise authorized, members are not authorized to disable, remove, or tamper with any ICC system. Any member intentionally disabling, removing, or tampering with any component of an ICC without prior approval will be subject to discipline.

B. Camera Operating Modes

The Axon Fleet 3 system cameras have two operating modes:

- **Buffering mode** (the default mode), during which the camera is on but not recording. This mode provides pre-event buffering to capture activities that occur prior to activating cameras.
 - The camera will automatically be powered on to Buffering mode upon detecting that the vehicle ignition is on.
 - While in Buffering mode, the ICC will be configured to capture audio and video, but it does not record to permanent memory.
 - Buffered video duration is 30 seconds by default.
- **Event mode**, during which the camera is active and recording events.
 - The moment that Event mode begins, both video and audio are recorded from the camera and Global Positioning System coordinates provided by the Fleet Hub are recorded. This will

continue throughout the duration of the recording until the camera is deactivated and the recording is stopped.

- When Event mode is activated (and the camera begins recording), the buffered video captured directly before the event is saved and attached to the event in permanent memory.

C. **Activating the ICC (Switching to Event/Recording Mode)**

- The ICC must be activated and recording in Event mode during all of the incidents and encounters set forth in Section III.A of this Directive.
- Automatic Activation: The JHPD's ICC system is configured to automatically transition from Buffering to Event mode and begin recording both audio and video when one of the following events occurs:
 - The vehicle's police lights or sirens are activated,
 - The vehicle's collision sensor is activated,
 - The officer's BWC is activated,
 - The vehicle speed exceeds 75 miles per hour, or
 - The vehicle is involved in a significant deceleration event such as a crash (approximately 3 g of force is required).
- Manual Activation: The following actions will manually activate the camera and begin recording in Event mode:
 - Using the Fleet Dashboard application to start recording, or
 - Pressing the Primary or Secondary button on the dual-view camera.
 - NOTE: Officers may opt to manually activate the ICC in order to record an incident without alerting a potential violator with emergency lights.
- Whenever the ICC has been activated and is recording, officers shall ensure that the audio portion is also activated. Officers are encouraged to provide audio narration as events are occurring.
- If it can be done safely, officers shall consider vehicle positioning during traffic stops, field interviews, and other encounters described in Section III.A of this Directive in order to fully frame the vehicle or persons involved. A minimum of one car length of distance should be maintained between the patrol vehicle and the stopped vehicle.

D. Camera Deactivation

- Once recording with an ICC has been initiated, officers shall not end the recording until:
 - The event or encounter has fully concluded, meaning that no additional engagement, investigative, or enforcement action is anticipated,
 - The officer leaves the scene and anticipates no further involvement in the event,
 - A supervisor has authorized the recording to cease because the officer is no longer engaged in the encounter, enforcement, or investigative activity, or
 - The officer is expressly authorized under this Directive to deactivate the ICC.
 - NOTE: When in doubt, officers shall continue to record the interaction if it is reasonable to do so.
- Prior to deactivating the ICC pursuant to one of the exceptions described in Section III.B or one of the prohibitions described in Section III.C of this Directive, the officer shall state orally into the ICC the reason for deactivation.
- To stop recording and return to Buffering mode:
 - Use the Fleet Dashboard application to stop recording, or
 - Single press the Primary button to end recording on the dual-view camera, or single press the Secondary button to end recording on the interior camera.

NOTE: Turning off the ICC does not automatically turn off the officer's BWC, and vice versa. The two systems must be turned off separately.

- The maximum recording length for Axon Fleet 3 cameras is six hours, at which point the Fleet Hub will automatically terminate the current recording and immediately resume recording with a new evidence file.
- The shutdown delay of the Axon Fleet 3 system is programmable, with the timer beginning its countdown upon turning the vehicle ignition off.

E. Determining ICC System Status

- Audio Prompts: The Axon Fleet system emits beeping sounds called "audio prompts" to notify officers of the system status. These prompts usually occur after a camera action.

Operating Mode	Audio Notification
Powering on or off	One tone
Recording an event	Two tones (repeats every two minutes)
Enter or exit Mute mode	Two tones
Device is ending an event and returning to Buffering mode	One long tone
Respond livestreaming started	Three rising pitch tones

- **LED Prompts:** The Primary LED on the back of the dual-view camera shows the dual-view camera’s current operating status.

