

Pursuant to 50 ILCS 706/10-25 each law enforcement agency that utilizes body worn cameras must provide a report to the board by May 1 of each year indicating the number of cameras in use, the number of officers who have used body worn cameras, technical issues encountered with the use of such cameras and the review process used by supervisors. For each instance in which a body camera was used in a prosecution, the agency must indicate the date, time, location, offence and charging date. In an effort to simplify the collection of this data, ILETSB requests that this data be provided on the [attached chart](#). Completed reports, including the accompanying chart, can be emailed to Jennifer Wooldridge at [jennifer.wooldridge@illinois.gov](mailto:jennifer.wooldridge@illinois.gov)

Illinois Law Enforcement Training and Standards Board Website on April 27, 2017. RD

50 ILCS 706/10-25)

Sec. 10-25. Reporting.

(a) Each law enforcement agency which employs the use of officer-worn body cameras must provide an annual report to the Board, on or before May 1 of the year. The report shall include:

(1) a brief overview of the makeup of the agency, including the number of officers utilizing officer-worn body cameras;

(2) the number of officer-worn body cameras utilized by the law enforcement agency;

(3) any technical issues with the equipment and how those issues were remedied;

(4) a brief description of the review process used by supervisors within the law enforcement agency;

(5) for each recording used in prosecutions of conservation, criminal, or traffic offenses or municipal ordinance violations:

(A) the time, date, location, and precinct of the incident;

(B) the offense charged and the date charges were filed; and

(6) any other information relevant to the administration of the program.

(b) On or before July 30 of each year, the Board must analyze the law enforcement agency reports and provide an annual report to the General Assembly and the Governor.

(Source: P.A. 99-352, eff. 1-1-16.)

# ROCKDALE POLICE DEPARTMENT

May 1, 2022



To: Illinois Law Enforcement Training and Standards Board  
Illinois General Assembly  
Illinois Governor's Office

Re: Body Camera Report for Year 2021

Via email to [jennifer.wooldridge@illinois.gov](mailto:jennifer.wooldridge@illinois.gov), [reports@ilga.gov](mailto:reports@ilga.gov), and [gov.reports@illinois.gov](mailto:gov.reports@illinois.gov)

Good Evening,

In regards to our department's annual body camera report this letter includes information for January 1, 2021, to December 31, 2021. Our department consists of being a municipal police department for a village of 1,888 residents. We currently employ 1 full-time police chief, 1 full-time sergeant, 4 full-time police officers, 1 part-time officer, and 1 part-time administrative assistant.

Be advised that in regards to our yearly body camera report we have attached as page 3 a spreadsheet that contains details on each of our currently owned body cameras. A brief summary of the attached report and to better simplify it be advised that as of today's date we currently utilize:

- 8 body cameras that are labeled with each officer's last name. This equates to one body camera for each officer we employ.
- 1 body camera labeled "Spare 1" and 1 body camera labeled "Spare 2" that act as spares for circumstances such as an officers camera malfunctioning, the battery nearing depletion, or the camera being docked to upload a critical event while the officer still needs a camera for his tour of duty, etc, etc, etc.
- 4 body cameras labeled "Extra in Chief's Office" that act are cameras not actively utilized that will be assigned to newly hired officers or in circumstances that an officers already assigned camera needs to be sent to the manufacturer for repair. In this instance the "extra" camera will be relabeled with the officer's name and the camera sent to the manufacturer will be labeled as "extra" when it is returned to our department repaired.

During this reporting period we had relatively minor technical issues such as batteries of the body cameras not lasting an officer's shift but due to procedures in place the officer utilized a "Spare" camera. This has been remedied by purchasing spare batteries we can replace internally now without having to send cameras to the manufacturer. We also have had issues in which an officer advised the camera did not function as designed in regards to the camera not activating when the activation button was pressed but this issue was a one time each circumstance and I tend to believe the button wasn't pressed fully or as with all electronics it was a temporary issue that couldn't be repeated shortly after. We have not had a technical issue that prevented an officer from capturing data that was critical. We have remedied this by completing a sync or by complete a "check out" of the camera which seems to fix this minor issue. The

body worn cameras sync to our in-car cameras so there have been limitations in this occurring wirelessly that again is remedied by completing a sync or checking out the camera.

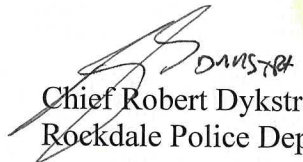
Please see page 4 in regards to the time, date, location, offense charged, date charges filed, and case number for each instance in which a recording was used in prosecution. Page 4 is a spreadsheet database that was obtained from your own agencies website. Please be aware that this spreadsheet compiles the body worn videos requested by the Will County State's Attorney's Office. We are not sure if they were actually used at a trial setting or requested and not used.

