



KANSAS CITY, MO. POLICE DEPARTMENT
PROCEDURAL INSTRUCTION

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EFFECTIVE DATE
04/02/2025

NO.
25-01

SUBJECT

Internally Recorded Digital Media Records

AMENDS

REFERENCE

P.I.: Recovered Property Procedure
Unmanned Aircraft Systems (UAS)
P.P.B.M.: 201 Code of Ethics and Rules of Conduct
934 Records Management Retention & Disposal
RSMo.: 109.255, 610.023

RESCINDS

PI 21-05
IBM 23-09
PBM 22-04
DM 22-02

I. INTRODUCTION

This written directive provides guidelines to address all recordings and reproductions of digital media generated on Department-owned equipment.

II. TERMINOLOGY

- A. **Activations** – Any process that causes digital media recordings to transmit or store digital media.
- B. **Advisement** – Statement made by a member at the outset of using a BWC to record a communication, conversation, or interaction with an individual. This statement is made for the specific purpose of informing the individual that the communication or conversation is being recorded and the member is requesting permission from the individual to discontinue the recording.
- *C. **Body Worn Camera (BWC)** – Digital recording equipment that captures audio and video signals capable of being worn on a member's person that includes at minimum a camera, microphone, and recorder.
- D. **Copy** – For the purposes of this direct, a reproduction of the digital media recording of an "event."
- E. **Digital Media** – Video, audio, software, or other content that is created, edited, stored, or accessed in digital form.
- F. **Digital Media Recording Equipment** – The in-car video system and/or the BWC system.
- G. **Digital Technology Section (DTS)** – Members certified or trained in the operational use and repair of BWC, duplicating methods, storage and retrieval methods and procedures, and who have a working knowledge of video forensics and evidentiary procedures.

III. GUIDELINES

- A. Members equipped with both in-car and a BWC will utilize both systems.
- *B. Members will immediately notify their supervisor of the reasons for failing to activate or deactivate Digital Media Recording Equipment.
- *C. Any deactivation of the BWC outside of allowed procedures will be reported to the members immediate supervisor.
- D. When a member's in-car video or BWC is broken, malfunctions or lost the member's desk sergeant will be notified immediately and the DTS contacted.
- E. Members will refer to the current written directive entitled, "Code of Ethics and Rules of Conduct," with regard to recording Department members.
- F. All recordings generated on Department-owned equipment are the property of the Kansas City Missouri Police Department (Department).
 - 1. Copying or reproduction of any digital media generated by the Department for use outside the Department is prohibited by any member not assigned to the DTS.
 - 2. Distribution and duplication (internal and external) of digital media generated by the Department in any format or for any purpose will do so in accordance with the guidelines provided within Annex D of this directive.
 - 3. Only the DTS is authorized to reproduce or redact any digital media.
- G. All digital media recordings will be retained as specified in the Missouri Police Clerks Records Retention Schedule. Non-evidentiary video will be held for 180 days and pre-check videos are held for 30 days.
- H. Any member who intentionally disables, damages or blocks any digital media recording equipment may be subject to disciplinary action.
- I. In the event a Mobile Data Computer (MDC) or tablet malfunctions or is broken, the member will contact the Department's Helpdesk.
- *J. Supervisors/commanders will conduct quarterly video reviews. For more information, members should refer to Annex B of this directive.
- K. Specialty Cameras
 - 1. All helicopters in the Patrol Support Division, Helicopter Section, are equipped with a digital media recording system.
 - 2. Tactical Response Teams (TRT) will record all search warrants with the Department's digital cameras after the building is secured.

IV. PROCEDURE

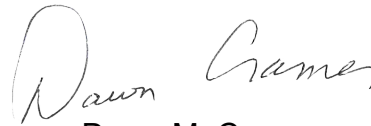
This directive has been arranged in annexes for easy reference.

Annex A	Digital Media Recording Equipment
*Annex B	Quarterly Review of Internally Recorded Digital Media
Annex C	Recording Custodial Interrogations
Annex D	Requests for Duplication of Digital Media
Annex E	Digital Media Purge



Stacey Graves
Chief of Police

Adopted by the Board of Police Commissioners this 18th day of March, 2025.