Primary LED: Dual-View Camera Status	LED Behavior
Powering on	Rapid blinking green
Buffering	Solid green
Recording	Blinking red
Camera updating	Blinking white
Livestreaming while buffering	Blinking purple
Livestreaming while recording	Blinking red and purple
Error encountered	Blinking yellow

The Secondary LED shows the interior camera’s current operating status.

Secondary LED: Interior Camera Status	LED Behavior
Powering on	Rapid blinking green
Buffering	Solid green
Recording	Blinking red
Camera updating	Blinking white
Error encountered	Blinking yellow

III. **Recording Requirements** (CALEA 41.3.8.b)

A. **Mandatory ICC Activation**

Except as outlined in Section III.B or Section III.C of this Directive, all officers using ICC-equipped vehicles shall ensure that the ICC is activated in Event mode and recording during law enforcement–related encounters and incidents that include but are not limited to:

- Criminal enforcement stops,
- Traffic stops (to include but not limited to traffic violations, motorist assist, and crime interdiction stops); this applies to an officer’s interaction with occupied vehicles that are already stopped when the officer arrives,

- Field interviews,
- Dispatched calls for service (the ICC should be activated when the officer begins to travel to the call or when acknowledging the call once dispatched),
- Pedestrian stops,
- In-progress vehicle or criminal code violations,
- Field sobriety road stops and all investigations and arrests involving impaired or intoxicated drivers,
- Vehicle and foot pursuits,
- Arrests,
- Advisements of Miranda rights,
- Consent to search a vehicle,
- Motor vehicle collisions,
- Any applicable special operation as determined by the duty supervisor that should be documented on video,
- Any self-initiated activity in which an officer would normally notify Communications,
- Uses of force,
- If responding to provide backup for another officer,
- Interviews or taking statements from suspects, witnesses, and victims, unless they are otherwise already being recorded by JHPD equipment,
- When present on the scene with people in custody, people who have been arrested, people who are suspected of a crime, or any other people who have been stopped by officers (this requirement applies regardless of whether the officer is part of the primary unit on the scene),
- When transporting any non-JHPD member in the vehicle,
- When following a medic, tow truck, or other vehicle as part of a continuation of an investigation or call for service,
- When any member of the public raises any concern or complaint or when any interaction becomes confrontational, enforcement related, or investigatory by nature,
- As directed by a supervisor, or
- In any other situation that an officer, by reason of training and experience, determines should be documented on video.

NOTE: When in doubt, officers should record.

B. Exceptions to Recording Requirements

- When victims, witnesses, or other individuals wish to make a statement or share information during a voluntary interaction or contact with officers but refuse to do so while being recorded, officers may deactivate the ICC in order to obtain the statement, engage in the contact, or obtain information. However, officers should consider the evidentiary value of the recorded statement when deciding whether to take a statement or obtain information without recording.
 - When practicable, officers shall consult with supervisors and obtain approval before making the decision to deactivate their ICCs in situations that are enforcement related or investigatory in nature. Approval is not needed when the information is for community engagement purposes.
 - The refusal to speak on camera should be stated on the recording by the individual before the ICC is turned off, and the reason for turning off the ICC should be documented in the officer's report.
 - If the encounter begins when the ICC is not actively recording, the officer may temporarily activate the ICC for the sole purpose of documenting the person's request that they not be recorded.
- Officers are not required to activate the ICC when they are:
 - Performing administrative investigative functions or routine administrative activities as defined in this Directive, unless directed by a supervisor or to document required tasks,
 - Traveling to and from JHPD training or meetings, or when using a JHPD vehicle for transportation purposes only, or
 - On break or otherwise engaged in personal activities.
- Officers are not required to activate their ICC during a voluntary contact that is part of a community engagement event or community engagement contact that has been preapproved by their supervisor.
- Officers may power off their ICC when investigating bomb threats or suspicious packages under the same circumstances where utilization of the JHPD radio is prohibited due to concerns that radio transmissions could potentially cause a detonation. Officers must immediately power on the ICC when safe to do so.
- In those extremely rare circumstances where a reasonable officer would determine that it is impossible, impractical, or unsafe to activate their ICCs under the circumstances that the officer encounters, officers should activate the ICC at the earliest moment at which activation becomes possible, practical, or safe, consistent with the requirements of Section III.A of this Directive.

- An officer who does not activate the ICC as required by this Directive shall document the reason that the ICC was not activated as soon as possible after the incident concludes and submit the Administrative Report to the officer's supervisor by the end of the officer's shift. Upon review, the supervisor shall enter it into the complaint management system (CMS).
- An officer who interrupts or terminates an ICC recording in progress shall document the reason that the ICC was interrupted or terminated as soon as possible after the incident concludes and submit the Administrative Report to the officer's supervisor by the end of the officer's shift. Upon receipt, the officer's supervisor shall enter it into CMS.