To answer the question in regards to our review process by supervisors there is one of two supervisors that will ensure that every call, traffic stop, encounter, etc, etc, etc has a body camera video associated with it. The videos are not individually watched unless a question comes up about an incident a supervisor is handling or reviewing such as a case report. Or if there is reason to watch the video such as a citizen complaint. Every use of force incident or citizen complaint incidents footage is reviewed by a supervisor. A copy of our policy relative to body cameras is attached as pages 5 to 11 to explain in further detail supervisor review.

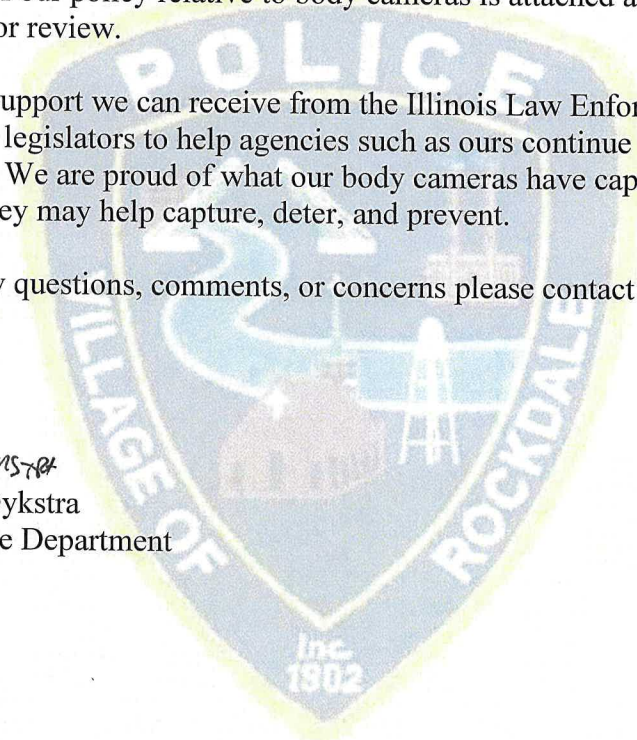
Any help and support we can receive from the Illinois Law Enforcement Training and Standards Board to convince our legislators to help agencies such as ours continue utilizing these great tools we appreciate in advance. We are proud of what our body cameras have captured, what they helped prosecute, and what they may help capture, deter, and prevent.

If you have any questions, comments, or concerns please contact me,

Respectfully,



Chief Robert Dykstra  
Rockdale Police Department





# ROCKDALE POLICE DEPARTMENT



## WATCHGUARD BODY CAMERAS

### WatchGuard VISTA HD WiFi WGA00600 Body Cameras

Officer Assigned	Serial Number	Warranty Expires
Dykstra	WFC1-047850	June 29, 2022
Dykstra - Impala	WFC1-040784	June 29, 2022
Baikie	WFC1-047852	June 29, 2022
Griffing	WFC1-031454	June 29, 2022
Tapia	WFC1-047046	June 29, 2022
Hine	WFC1-033300	June 29, 2022
Wayda	WFC1-014126	June 29, 2022
Svehla	WFC1-038164	June 29, 2022
Spare 1	WFC1-047848	June 29, 2022
Spare 2	WFC1-047134	June 29, 2022
Extra in Storage Cabinet	WFC1-047872	June 29, 2022
Extra in Storage Cabinet	WFC1-050153	June 29, 2022
Extra in Storage Cabinet	WFC1-055057	June 29, 2022
Extra in Storage Cabinet	WFC1-062368	June 29, 2022

REPORTING AGENCY	DATE	TIME	LOCATION: ADDRESS	LOCATION: CITY	AGENCY BODY CAMERA REPORT to ILETSB	OFFENSE (ILCS Citation)	DATE CHARGES FILED	REPORT NUMBER
Rockdale PD	2/26/2021	5:26 PM	400 Moen Avenue	Rockdale		Criminal Damage to Property 720 ILCS 5/21-1(a)(1) - Reckless Driving 625 ILCS 5/11-503(a)(1)	3/1/2021	21-011
Rockdale PD	3/2/2021	11:35 AM	203 Meadow Avenue, Apartment 1	Rockdale		Aggravated Battery to a Peace Officer 720 ILCS 5/12-3.05(d)(4) - Resist a Peace Officer 720 ILCS 5/31-1(a) - Battery 720 ILCS 5/12-3(a)(2)	3/3/2021	21-012
Rockdale PD	3/21/2021	3:54 PM	909 Otis Avenue, Apartment 1	Rockdale		Violation of a Stalking No Contact Order 720 ILCS 5/12-3.9(a) - Criminal Trespass to Residence 720 ILCS 5/19-4(a)(1)	3/22/2021	21-016
Rockdale PD	4/20/2021	5:22 PM	600 Moen Avenue	Rockdale		Aggravated Unlawful Use of Weapon in a Vehicle Without a FOID Card - 720 ILCS 5/24-1.6(a)(1) - Possession of a Firearm Without a Valid FOID Card 430 ILCS65/2(a)(1)	4/21/2021	21-019
Rockdale PD	12/3/2021	6:30 PM	125 South Connell Street	Rockdale		Receive, Possess, Sell a Stolen Vehicle 625 ILCS 5/4-103(a)(1) - Aggravated Battery to a Peace Officer 720 ILCS 5/12-3.05(d)(4)	12/13/2021	21-044