Dawn M. Cramer
Board President

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DIGITAL MEDIA RECORDING EQUIPMENT

A. General Guidelines

1. Members are responsible for the proper care of all Department-owned digital media recording equipment.
2. In-Car Camera systems and BWC will automatically activate with the following:
 - a. The light bar in position #2 (overhead lights).
 - b. Lights and sirens (light bar position #3).
 - c. Activation of wireless microphone transmitter or BWC.
 - d. Speed over 80 MPH.
 - e. The activation of the crash sensor.
3. When a member's digital media recording equipment is broken/malfunctioning, a commander may authorize the member to continue their tour-of-duty without the use of digital media equipment. The member will document the authorizing commander in their call notes.
4. Digital media recording equipment will be activated during all self-initiated activity and calls for service.
5. A recording may be stopped while working traffic control or a crime scene while the red lights are still functioning. Should a significant event arise while the camera is not in full recording mode, the member should immediately turn the camera on via the transmitter or the record button on the overhead console.
6. Members will be required to state in the narrative of their primary report whether or not digital media of the event exists. If it is reasonably expected digital media should exist and it does not, the member will explain in the narrative as to why there is no digital media; e.g., no digital media system installed in vehicle.
7. Supervisors will ensure reporting requirements have been met prior to approving the report.

*B. BWC General Guidelines

1. Department-issued BWCs are intended for official Department use only.
2. The BWCs will be used as an extra tool and will not replace existing cameras.
3. When used appropriately by investigative members, BWCs will enhance criminal investigations and may be utilized to capture the following, if appropriate:
 - a. Self-initiated activities.
 - b. Calls-for-service investigative members respond to for assistance.
 - c. Interviews when the member has just arrived at the scene of an incident.
 - d. Overt actions by undercover members.
 - e. In the event of a possible arrest.
 - f. Transporting a subject in any Department vehicle.
 - g. Presentation of a photo-array or show-up when other digital media equipment is not available.
 - h. During the execution of a search warrant or consent to search.
 - (1) BWCs should be activated to capture the discovery of any evidence.
 - (2) Digital or virtual media searches do not need to be recorded.
 - (3) If not already completed by a Crime Scene Technician, a final recording of the scene should be completed before the scene is released.
4. Detention Services Unit (DSU) Members
 - a. Members wearing BWCs will activate recording at the onset of contact with an arrestee, including booking, transferring, entering an occupied cell, etc.
 - b. Conversations between a DSU member and an arrestee regardless of the personal or medical nature of the conversation.
5. Once activated, the BWC should remain on until the incident or member's involvement in the incident has concluded.

6. Investigative Members

- a. Some discretion is afforded as to when to deactivate the BWC; i.e., incidents that have no evidentiary value. Investigative members may deactivate the BWC when:

- (1) The event has concluded.
- (2) The victim, witness, citizen, and/or suspect contact has concluded.

- b. There is no obligation to deactivate recording at the request of a citizen if the recording is pursuant to an investigation, arrest, lawful search, or circumstances clearly dictate the recording is necessary.

- (1) Members may, however, evaluate the situation and if appropriate, honor the request.
- (2) The request to deactivate the recording should be recorded as well as the member's response to the request.
- (3) The request to deactivate and the member's response will be captured in any related incident reports.

7. Members will check that the BWC is not recording for personal business; such as, routine business in the office, bathroom, lunch, personal phone calls, etc.

8. Members will take measure not to activate the BWC in nonpublic areas of a Department facility, unless enforcement action is required.

9. The BWC will be worn high in the center of the chest and special attention will be given to ensure the lens is not blocked by any part of their uniform, hands, radio, etc.

10. Members will not activate the BWC, without just cause, when entering a public locker room, changing room, restroom, doctor's office or other places where an individual would have a reasonable expectation of privacy. The need to record will be weighed against personal privacy based on the exigency of the situation and connection to an investigation; i.e., stealing investigation vs. a shooting investigation.

11. Unless for a direct law enforcement purpose, members will not record in the following:

- a. Restrooms.
- b. Daycares.
- c. K-12 education facilities.