C. Prohibited Recordings

- Officers shall not activate the ICC for the sole purpose of recording individuals who are engaged in acts of expression protected by the First Amendment (e.g., lawfully exercising their freedom of speech, press, association, assembly, or religion, or the right to petition the government for redress of grievances). This prohibition does not preclude use of ICCs for situations in which the officer is otherwise addressing potentially unlawful activity, or the ICC is engaged pursuant to one of the requirements set forth as described above in Section III.A.
- ICCs shall not be used for systemic, indiscriminate tracking of individuals, wide-scale monitoring, or unauthorized surveillance.
- ICCs shall not be used for the purpose of harassing or intimidating an individual or to discourage an individual from observing police activity, making appropriate inquiries of an officer, or making a complaint.
- No JHPD member may use an ICC to knowingly and surreptitiously record a conversation of any other JHPD member except with a court order, when documenting or reporting criminal activity, or as authorized by the Chief of Police or designee. This prohibition does not apply to recording of off-duty JHPD officers who are subject to recording any interactions with the JHPD as subjects or witnesses in the same manner as the general public.
- Additionally, officers shall **not** activate ICCs to record:
 - JHPD members performing routine administrative activities or engaging in private conversations,
 - Non-work-related personal activity,
 - In places where individuals unrelated to the matter are present and would have a heightened expectation of privacy,

- Situations that could compromise the identity of confidential informants and undercover operatives, or
- Legally privileged communications (attorney-client, doctor-patient, etc.).

D. Notice of Recording

- In all circumstances where a person will be video- or audio-recorded in the vehicle, officers shall advise the suspect of the recording unless doing so would create a threat to the officer’s safety. The officer shall state, “Hello, I am Officer _____ of the Johns Hopkins Police Department. I am advising you that our interaction is being recorded.”

E. Reporting Requirements

- Officers who capture evidence or critical incidents on ICC recordings shall bring it to the attention of their supervisors as soon as possible. Officers operating the ICC equipment shall create a bookmark in order to flag the recording.
 - The existence of the recording shall be noted at the beginning of the narrative of any Incident Report, charging document, investigative report, or Supplemental Report pertaining to the incident.
- Officers must document in writing any nonrecorded event that should have been recorded per this Directive, as well as any interruptions or terminations of recordings.

IV. Data Use, Storage & Retention (CALEA 41.3.8.c, d)

A. Prohibited Uses of ICC Recordings

The following actions are prohibited except as authorized by JHPD directives or express authorization of the Chief of Police or their designee:

- Copying, sharing, releasing, altering, erasing, or allowing unauthorized viewing of a JHPD ICC recording (or portion thereof).
 - When authorized, members may use Evidence.com to share recordings with other law enforcement agencies directly, without the need to copy and manually share the recordings.
- Uploading any ICC recording onto any unauthorized computer, device, drive, DVD, or any other format.
- Using an external recording device to copy or record ICC recordings when the recordings are displayed on another computer or device.
- Downloading, converting, or accessing any ICC recording for any type of personal use.

- Uploading ICC recordings onto public or social media websites.
- Sharing any ICC video credentials with any other person.
- Allowing the public to review ICC recordings while in the field.
- Using an ICC recording of a constitutionally protected activity to identify persons present at the activity who are not suspected of being engaged in illegal activity or in need of assistance.
- Using ICC recordings to gather intelligence information based on First Amendment–protected speech, associations, or religion. (See JHPD Directive #486, Assemblies, Demonstrations & Disruption of Campus Activities.)
- Using ICC video or audio data for any of the following purposes:
 - To create a database or pool of mug shots,
 - As fillers in photo lineups,
 - For any commercial purpose, or
 - For searching using facial or voice recognition software.

B. Uploading, Categorizing & Labeling ICC Recordings

- When returning a vehicle from use, officers operating an ICC-equipped vehicle shall set the system to Upload to transfer any recordings to the server.
 - Uploaded events are stored in the Evidence.com system by incident. Each incident can be searched by date/time and officer. In addition, events can be searched by supplemental information keyed in by the officer at the time of the upload, such as tags and case number.
- Prior to the end of the officer’s shift, the officer shall ensure the ICC recordings are categorized and titled with the following information:
 - The title of the recording shall contain any related location, Incident Number (also referred to as a Central Complaint number (CC#)), citation, warrant, contact receipt, or other report numbers (e.g., “123 Main St., CC# ____”).
 - The category of the recordings shall indicate the type of incident (Accidental, Arrest/Must Appear, Call for Service, Car Stop, Self-Initiated, Training, Restricted, etc.).
- The JHPD recognizes that circumstances may arise that prevent the uploading of recordings at the end of the officer’s shift (late calls, device malfunctions, etc.). In those cases, officers will advise their supervisor of the delay and upload the recordings during the next shift or as directed by their supervisor. The reason for the delay shall be documented in writing in an Administrative Report.