## Portable Audio/Video Recorders

### 423.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by officers of this Department while in the performance of their duties (50 ILCS 706/10-20). Portable audio/video recording devices include all recording systems whether body-worn, hand held or integrated into portable equipment. This policy does not apply to lawful surreptitious audio/video recording, interception of communications for authorized investigative purposes or to mobile audio/video recordings (50 ILCS 706/10-35).

#### 423.1.1 DEFINITIONS

Definitions related to this policy include (50 ILCS 706/10-10):

**Body-worn camera or camera** - 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.

**Law enforcement-related activities** - Activities in which the officer is enforcing the law, including traffic or pedestrian stops, arrests, searches, interrogations, investigations, pursuits, crowd and traffic control. It does not include tasks unrelated to the investigation of a crime such as participating in town halls or other community outreach; helping a child find his/her parents; providing death notifications; performing in-home or hospital well-being checks on the sick, elderly or persons presumed missing; or completing paperwork while alone or only in the presence of another law enforcement officer.

**Portable recorder or recorder** - Either an audio-only recording device or a body-worn camera.

### 423.2 POLICY

The Rockdale Police Department may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public (50 ILCS 706/10-15).

### 423.3 PRIVACY

All recordings made by personnel acting in their official capacity as officers of the Rockdale Police Department shall remain the property of the Department and should not be considered private, regardless of whether those recordings were made with department-issued recorders. At no time should any recording by an officer during his/her official capacity be disclosed or revealed to anyone unless authorized by the Chief of Police.

### 423.4 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a

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## IL Policy Manual

### *Portable Audio/Video Recorders*

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malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable (50 ILCS 706/10-20). Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record his/her name, Rockdale Police identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

#### **423.5 ACTIVATION OF THE AUDIO/VIDEO RECORDER**

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

Members wearing body-worn cameras and any clothing or any indication they are law enforcement shall have the body-worn camera turned on at all times while they are on-duty and are responding to calls for service or engaged in law enforcement-related activities (50 ILCS 706/10-20).

Other portable recorders should be activated in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- (c) Self-initiated activity in which an officer would normally notify Laraway Communications Center
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

If exigent circumstances prevent an officer from turning on a body-worn camera when required, the camera shall be turned on as soon as practicable (50 ILCS 706/10-20).

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Members shall not record interactions with confidential informants unless exigent circumstances exist or the informant has or is committing a crime (50 ILCS 706/10-20).

Members should remain sensitive to the dignity of all individuals being recorded and unless recording with a body-worn camera is required, exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

#### **423.5.1 SURREPTITIOUS USE OF THE PORTABLE RECORDER**

Illinois law prohibits any individual from surreptitiously recording any conversation in which any party to the conversation has a reasonable belief that the conversation is private or confidential (720 ILCS 5/14-2).

However, officers using body-worn cameras are not prohibited from recording a private conversation if the person is provided notice of the recording and proof of that notice is captured on the recording. If exigent circumstances exist that prevent the officer from providing notice, notice must be provided as soon as practicable (50 ILCS 706/10-20).

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

#### **423.5.2 BODY CAMERA ACTIVATION**

Prior to responding to any call for service where interaction with the public is imminent, the responding officer shall activate his/her body camera prior to exiting his/her patrol vehicle and is to remain recording during the entire duration of the incident from start to finish. At no time should the recording be suspended. If the situation requires permission from the subject to be recorded, it is imperative to record the consent or denial to record on the officer's body worn camera. As a rule of thumb, when an officer is in doubt regarding the nature of the incident, the body worn camera should be activated.

#### **423.6 PROHIBITED USE OF BODY CAMERAS**

Officers are prohibited from using department-issued body cameras and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity. Officers are also prohibited from retaining recordings of activities or information obtained while on-duty, with department-issued body camera. Officer's shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes and with approval from the Chief of Police or a supervisor. All such recordings shall be retained by the Department. Officer's are prohibited from using personally owned recording devices while on-duty without the express consent of the Chief of Police or a supervisor.