- d. The interiors of medical, mental health, counseling, or therapeutic facilities.
 - e. For example: responding for an administrative function such as a meeting, luncheon, or sit-on as opposed to a call-for-service involving a disturbance.
 - 12. Members will record in the interiors of an ambulance.
 - 13. While task force officers are operating in their capacity as a federal officer, (a federal agent has authorized the operation) members will adhere to the applicable federal agencies' BWC policy in regard to camera activation.
- C. Prohibitions:
- 1. All members are prohibited from:
 - a. Recording any digital media footage using their own personal data devices; i.e., cell phone, tablet.
 - b. Modifying, tampering with, dismantling, or attempting to make repairs to any digital media recording equipment or device unless specifically trained and authorized to do so.
 - c. Intentionally placing items in front of any in-car video or BWC lens that may interfere with the recording.
 - *2. Members will not utilize BWCs to capture:
 - a. Interactions with undercover Department members and/or informants.
 - b. Case discussions or strategies in the workplace/field/office. Prior to temporary deactivation, the investigative member will state it is intentionally being deactivated and the reason for the deactivation.
 - c. Forensic interviews.
 - d. Briefings, tactical/strategic planning, or staff meetings.
 - e. Legal conversations with the Office of General Counsel or any other legal establishment.
 - f. In covert operations until/unless investigative members take enforcement action.
 - g. Another Department recording; e.g., in-car camera.

D. Pre-Check Procedures

1. The date and time will automatically be set by the digital media recording system and cannot be altered by the member.
2. At the start of a shift, the member operating a vehicle with an in-car camera and BWC will conduct a video pre-check by activating one of the camera systems' triggers to ensure all video equipment is functioning properly. Members will record at minimum, the date, time, their name, and their serial number.
3. Members utilizing a BWC without an in-car camera system will conduct a BWC pre-check before deploying the BWC. Members will manually activate the recording of the BWC and at minimum record the date, time, their name, and their serial number.

*E. In-Car Camera System Operating Guidelines

1. Any member operating a vehicle with recording equipment, will make every attempt to turn the camera system on while utilizing the vehicle whether on-duty or involved in any police action while off-duty or during secondary employment.
2. Members will confirm the GPS coordinates provided by the system in the lower right corner. If not displayed, contact the helpdesk.
3. The mute function may be briefly utilized on the in-car microphone transmitter for private conversations and discussions with detectives/supervisors, out of the auditory range of non-Department members. Members will resume recording audio immediately at the conclusion of the conversation.
4. Digital media is required to be recorded during all prisoner or citizen transports.
 - a. Patrol vans should record front and back cameras simultaneously.
 - b. Members transporting prisoners or citizens in a Department vehicle will start the interior camera recording prior to placing the individual in the vehicle.
 - c. If the member pulls into a Department facility that is recorded, such as the headquarters garage or a division sally port, they may then turn off their in-camera system prior to exiting the vehicle.

F. BWC Operating Guidelines

1. Members will only use the BWC assigned to them and will utilize that BWC while on-duty.

- *2. Members will verify that the BWC displays their serial number so that any video recorded will be logged to them.
- 3. Members will activate the BWC at the outset of each contact, whether or not the contact documents a significant incident, forms part of a criminal investigation or has any perceived evidentiary value to the member.
- 4. Unless a member holds a legitimate belief that activating the BWC would be unsafe given the facts and circumstances, the BWC will be activated.
- 5. In the event a safety issue has prevented activation of the BWC, the member will document the details in an incident report and report it to their immediate supervisor.
 - a. At no time will a member jeopardize their safety in order to activate a BWC.
 - b. It is understood that rapidly evolving and complicated situations may delay BWC activation due to incident priority.
- *6. In the event the BWC is not activated at the onset of the contact, the member will narrate or document the reason for the late activation in any related incident report(s) or call-notes.
- 7. Once activated, the BWC should remain on until the incident has concluded. De-activation **may** occur in the following situations:
 - a. Citizen request.
 - (1) In the event the member determines that enforcement activity will not be required.
 - (2) The citizen request to “not record” must be captured by the BWC.
 - b. In the event a supervisor or commander orders a member to stop recording. The supervisor/commander will narrate their reasoning on the recording and instruct the member to document the order in either the appropriate incident report or in the call notes.
- *8. The mute function may be utilized briefly in the following instances but recording will resume immediately after the conclusion of the conversation:
 - a. The member deems the information they are about to receive should be kept confidential to ensure a person’s privacy.
 - (1) In these instances, the member will narrate on the recording their intention to mute the recording and explain the basis for that decision.

