

 Claresholm	CPO Incident Capture System (ICS)		Policy #5.3.16
Department Owner:	Protective Services		
Policy Applies To:	CPO Officer Incident Capture Systems (in car & body worn cameras)		
Date Created:	January 14, 2026	Date Approved By Council:	
Version #:	1.2	Resolution #:	
Last Review Date:	May 16, 2025	Policy(ies) Replaced/Rescinded:	N/A

Intent:

To establish a procedure for the use, management, storage and retrieval of audio-visual media recorded by the in-car camera incident capture systems/WatchGuard (ICS) [and Body-worn cameras](#).

The use of an ICS provides persuasive documentary evidence. ICS also helps defend against civil litigation and allegations of officer misconduct. Officers assigned the use of these devices shall adhere to this procedure in order to maximize the effectiveness and utility of the ICS and the integrity of evidence and related electronic documentation.

The use of ICS ([includes in car cameras and body worn cameras](#)) has been adopted to accomplish the following objectives:

- To enhance officer safety;
- To accurately capture statements and events during the course of an incident;
- To enhance the officer's ability to document and review statements and actions for both internal reporting requirements and for courtroom preparation/presentation;
- To provide an accurate account of an event for self-critique, training and supervisory review;
- To capture visual and audio information for use in current and future investigations.

General Procedures:

1. ICS equipment shall be programmed to automatically activate when emergency equipment (lights) are operating. The system may also be activated manually from the control panel affixed to the interior of the vehicle. Standard activation settings shall be set and approved by the supervisor.
2. [Officers shall make every effort to activate their Body- worn cameras to record all contact with the public during the performance of official duties, which include, but not limited to:](#)
 - a. [House, business or other related activities,](#)
 - b. [Roadside interactions, and](#)
 - c. [Traffic stops.](#)
3. It is mandatory to use the ICS to record in the following situations, when the ICS is in close proximity to do so:
 - a. Traffic stops (to include, but is not limited to traffic violations, stranded motorist assistance, compliance checks);
 - b. Emergency responses;
 - c. Violation in progress; and
 - d. Any other situation or incident that the officer, through training and experience, believes should be audibly and visually recorded.
4. When the ICS is activated, officers shall ensure that the audio portion is also activated so all events are properly documented.
5. An officer may disable the audio feature of the ICS only if there is a compelling reason to do so (interview with an informant, [undercover police officer, communications with other departments, in any location where individuals have a reasonable expectation of privacy such as a rest or break](#)

- room, suspect phone call to lawyer, etc.).
6. Officers shall wear the ICS wireless lapel microphone with a wind hood at all times when engaged in activities described in item 2 in proximity of their vehicle [and/or the body worn camera](#).

Operational Protocol

7. Officers shall review ICS recordings when preparing written reports of events to help ensure accuracy and consistency of accounts. Officers should make written notes during a recorded statement as a safeguard against indiscernible statements or equipment failure and given that the ICS does not replace the use of notebooks.
8. [Body worn camera equipment is issued to uniformed officers as authorized by the Town of Claresholm. The Body worn camera equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Town of Claresholm.](#)
9. [Body worn camera equipment is the responsibility of the officer and will be used with reasonable care to ensure proper functionality. Officers shall inspect and test the body worn camera prior to each shift to verify proper functionality.](#)
10. With the exception of radio communications, officers shall ensure that the volume from other electronic devices inside the vehicle will not interfere with ICS recordings.
11. Officers shall not erase, alter, reuse, modify or tamper with ICS recordings outside of procedures noted in section 20.
12. ICS recordings shall be appropriately marked as containing evidence, logged as exhibits and held [and/or duplicated when they record any of the following:](#)
 - a. Criminal or Municipal Violations where a ticket was issued;
 - b. Assaults
 - c. Physical or verbal confrontations;
 - d. Emergency responses.
13. When the ICS is activated to document an event, it shall not be deactivated until the event has been concluded, unless:
 - a. The incident or event is of such duration that the ICS should be deactivated to conserve recording times;
 - b. The officer reasonably believes that deactivation will not result in the loss of critical documentary information; and
 - c. The intention to stop the recording has been noted by the officer either verbally or in a written notation.
14. The recording media shall be replaced prior to the recording device reaching full capacity.

Officer Responsibilities

15. Inspection and general maintenance of ICS equipment installed in Town vehicles [and any body worn camera](#) shall be the responsibility of the ~~vehicle operator~~ [officer](#).
16. ICS equipment shall be operated in accordance with the manufacturer's recommended guidelines.
17. Prior to beginning each shift, the vehicle operator shall perform an inspection to ensure that the ICS is performing in accordance with the manufacturer's recommendations covering the following matters:
 - a. Remote audio transmitter functional:
 - i. Adequate power source;
 - ii. Connected to the recording equipment; and
 - iii. Remote activation of system via transmitter.
 - b. Camera Lens:
 - i. Windshield and camera lens free of debris; and
 - ii. Camera facing intended direction.
 - c. Recording mechanism capturing both audio and video information:
 - i. System plays back both audio and video.
 - d. A secondary recording media is in place in the recording mechanism if required.

- e. The ICS will record:
 - i. Times;
 - ii. Dates;
 - iii. Location;
 - iv. Speed;
 - v. Brakes;
 - vi. Lights;
 - vii. Name of officer (last name only)
18. Malfunctions, damage or theft of ICS equipment shall be reported to the immediate supervisor and documented in the officer's notebook prior to placing the ~~vehicle~~ **equipment** into service.
19. All recording media, recorded images and audio recordings are the property of the Town. Dissemination outside of the Town is prohibited without specific written authorization of the CAO or designate.
20. Officers shall upload recorded data from the memory device to their assigned computer using the ICS software provided for that purpose.
21. Officers shall transfer all recorded media onto the Town's server for storage and backup at the end of each shift or as soon as practical in extenuating circumstances.
22. Officers will be required to present recorded media upon request by their immediate supervisor or CAO.
23. Media records shall be:
 - a. Deleted within 3 months if they DO NOT contain recordings of the events noted in section 9 to limit data storage space utilized on the server.
 - b. Maintained for 3 years if they DO contain records of the events noted in section 9.
 - c. Deletion of any records noted in (b) above shall not be deleted by the Officer until records scheduled for deletion have been reviewed and approved by the supervisor.
24. When destruction of recorded media has occurred it shall be documented in the file retention log.
25. Officers shall ensure that all digital media storage devices when not in use are stored securely in a locked receptacle.