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Any officer who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements. Recordings shall not be used by any officer for the purpose of embarrassment or ridicule. Any officer who may have questions regarding the application of this policy is encouraged to seek clarification from the Chief of Police or his/her designee.

#### **423.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS**

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.
- (g) The recording or portions of the recording may be protected under the Freedom of Information Act or the Law Enforcement Officer-Worn Body Camera Act (5 ILCS 140/7.5; 50 ILCS 706/10-20).

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

##### **423.7.1 BODY-WORN CAMERAS**

With respect to body-worn camera recordings, the recording member and supervisor are prohibited from redacting, labelling, duplicating, or altering the recording (50 ILCS 706/10-20).

#### **423.8 REVIEW OF RECORDED MEDIA FILES**

When preparing written reports, members should review their recordings, and use them as a resource. However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less-detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing a member's performance.

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The supervisor of the recording member shall document in the report or other documentation if the supervisor or the recording member reviewed body-worn camera recordings prior to completing the report or other documentation.

No member shall have access to or review the member's own body-worn camera recordings or the body-worn camera recordings of another officer prior to completing reports or other documentation when the member:

- (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.
- (b) Is ordered to write a report in response to or during the investigation of a misconduct complaint against the member.

If the member prepares a report related to the circumstances listed above, subject to a supervisor's approval, a member may file a supplemental report after viewing body-worn camera recordings. The member shall document in the supplemental report that the member reviewed recordings (50 ILCS 706/10-20).

Recorded files may also be reviewed:

- Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
- Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- By media personnel with permission of the Chief of Police or the authorized designee.
- In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

#### **423.9 BODY-WORN CAMERA COORDINATOR**

The Chief of Police or the authorized designee should designate a coordinator responsible for (50 ILCS 706/10-20):

- (a) Identifying members who are assigned body-worn cameras.
- (b) Identifying members permitted to access recordings in order to redact, label, or duplicate recordings.
- (c) Ensuring body-worn cameras acquired on or after July 1, 2015, are equipped with pre-event recording of least the 30 seconds prior to camera activation and are capable of recording for a period of at least 10 hours.
- (d) Establishing procedures for:

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1. The care and maintenance of body-worn cameras, including reasonable efforts to be made by supervisors to correct or repair body-worn camera equipment upon notice from a member experiencing technical difficulties, failures, or problems with the equipment.
  2. Compliance with the Law Enforcement Officer-Worn Body Camera Act and guidelines established by the Illinois Law Enforcement Training and Standards Board (ILETSB) for the use of body-worn cameras.
  3. Security of recordings including access controls.
  4. Redacting, labeling, and duplicating recordings.
  5. Supervisor and member review of recordings.
- (e) Providing an annual report to the ILETSB pursuant to 50 ILCS 706/10-25.
- (f) Ensuring the Department uses authorized body-worn camera recording media (50 ILCS 706/10-10).
- (g) Designating members permitted to redact, label, or duplicate recordings (50 ILCS 706/10-20).

#### **423.10 RETENTION OF RECORDINGS**

All recordings other than those made with body-worn cameras shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 90 days unless the recordings are made a part of an arrest or the recordings are deemed evidence in any criminal, civil, or administrative proceeding and then the recordings must only be destroyed upon a final disposition and an order from the court (720 ILCS 5/14-3(h-15)).

##### **423.10.1 RETENTION REQUIREMENTS FOR BODY-WORN CAMERA RECORDINGS**

Recordings made on body-worn cameras shall be retained for 90 days. Recordings shall not be altered, erased, or destroyed prior to the expiration of the 90-day storage period. In the event any recording is altered, erased, or destroyed prior to the expiration of the 90-day storage period, the Chief of Police shall maintain a written record including the name of the individual who made such alteration, erasure, or destruction, and the reason for any such alteration, erasure, or destruction for one year (50 ILCS 706/10-20).

After the 90-day storage period, recordings must be destroyed unless any of the following occur (50 ILCS 706/10-20):

- (a) A formal or informal complaint has been filed.
- (b) The officer discharged a firearm or used force during the encounter.
- (c) Death or great bodily harm occurred to any person in the recording.
- (d) The encounter resulted in a detention or arrest other than a traffic stop resulting in only a minor traffic offense or a petty offense with a fine of more than \$1,000.

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- (e) The officer is the subject of an internal investigation or otherwise being investigated for possible misconduct.
- (f) The supervisor of the officer, prosecutor, defendant, or court determines that the encounter has evidentiary value in a criminal prosecution.
- (g) The recording officer requests that the video be retained for official purposes related to the officer's official duties.

Under these circumstances, the recording of the encounter 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.

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 purposes of instruction, training, or ensuring compliance with department policies.

### 423.10.2 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.