C. **Data Storage & Retention**

- All original ICC recordings are the property of the JHPD and shall be securely stored and maintained through Evidence.com and in accordance with the JHPD's contract with Axon.
- ICC recordings shall be retained according to a retention schedule that is consistent with state law and Johns Hopkins University (JHU) policies, as follows:
 - The JHPD shall retain unedited original versions of all ICC recordings for a minimum period of **four** years.
 - If the incident captured in the recording results in a preservation request, civil litigation, complaint against personnel, Public Safety Accountability Unit (PSAU) investigation, or criminal charges, or is otherwise relevant to a criminal, administrative, or compliance investigation, the recording shall be retained for at least **one** year following the conclusion of the matter, including appeals.
 - System recordings will automatically be deleted when the retention period is completed unless held in a case for specific investigatory or judicial purposes.
- In the event of an accidental or mistaken activation of the ICC where the resulting recording has no investigative or evidentiary value, officers may submit a request for deletion to their immediate supervisor for approval. The request must be in writing and document the circumstances of the unintentional recording.
 - Approved requests shall be forwarded to the ICC/BWC Coordinator. Upon receipt of an approved deletion request, the ICC/BWC Coordinator shall review the recording and determine whether or not the recording has an official purpose or evidentiary value.
 - Requests for deletion of recordings that depict violations of JHPD directives or JHPD member misconduct shall not be approved.
 - If the ICC/BWC Coordinator concurs that the recording has no evidentiary value, the ICC/BWC Coordinator shall forward the request for review.
 - If the Director of PSAU concurs that the recording has no evidentiary value, the Director of PSAU shall approve the request and forward it to the Director of Information Technology to delete the recording.
 - A copy of the deletion request shall be maintained by the ICC/BWC Coordinator.

NOTE: Deleting recordings can expose police agencies to accusations of tampering. Therefore, requests for deletion of ICC recordings shall only be made in instances of unintentional activation of the ICC during nonenforcement or noninvestigative activities (e.g., recordings made while officers were engaged in conversations of a nonbusiness, personal nature with the expectation that the conversation was not being recorded). Recordings that raise privacy concerns but that do not otherwise meet this definition of unintentional activation shall not be deleted but shall be retained, tagged, and obscured should they need to be viewed.

- To monitor camera performance, as well as track how and why camera recordings are accessed, the JHPD shall maintain a log that documents:
 - When ICC footage is recorded, including the time of the recording,
 - When ICC recordings are uploaded, and
 - When ICC recordings are viewed, copied, or edited. The log should note who accessed the recordings and for what purpose.

V. Reviewing & Auditing ICC Recordings (CALEA 41.3.8.g)

A. Access to ICC recordings shall be granted to authorized JHPD members only. Accessing or reviewing the recordings for any reason other than those stated in this Directive is strictly prohibited, except as otherwise required by state and federal statutes or JHPD and JHU policies and procedures.

B. Review by Officers

- Where not otherwise prohibited by this Directive, officers may view ICC recordings from the vehicle to which they were assigned at the time of the recording for reasons that include but are not limited to:
 - Assisting in writing a complete and accurate report regarding routine matters,
 - Assisting in the preparation of other official documents,
 - Assisting with court or administrative hearing preparation,
 - Reviewing evidence for court or administrative hearings,
 - Reviewing victim, witness, or suspect statements,
 - Reviewing crime scene observations,
 - Preparing a statement of charges,
 - Clarifying observations at the scene of an incident, or
 - Giving testimony and evidence in court or administering proceedings.