(2) Members will also document the reason(s) in call-notes.

b. Private conversations or discussions with detectives/supervisors occur out of the auditory range of non-Department members.

9. At the end of their tour of duty the members will place their BWC in the upload/charging dock at their assigned division.

G. Classifying Digital Media

1. Classifying digital media ensures that the digital media is maintained in accordance with the records retention requirements set forth by the state of Missouri and Department policy. For further information, refer to the current directive entitled, "Records Management Retention & Disposal."

2. Digital media classifications are designated by the DTS.

3. Members will properly classify the digital media once the recording has been stopped based on the classification of the related incident report of the call-for-service or self-initiated activity.

4. Members are required to classify their digital media regardless of the role they fulfilled on the scene in accordance with the primary officer's classification and/or case report number (CRN) by the end of their tour of duty.

5. The case report number (CRN) will be entered in the 8-digit format. If the member is wearing a BWC that captured the incident, the member will make sure the "Body Worn Camera recording exist" field is checked.

*6. In the event a CRN is not yet available to the member, the 8-digit format should be entered using the numerical representation of the division in which the incident occurred.

a. For instance; 11111111 will be used for Central Patrol, 22222222 for Metro Patrol, etc.

b. Members must enter the correct CRN once known, using the Back-End Client on a desk top computer.

7. The digital media can be located in the Back-End Client if the member fails or is unable to classify their digital media before it is uploaded to the server.

H. Uploading Digital Media

1. Members assigned to patrol division stations will ensure their patrol vehicle is parked within the range of the Wi-Fi access points to ensure all recorded digital media is uploaded prior to the end of their tour-of-duty.
2. Members will dock their BWC in the provided docks at the end of their tour-of-duty to ensure digital media upload and charging.
3. During their tour-of-duty, members with take-home vehicles will periodically respond to any of the patrol division stations and place their vehicle within the range of Wi-Fi access points to upload any recorded digital media.
- *4. Members with take-home vehicles who do not return to their unit prior to the end of their tour-of-duty or event will ensure their BWC is docked as soon as practical. In the event of a serious incident, arrangements may need to be made to have the BWC taken to a docking station for timely upload of digital media.
- *5. Investigative members will upload BWC recorded media within 2 working days by placing the BWC in the upload/charging dock at a Department facility.
6. Members will contact the DTS if digital media cannot be uploaded.

I. Replacement of Lost or Stolen Camera Equipment

The requesting division will forward the original request for replacement through the chain of command to their Bureau Office, with a copy of the request forwarded to the DTS via interdepartmental mail.

J. Desk Sergeant/Operations Sergeant Responsibilities

The desk sergeant/operations sergeant will ensure that new member transfers have been issued the appropriate equipment and received training on the current digital media recording equipment prior to assignment on the daily roster.

K. Investigative Member Responsibilities

1. Investigative members are responsible for determining whether any digital media recording equipment was operating at the scene or other digital media was recorded.
2. In the event digital media recording equipment was operating, the investigative member will determine whether the district officer has properly classified all digital media.
3. In the event the district officer has not properly classified the digital media or added a CRN, the investigative member will modify the digital media with the proper classification and CRN (if necessary) directly in the appropriate system.

***QUARTERLY REVIEW OF INTERNALLY RECORDED DIGITAL MEDIA**

- A. These reviews will be used to aid in:
 - 1. Identifying training and/or disciplinary actions needed;
 - 2. Recognizing members for commendable and/or honorable deeds or acts performed in the line-of-duty;
 - 3. Annual performance evaluations.
- B. Supervisors/commanders will:
 - 1. Select one random video of each member within their supervision from the following:
 - a. BWC.
 - b. In-car camera, if applicable.
 - 2. Complete the Video Review, Form 25 P.D. (Video Review form).
 - 3. Submit a memorandum through their chain-of-command with their findings.
- C. The division commander will compile the received information and submit a summary with the Video Review forms to their bureau commander.
- D. The compiled information will be retained by the affected bureau for 1 year.

