BODY WORN CAMERA RECORDING SYSTEM USE

To: All Security Personnel

Purpose: To establish the framework for accepted use of body worn recording system technology and administration of the data associated with the use of the system.

I. Definitions

a. The following phrases have particular meanings for use in this procedure:
   i. Adversarial means a security officer encounter with a person that becomes confrontational, during which at least one person expresses anger, resentment, or hostility toward another, or at least one person directs toward another verbal conduct consisting of threatening, challenging, swearing, yelling, or shouting.
   ii. Evidentiary value means information that may be useful to establish or document information related to violations of community standards or violations of Minnesota Criminal Code; or in considering an allegation against a College employee.
   iii. General community contact means a contact with a community member that is not and does not become evidentiary or adversarial, and a recording of the event would not yield information of evidentiary value. Examples include but are not limited to assisting a community member with a facilities request, door unlock, fire alarm, etc.
   iv. Standards-related information means information captured or available for capture by use of a body worn recording system that has evidentiary value because it documents events with respect to a community contact, search, citation, or a community standards violation.
   v. Official duties, for the purpose of this procedure, means the security officer is on duty and performing authorized College business or services.
   vi. Retention schedule refers to the College’s practice for retaining video in accordance with the Campus Handbook’s Surveillance Camera Guidelines.
   vii. Unintentionally recorded footage is a recording that results from a security officer’s inadvertently in operating the body worn camera system, provided that no portion of the resulting recording has evidentiary value.
Examples of unintentionally recorded footage include but are not limited to, recordings made in locker rooms, rest rooms, or break rooms, and recordings made while security officers are engaged in conversation of a non-business, personal nature with the expectation the conversation was not intended to be recorded.

II. Use and Documentation

a. A security officer may only use department-issued body worn recording systems in the performance of official duties.

b. Security officers operate the body worn recording system equipment consistent with this procedure. Each officer should perform a daily function check of the body worn recording system and promptly report any malfunctions discovered during the check, or anytime after the check, to a supervisor and document the reported issue(s).

c. Security officers should wear the body worn recording system on their body in a manner that facilitates accurate recording and follows manufacturer recommendations.

d. In case a security officer fails to record an activity that is required to be recorded under this procedure or records only a portion of the activity, the security officer should document the circumstances and reasons for not recording in an incident report.
   i. Supervisors should review incident reports and initiate appropriate corrective action when necessary for failure to record.

III. General Guidelines for Recording

a. A red indicator light comes on when a body worn camera is recording. Security officers have the ability to override this feature when necessary to reduce visibility to prevent detection.
   i. If a security officer chooses to override the visible recording indicator, they should provide a written reason for the override in either their activity report or incident report.

b. Security officers should activate the body worn recording system when anticipating they will be involved in a self-initiated or otherwise initiated contact for suspicious circumstances, call for service, search, adversarial contact, or other activities likely to yield information of evidentiary value.

c. Security officers should activate the body worn recording system when they are present and another Carleton security officer is involved in a self-initiated or
otherwise initiated contact for suspicious circumstances, call for service, search, adversarial contact, or other activities likely to yield information of evidentiary value.

d. Security officers have discretion to record or not record general community contacts until the point the person they are in contact with requests the interaction be recorded. In the case of such a request, security officers should immediately activate the body worn recording system.

e. Security officers have no affirmative duty to inform people that a body worn recording system is being operated or that they are being recorded.
   i. If someone asks if they are being recorded, security officers are expected to answer accordingly.

f. Once a body worn recording system is activated, security officers should continue recording until the conclusion of the incident or encounter or until it becomes likely that continued recording is unlikely to capture information having evidentiary value.
   i. Prior to deactivating the body worn recording system, security officers should state, on camera, the reason for stopping recording before deactivating the recording system.
   ii. If, after deactivating the recording system, circumstances change that would require recording as set forth in this procedure, security officers should reactivate their body worn camera system to record the circumstances.
   iii. Temporarily muting the system microphone to have a brief private conversation with other officers about the encounter or incident at hand is permissible.

g. Security officers should not intentionally block the body worn camera system’s audio or visual recording functionality to defeat the purposes of this procedure.

h. Notwithstanding other provisions in this procedure, security officers should not use their body worn camera recording system to record other Security Services or College staff, contract employees, student employees, or faculty during non-enforcement related activities, such as to make audio recordings during meal breaks or other private conversations unless recording is authorized as part of an investigation.

i. Security officers should activate their body worn camera system when dealing with individuals believed to be experiencing a mental health crisis or event to document information having evidentiary value or to aid in the determination of the individual’s ability to care for their self.

j. Security officers do not intentionally edit, alter, or erase any body worn system recording.
IV. Special Guidelines for Recording

a. Security officers may, in the exercise of sound discretion, determine to use their body worn recording system to record any security/community member encounter if there is reason to believe the recording would potentially yield information having evidentiary value, unless such recording is otherwise expressly prohibited.

b. Security officers need not record persons being provided medical care unless there is a reason to believe the recording would document information having evidentiary value.

V. Downloading and Labeling Data

a. Each security officer using a body worn recording system is responsible for transferring or assuring the proper transfer of the data from their body worn camera recording system to the College’s data-storage server by the end of the officer’s shift.

VI. Access to Body Worn Recording System Data

a. Security officers may access and view stored video data only when there is a College-related business need for doing so. Unless otherwise directed by a supervisor, security officers may review video footage of an incident in which they were involved prior to preparing a report or giving verbal statements about the incident.

b. Security Services personnel are prohibited from accessing body worn recording system data for non-business reasons or from sharing the data for non-security related reasons, including but not limited to uploading data recorded or maintained onto social media accounts or websites.

c. Security Services personnel should refer members of the media, the public, or the Carleton community seeking access to body worn recording device data to the College Communications Department.

d. The College makes body worn recording system data available to prosecutors, courts, and other criminal justice entities as provided by law.

VII. Security Services Department Use of Data

a. As a matter of practice, security officers, supervisors, and other assigned personnel should not access or review other security officer’s videos absent a
complaint or concern about a procedure or rule violation or to assure compliance with this procedure.

b. Nothing in this procedure limits or prohibits use of body worn recording system data as evidence of misconduct or as a basis of discipline.

c. Security officers should contact their supervisor to discuss retaining and using body worn recording data for training purposes. Security officer objections to preserving or using certain footage for training will be considered on a case-by-case basis.

   i. Field training officers may use body worn recording system data to provide coaching and feedback on a recruit security officer’s performance.

VIII. Data Retention

   a. Body worn recording system evidentiary data should be retained for the period specified by the College’s data retention schedules and the College’s Surveillance Camera Guidelines. When recording data is subject to more than one retention period, it should be maintained for the longest applicable retention period.

IX. Compliance

   a. Supervisors should monitor security officers’ activities for compliance with this procedure. Failure on the part of Security Services personnel to comply with this procedure may subject individuals to disciplinary action. Unauthorized access to or disclosure of body worn recording system data may constitute misconduct and subject individuals to disciplinary action and even criminal penalties if the conduct is in violation of statutes or codes.

History: Original 8-12-2021; updated 11-2-2021.