- Requests to review ICC recordings shall be made on a memorandum and forwarded to the officer's supervisor or accessed directly via the Evidence.com system. The request will then be forwarded through the officer's chain of command if necessary. The request must articulate the reason for the review.
- An officer must document in their written reports whether they reviewed ICC recordings of the incident and the time they were reviewed.
- Officers shall not view any ICC recordings prior to completing any required initial reports, statements, interviews, or interrogation regarding the recorded event where force was used or that resulted in a complaint or PSAU investigation against a JHPD member, unless doing so is necessary, while in the field, to address an immediate threat to life or safety.
- Officers who (a) are involved in an incident that activates a duty to receive or assist in the taking of a public complaint against an officer or (b) notify their supervisor or PSAU of actual or alleged officer misconduct may not review any ICC recordings related to the incident prior to completing any required reports about such allegations or being interviewed by the appropriate investigative unit, without authorization from the Director of PSAU, unless doing so is necessary while in the field to address an immediate threat to life or safety.
 - NOTE: Examples include circumstances in which (a) the officer is under a duty to report potential officer misconduct (including their own) in connection with activity recorded on the ICC, (b) the officer forwarded a completed complaint form through the officer's chain of command to PSAU, or (c) the officer's supervisor responded to the scene and either took a public complaint or made a complaint of their own.
- In addition to the above, officers who are officially notified that they are under investigation and have received a Notice of Investigation may not subsequently view any ICC recordings of the incident under investigation. This access restriction shall remain in place throughout the investigation.

C. Review by Supervisors

- Supervisors **shall** review the ICC data of an officer under their supervision when:
 - The officer or another officer is injured or killed during the performance of their duties,
 - There is a reportable use of force by the recording officer or another officer,

- The officer is involved in an incident that results in an injury requiring hospitalization or a fatality, including but not limited to in-custody deaths, crashes, and vehicular pursuits,
- The officer has informed the supervisor they believe that the event may result in a complaint,
- The officer has made an arrest or cited a criminal violation, and
- There has been a vehicle pursuit, stop, or departmental accident.
- Supervisors **may** review and copy ICC data capturing the performance of an officer under their command for the purpose of:
 - Facilitating the completion of the duties listed for officers in this Directive,
 - Conducting an investigation or Use of Force Review (misconduct, supervisor complaint, vehicle accident, civil claims, etc.),
 - Monitoring a subordinate's professional conduct or performance,
 - Making early intervention inquiries,
 - Training,
 - Advancing the best interests of the public, the JHPD, or the officer, and
 - Other articulable reasons expressly authorized by the Chief of Police.

D. Livestreaming

- An officer's ICC may livestream a recording via Evidence.com to be viewed by assigned members in real time. Only users authorized by this Directive or the Chief of Police or their deputies shall utilize the livestream feature. In addition, supervisory personnel shall be assigned livestream permission and may use livestream ICC footage in order to assist an officer, to deploy additional resources, or to check for compliance.
- Instances where a supervisor may livestream an ICC include but are not limited to:
 - Monitoring officers' response to a preplanned event,
 - At an officer's request,
 - During community engagement interactions,
 - During an ongoing critical incident (e.g., firearms discharge, hot pursuit),
 - During a hostage or barricade situation, and

- In active assailant situations where command requires multiple viewpoints to coordinate a safe response.
- The details of all access to the livestream feature are automatically recorded in the Audit Log of any corresponding ICC recordings.
- Supervisors shall not livestream the ICCs of officers under their command, unless it is for one of the instances identified above, is operationally necessary, or is required for compliance reviews.
 - NOTE: While the livestream feature is a tool for supervisors to assist officers, its use shall not eliminate the necessity to carry out the responsibilities of supervisors to respond to an incident and notify additional resources as required by JHPD directives.

E. Review by Commanders & Managers

The Chief and Deputy Chief of Police, Commanders, and Captains may access all ICC recordings and audit trails, including restricted recordings, for the following purposes:

- Ensure the efficient and lawful day-to-day operations of the JHPD,
- Identify training needs,
- Conduct incident critiques,
- Conduct complaint response and review,
- Conduct staff inspections, or
- Conduct internal affairs investigations.

F. Review by the Public Safety Accountability Unit

- PSAU shall conduct periodic, random reviews and audits of ICC recordings to assess whether the officer's activity was conducted consistent with relevant laws and JHPD directives.
- Periodic reviews will be conducted by PSAU according to the following procedure:
 - PSAU selects three officers from a shift at random who were working three consecutive days.
 - ICC recordings from the vehicles operated by those officers are then matched with computer-aided dispatch and in-pursuit data to confirm whether the officers responded to those calls.
 - If there are no ICC recordings from that officer, PSAU will investigate other recordings associated with the incident to view the officer's actions.
 - Any violations of this Directive will be sent to PSAU for review.