RECORDING CUSTODIAL INTERROGATIONS

- A. Recordings include any form of audio, video, motion picture, or digital media.
- B. Investigative members will record custodial interrogations in accordance with state law and may do so with or without the knowledge or consent of a suspect.
- C. Investigative members that respond to an outside agency for an interrogation will use the host agency's equipment when possible and will follow the host agency's recording policies. A copy of the recording will be requested by the investigative member.
- D. Investigative members are not required to record interrogations when:
 - 1. Exigent public safety circumstances prevent recording.
 - 2. The suspect makes spontaneous statements.
 - 3. The recording equipment fails and good faith reasonable efforts were made to locate alternative equipment, such as a BWC.
 - 4. Recording equipment is not available at the location where the interrogation takes place after good faith reasonable efforts were made to locate alternative equipment, such as a BWC.
- E. An investigative member that decides to digitally record questioning of a noncustodial suspect will ensure any recordings are properly preserved and stored within the applicable case file.
- F. Investigative members will record the interrogation in its entirety. In the event the member is made aware that recording equipment is deactivated or malfunctions during the interrogation, the member will document the reasons and notify a supervisor.
- G. In the event an investigative member records a victim, suspect, witness, and/or arrestee, the recordings will be recovered as evidence in accordance with the current written directive entitled, "Recovered Property Procedures."
- H. Investigative members will make copies of the recording to remain in the case file or to provide to a prosecutor.
- I. If required, the applicable Prosecutor's Office will handle transcription of recorded interrogations.
- *J. The BWC will not be used in lieu of the interrogation room recording system unless no other option exists.

REQUESTS FOR DIGITAL MEDIA DUPLICATION

- A. All copies of digital media will be produced by the DTS personnel or designee.
- *B. Requests will be submitted to the DTS via email to video@kcpd.org. The following minimum information will be included in the request for processing:
 - 1. Requestor's name and contact information.
 - 2. If internal member request, the member's Division and Section.
 - 3. Date and time or range of date and time of event.
 - 4. Location of event.
 - 5. Related CRN(s).
 - 6. Summons/citation number(s), if applicable.
- C. Federal, State, and Ordinance Violation Prosecutorial Request and State and Federal Public Defenders.
 - 1. These requests will be submitted directly to the DTS.
 - 2. There will be no charge for these copies.
- D. Federal, State, and Ordinance Violation Defense Attorney Requests
 - 1. Defense attorneys representing clients for ordinance violations and/or state and federal criminal cases will submit requests directly to the DTS.
 - 2. If the request is for a state or federal level case, the copy must be obtained from the appropriate prosecutor. Only requests for municipal level cases will be filled by the Department, unless pursuant to a subpoena or court order.
 - 3. The Accounting and Payroll Section will make copies of source documents and file them by the requestor's name.
- E. Civil Case Requests
 - 1. Generally, requests for copies to be used in civil cases will only be provided after all criminal charges have been resolved.
 - 2. These requests will be submitted directly to the DTS.

3. The Office of General Counsel will be consulted when an attorney or any party requests digital media for use in cases where criminal charges are pending and/or digital media that would otherwise be a closed record.
4. The Accounting Section will copy the source documents and file them by the requestor's name.
5. The cost will be calculated by the DTS per the current Department fee schedule.

F. Department Member Requests

1. Requests for copies of recordings related to civil matters for their own personal use (not including internal investigations) should follow the above procedures of this section.
2. In the event a recording is part of an internal investigation, the recording will be made available to the member and/or their representative in accordance with the current Collective Bargaining Agreement.
3. Requests for copies of recordings for criminal cases will be submitted directly to the DTS.

G. Other Law Enforcement Agency Requests

1. These requests will be submitted directly to the DTS.
2. There will be no charge for these copies.

H. All other requests for the release of digital media will follow RSMo. 610.023.

DIGITAL MEDIA PURGE

- A. Classified digital media will be evaluated for deletion and will be purged in accordance with Missouri Secretary of State's Local Records Retention Schedule, as authorized by RSMo. 109.255.
- B. An automated email detailing digital media (with basic information such as the CRN and the classification tag) scheduled for deletion and purge over the proceeding 2 weeks will be sent by the digital media system.
- C. At least one member will be designated by all Department elements to checking the element's "digital media to expire" e-mail account and respond prior to the 2-week deletion deadline.
- D. The designee will determine if the digital media is purgeable or needs to be retained and will select 1 of the following 2 options:
 - 1. [YES] - I have verified that this case is no longer active and you may release all digital media on this CRN.
 - 2. [NO] - I have verified that this case is still active and the digital media needs to be retained.