- PSAU will perform at least one audit per week.
- Violations of any laws or JHPD directives, or the engagement in any activity that may bring discredit to the office or to the JHPD, shall be reported to the Director of PSAU.
- Results of the reviews shall be provided to the Chief of Police and will be used to assess:
 - Officer performance,
 - Training and equipment needs, or
 - Consistency between written reports and recordings.

G. Review by Other JHPD Members

In addition to the members discussed in this section, ICC recordings may be accessed and reviewed by the following:

- Investigators assigned to PSAU may review and copy data from any vehicle’s ICC.
- Members of the JHPD’s Investigations Division may review and copy any ICC data that might be relevant to a criminal investigation they are conducting.
- Members of the Public Safety Training Section may request and review ICC data for training purposes.
- Members of PSAU, Records Management, or the staff of the Public Information Officer (PIO) may request and review ICC recordings for the purpose of responding to public requests for disclosure, as discussed in Section VI of this Directive.
- Technical support staff may review ICC recordings for the purposes of assessing the proper functioning of the ICC system.
- Personnel from the Johns Hopkins Office of General Counsel or, upon approval by the Chief of Police, other Johns Hopkins staff such as from the Office of Institutional Equity or the Office of Internal Audits may review ICC recordings for purposes of an administrative investigation.
- Personnel from the Office of the State’s Attorney, United States Attorney’s Office, Attorney General’s Office, or other prosecuting authority may request and review ICC recordings for purposes of investigation leading to possible prosecution.

VI. Public Disclosure of ICC Recordings

Members of the public wishing to obtain ICC recordings may submit a request for JHPD records related to law enforcement activities to the JHPD PIO, pursuant to JHPD Directive #210, Records Management.

VII. Required Actions by Supervisors

Supervisors shall:

- A. Ensure that officers assigned to ICC-equipped vehicles are utilizing the ICC system in accordance with JHPD directives.
- B. Periodically inspect issued ICCs to ensure proper operability per testing protocols.
- C. Ensure that requests for repairs, maintenance, or replacement for nonfunctional ICC equipment are promptly made and documented accordingly.
- D. Identify material or incidents that may be appropriate for training.
- E. Periodically conduct reviews of ICC recordings per the protocols described in Section V of this Directive.
- F. When an incident arises that requires the immediate retrieval of an ICC recording, respond to the scene to secure the officer's vehicle and maintain a chain of custody. The supervisor is responsible for uploading and labeling the recording and shall maintain possession of the ICC until this is complete. Incidents in which this is required may include:
 - Anytime the Independent Investigative Division (IID) of the Office of the Attorney General for Maryland responds to investigate an incident,
 - A Use of Force Review is necessary for all officers present during any incident involving a use of force (see JHPD Directive #402, Use of Force), and
 - Any other time at the discretion of a supervisor not involved in the incident.

VIII. Training (CALEA 41.3.8.f)

- A. All JHPD officers shall receive department-approved training on ICC policies and operation prior to being assigned to a vehicle that is equipped with an ICC, and then on an ongoing annual basis. Supervisors who are required to use and interact with the ICC system shall also receive the training.
- B. Initial and annual training must include:
 - The proper use and care of ICC equipment,
 - System operation, including how to use the cameras, upload recordings, livestream, and perform all other pertinent operational functions,

- Mandatory, permissible, and prohibited uses of ICCs,
 - How to classify recordings,
 - Legal guidance and updates pertaining to recording devices,
 - Relevant JHPD directives and federal, state, and local laws, and
 - Alternative methods for delivering effective notifications of recording to persons with special needs or limited English proficiency.
- C. Additional training outside of the annual training shall be conducted if:
- Deficiencies are identified in the use of ICCs,
 - New ICC equipment or technology is adopted by the JHPD, or
 - There are changes to laws or policies relevant to ICCs.

Policy Enforcement

Enforcement	JHPD managers and supervisors are responsible for enforcing this Directive.
Reporting Violations	Suspected violations of this Directive should be reported to PSAU.

Related Resources

University Policies and Documents
Administrative Procedure #210, Records Management Operational Procedure #402, Use of Force Operational Procedure #433, Body-Worn Cameras Operational Procedure #439, Automated License Plate Reader Operational Procedure #486, Assemblies, Demonstrations & Disruption of Campus Activities
External Documentation
Axon Fleet 3 Camera System User Manual, January 2023 The Justice Collaboration, <i>Principles of Procedurally Just Policing</i> , January 2018
Police Department Forms and Systems

Contacts

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Policy Management	(667)306-8618	jhpdpolicyinquiry@jh.edu